Change Control Guide

This document provides direction on completing the Change Control Forms. There are two forms to take into account change. These two forms relate to change inside and outside of approved budget.

Points 1 to 4 are relevant to both forms. Point 5 is relevant for change inside of approved Budget only. Point 6 is relevant to change outside of approved budget only.

1. APPROVED BUDGET

Approved Budget is defined and set at the outset of the project. The Project Manager will then manage change within the budget parameters including contingency where necessary.

2. INITIATION

Any individual associated with the project can request a change by completing Section 1 of the form and then sending it to the Project Manager who will allocate a CCF reference number and keep a register of the Change Control Forms raised. The Project Manager will then distribute the form to the

- Main Contractor
- QS
- Architect
- M&E Consultant
- Any other individuals required to be informed

3. IMPACT ASSESSMENT

The Cost Manager/Quantity Surveyor is responsible for completing this section of the form with input from the project team where necessary. The cost breakdown on the form should be adhered to whenever possible. The costs of the proposed change should be balanced by the source of the funding for the proposed change. The impact of the change must be assessed both in terms of cost and time.

4. DISTRIBUTION

The Project Manager must ensure the Change Control Form is distributed to the relevant individuals by ticking and sending to the positions shown in the distribution list on the form.

5. INSIDE APPROVED BUDGET ([Form Reference F.05A](#))

This form is to be completed if the proposed change is within project budget.

a. Section 3 – Authorisation (inside Approved Budget)
The Project Manager completes this section including the funding allocation and ensures that the appropriate member of staff from the Estates Projects Division signs the form.

College Project Managers have financial authorisation levels and can sign off change up to the value of £10k.

Externally appointed Project Managers have no financial authorisation levels so must ensure all change is signed by the Estates Projects Division. Levels of authorisation are

- £0 to £3k   Project Manager (Internal)
- £3k to £10k   Senior Project Manager acting as Senior Supplier
- £10k to £50K   Director of Estates Projects
- £50k to £200k   Chief Financial Officer
- >£200k   PRM

Once this has been signed the Project Manager adds a Project Manager Instruction Number (PMI) to the form accordingly.

To implement the approved change the Project Manager will issue a Project Managers Instruction form appropriately numbered.

6. OUTSIDE APPROVED BUDGET (Form Reference F.05B)

This form is to be used if the proposed change is outside of the approved budget..

a. Section 3 – Justification for Budget Increase
This section is to provide a justification for the budget increase and an explanation on the utilisation of contingency to date. This will be completed by the Project Manager.

b. Section 4 – Previous Approval Change Control
Complete this section if there have been change requests raised prior to this request. The previous Change Control Form reference number, date, description of change and the cost (+/-) implications for each previous change is to be listed.

c. Section 5 – Approval
The levels of financial approval are

Threshold	Accountable Body
<£100k	PRM
>£100k to £5m	PEG (if project "approved or planned" in Capital Plan)
>5m to £10m	PEG (if project previously approved in principle by Council)
>£10m	PEG (max 10% of total project cost)
>£10m	Council (exceeding a max 10% of total project cost)

Note: The total project cost including any approved financial change requests must not breech the approval bodies' financial limits.

Once this has been signed the Project Manager adds a Project Manager Instruction Number (PMI) to the form and distributes the form accordingly.

To implement the approved change the Project Manager will issue a Project Managers Instruction form appropriately numbered.