BRT Change Order Process Overview

FIG 1 - OUTLINE CHANGE CONTROL STANDARD OPERATING PROCEDURE

CHANGE ESTIMATE PROCESS

- **Originate Change Estimate** — 1 work day
- **Evaluate Change Estimate** — Review at Weekly Change Meeting
- **Potentially Valid?**
  - YES → **Authorize Now?**
    - YES → **Require Proposed Change Order**
    - NO → **Retain on Change Log**

CHANGE ESTIMATE PROCESS
Lead by PMCM Team

CHANGE AUTHORIZATION PROCESS

- **Originate Proposed Change Order** — 5 work days (Reject)
- Screened OK
- **Originate Change Order Request** — 1 work day
- **Review Change Order Request** — 3 work days (Reject)
- Approval Recommended
- **Originate Change Order** — 1 work day
- **Approve Change Order** — 2-6 work days (Reject)
- Approved
- **Approved Change Order Issued**

CHANGE AUTHORIZATION PROCESS
Lead by PMCM Team

CHANGE ORDER PROCESS

- **Contract Amendment Required?**
  - NO
  - YES → **Originate Purchase Requisition** — Per District procedure
- **Originate Contract Amendment** — Per District procedure
- **Contract Amendment PO Amendment**

CHANGE ORDER PROCESS
Lead by District Staff