



Managing Changes in Project Concepts

Design Manual

Chapter 1

General Information

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Revised: 03-20-18

Concepts change for a variety of reasons. However, in a fiscally constrained environment, every increase has to result in a corresponding decrease. The approval processes described below have been developed to control scope creep and to put the Department in a better position to manage fiscally constrained programs. If an increase cannot be absorbed by a project, it could have statewide implications, so balancing the offset needs to be discussed at the statewide level.

The project concept programmed amount is a fixed number, not a starting place. Designers are responsible for developing projects within the programmed amount. This places emphasis on developing more detailed and comprehensive concepts, as well as considering the use of contingencies.

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 Design. The letter should also include a statement of possible project reduction cuts to offset the increase. The Director for the Office of Design will forward the letter on to the Engineering Bureau Director and the District Engineer. Once approval has been received, the change may be implemented.

Projects in the 3R Program

The 3R Program is managed by the Districts. They are responsible for making adjustments to offset increases. However, if the Office of Design is involved in a 3R project that increases in scope and cost, the [Preservation Programs Engineer](#) needs to be notified.

Chronology of Changes to Design Manual Section:

001B-007 Managing Changes in Project Concepts

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| 3/20/2018 | Revised
Added in information from memo sent 3/21/2006 that was not included in the section: the Director of the Office of Design will send the letter of proposed changes to the Engineering Bureau Director, and considering use of contingencies to keep concepts within programmed amount. |
| 8/16/2013 | Revised
Change 3R Administrator to Preservation Programs Engineer. Other minor technical edits. |
| 6/30/2009 | Previously updated |