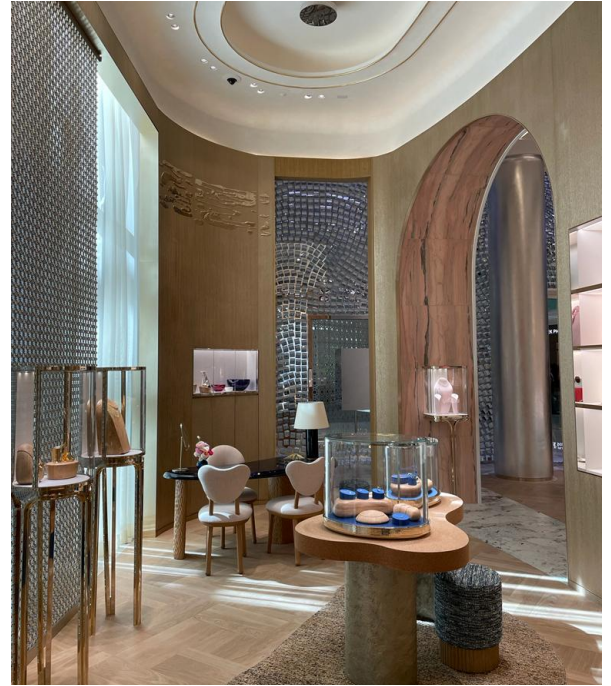


The Role of Cost Consultants & Cost Managers



Insight

Construction Consulting Ltd



The Importance of Structured & Accurate Management of Project Changes

Managing variations or change orders in construction projects is crucial as they can significantly impact the project's scope, cost, schedule, and quality, as well as the relationships among stakeholders. To effectively handle change orders, it is important to establish a clear and agreed-upon process before the project begins. This process should define roles, communication channels, approval procedures, documentation requirements, and methods for assessing the impact of changes.

Tracking and documenting changes is essential for managing change orders. It helps monitor project progress, performance, and budget, and provides evidence for claims or disputes. Various tools and methods, such as variation request forms, change order logs, registers, and reports, are used to track and document changes. Variation request forms describe the details of the change, while change order logs record all issued change orders. Change order registers summarise all changes and their cumulative

effect on the project. Change order reports analyse and evaluate the changes issued throughout the project.

When managing variations or change orders, effective communication and negotiation with stakeholders are crucial. Using clear and concise language without jargon or acronyms is recommended. Employing multiple communication channels and visual aids can help stakeholders understand the changes better. Collaborative tools and software streamline the communication and approval process.

Implementing and monitoring approved changes is the final aspect of managing variations or change orders. Updating the project plan to reflect the changes, assigning tasks and responsibilities, conducting inspections and audits, and evaluating performance are essential steps. Communication, training, issue resolution, data collection, and using that data to improve project performance are also important in this phase.

Daniel Wall, Founder & CEO