

## WHAT IS A SCOPE CHANGE?

To reiterate what is a “**scope change**”, the following points should provide some guidance.

### General:

- There are times where we are merely tracking an issue in which case the request for change is not reported to senior management and is not a scope change.
- The scope change memo is neither a funding vehicle nor a forecasting tool.
- The primary intent of the scope change reporting process is to give D&C and senior management the opportunity to say no to a change before we are committed to spending money.

### Examples of legitimate scope changes:

- Design driven changes to the plans or other design issues (design concepts, HVAC modifications, etc.)
- “Building Official” edicts for items that exceed all reasonable requirements of the applicable codes.
- Changes from D&C Standards.
- Department requested changes to the approved scope for a project (requires approval of department chairman).
- Additional costs to previously approved scope changes identified prior to execution in the field (senior management may cancel the change).
- Design fees for the above.

### Examples of issues that are not scope changes:

- Errors and Omissions by D&C and consultants.
- “Building Official” edicts for items reasonably required by applicable codes.
- HTE’s and LTE’s for change requests that were not reported and approved as scope changes but were tracking issues.
- Design fees for items included in final budget.
- Design fees for cost savings/value engineering/set asides included in bid summaries.
- Scope changes executed prior to being reported to and approved by senior management (since they can’t say no).
- Field conditions.
- Design fees for above.