



363 E. Grand Blanc Road  
Grand Blanc, MI 48439  
Tel: (810) 232-9797  
Fax: (810) 232-9746

[www.mca.net](http://www.mca.net)

We make your company more productive by applying: Lean Engineering, Manufacturing, and Service Processes

*Making Productivity Visible to Everyone®*

We are about you!®

# Change Order Management

## Catch, Track and Quantify the Impact of Change Orders on a Job

Change orders are a critical element of every construction project. This course focuses on understanding the impact of change orders on a job's productivity and profitability and provides methods to make visible and recover the cumulative impact of this change over a project's lifecycle. Based on *The ELECTRI Change Order Guidelines for Electrical and Low Voltage Contractors – 2014 as well as AIA Document 201 – 2007*, this class will connect the research\* with the operational aspects of processing change orders as well as integration with Agile Construction® Principles for catching, tracking and quantifying change on a project.

### Topics included:

- What is a Change Order? What constitutes a change that requires a change order?
- Elements of a Change Order
- Cost Identification, Categorization and Quantification
- The hidden costs of Change orders
- Change Management Process
- The connection to Agile Construction®

### Participants completing this course will be able to:

- Identify and categorize change
- Know what action needs to take place for each type of change
- Describe and document change in a way that supports Change Order Processing and Payment
- Communicate change through established forums and channels
- Understand the impact of change on their project's productivity and the bottom line
- Update WBS, SIS® and JPAC® when change occurs to enable quantification of the change.

**Target Audience:** Owners, executive managers, project managers and high level field supervisors

**Duration:** Full-day

**Pre-Requisite:** Agile Construction® 101, JPAC® and SIS® experience

**Instructor:** Phil Nimmo, Dr. Perry Daneshgari or Dr. Heather Moore; MCA, Inc. Note: Special pricing applies due to instructor fees.

\*Quantifying the Cumulative Impact of Change Orders, ELECTRI International, 2001