



We Are About You!®

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## Agile Construction - JPAC® / SIS®

### Issue 2 October 2014

To all JPAC® users,

As we all know, the job site is constantly changing. These changes can often involve anything from additions to the initial scope of work to unforeseen obstacles that often change the way you perform your work or even add additional tasks to it. JPAC® needs to stay in tune with these changes so you always have the most accurate reflection of the job's environment.



Within JPAC®, there are three categories of changes: **Change Order, WBS Change or Project Change**. When determining which one of these to use when submitting a change to your project in JPAC®, you should consider the following:

#### Change Order Properties

**A change order includes any changes in which there are additions, modifications, or the deletion of tasks due a contractual change in the definition of work in the contract scope.**

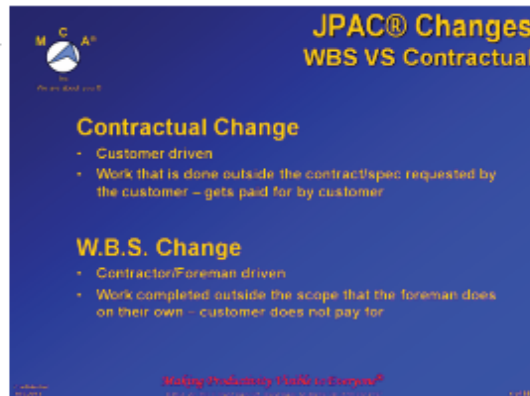
- Maintains the traditional definition of a change order
- Contractual
- In JPAC®, a change order shows up on the Summary Sheet as a change order, populating the C/O column
- Change orders can be added to JPAC® as:
  1. Unapproved
  2. Pending
  3. Approved

For those of you concerned with why you would add unapproved changes,

please ask us and watch future newsletters where we will calm your fears!

**Example of a Change Order:**

On the jobsite, the client requests that you do an EM Light replacement for the entire building that was not included in the original estimate and work breakdown structure.



**JPAC® Changes  
WBS VS Contractual**

**Contractual Change**

- Customer driven
- Work that is done outside the contract/spec requested by the customer – gets paid for by customer

**W.B.S. Change**

- Contractor/Foreman driven
- Work completed outside the scope that the foreman does on their own – customer does not pay for

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**WBS Change Properties**

**A WBS change includes any changes other than change orders as described above, which cause the structure of the work breakdown to change. This includes the addition, modification, or splitting of tasks due to a refined definition of work within the contract scope.**

- Considered a change to the original work breakdown structure (when doing so makes sense)
- Not a contractual change order.
- In JPAC®, a WBS change does not show up on the Summary Sheet as a change order, and it does not populate the C/O column.

**Example of a WBS Change:**

When filling out your observed % complete form for the week, you find it difficult to accurately gauge the progress of "Level 1 - Conduit" for which you determined would take 200 hours. You see that if you broke that task down into several sub-tasks like "Level 1 - Room A - Conduit" the work would be easier to see and record.

**Project Change Properties**

**A project change includes any changes to a project excluding the actual tasks within the work breakdown structure. This includes, but is not limited to:**

- Composite rate change
- A foreman or project manager change
- Contract Information, Project Risks
- Changes in meeting dates or times
- A change in the end date of a project due to one of the following:
  1. There is a contractual change in the project end date.
  2. The current project end date in JPAC® needs to be extended to a more realistic date.

