
Managing Changes in Project Concepts

Design Manual

Chapter 1

General Information

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There are many reasons for concepts to change. However, in a fiscally constrained environment every increase has to result in a corresponding decrease. This approval process is to control scope creep and to put the Department in a better position to manage fiscally constrained programs. If the increase cannot be absorbed by the project, then balancing the offset needs to be discussed at the statewide level.

Recognize that the project concept programmed amount is a fixed number, not a starting place. It is the designer's responsibility to develop projects within the programmed amount.

Projects in the 5-Year Program or 4R Program

Anytime a change in the project concept results in an increase in the cost estimate, approval is required prior to incorporating the change. A letter outlining the proposed change, reason for the change, and other options considered needs to be sent to the Director of the Office responsible for the design. The letter should also include a statement of possible project reduction cuts to offset the increase. Once approval has been received the change may be implemented.

Projects in the 3R Program

The 3R Program is managed by the Districts, It is their responsibility to make adjustments to offset increases. However, if the Office of Design is involved in a 3R project that increases in scope and cost notify the 3R Administrator for the Office of Design.