

**Appendix 14.2a  
Change Order Review Checklist**

**University of Alaska Anchorage**



**Project Name and Project Number:**

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**Project Manager (PM):** Please ensure all items are completed and checked-off below.

**Fiscal Manager (FM):** Please ensure that any 5 items of your selection are completed and checked-off below.

**Preliminary Review**

PM	Item No.	Review Description	FM
<b>Scope</b>			
<input type="checkbox"/>	1	Is the scope change adequately defined?	<input type="checkbox"/>
<input type="checkbox"/>	2	Is this scope clearly outside of the original contracted scope?	<input type="checkbox"/>
<input type="checkbox"/>	3	Will this scope change impact other work?	<input type="checkbox"/>
<b>Schedule</b>			
<input type="checkbox"/>	4	Is there a schedule defined or attached for the work associated with this change?	<input type="checkbox"/>
<input type="checkbox"/>	5	Is this an excusable delay?	<input type="checkbox"/>
<input type="checkbox"/>	6	Is this change being executed on an accelerated basis?	<input type="checkbox"/>
<input type="checkbox"/>	7	Does this change extend the project completion date?	<input type="checkbox"/>
<input type="checkbox"/>	8	Is the approval of this change holding up other work?	<input type="checkbox"/>
<b>Budget</b>			
<input type="checkbox"/>	9	Is this change order included in the current project forecast estimate?	<input type="checkbox"/>
<input type="checkbox"/>	10	Is there money in the budget to absorb this change?	<input type="checkbox"/>
<input type="checkbox"/>	11	Will this change increase the overall projected cost of the project?	<input type="checkbox"/>
<b>Contractual/Project Controls</b>			
<input type="checkbox"/>	12	Is there adequate cost breakdown for this change order?	<input type="checkbox"/>
<input type="checkbox"/>	13	Is there an independent estimate attached with the change order as deemed appropriate?	<input type="checkbox"/>
<input type="checkbox"/>	14	Has this work already been performed?	<input type="checkbox"/>
<input type="checkbox"/>	15	Is the change pricing per the original contract?	<input type="checkbox"/>
<input type="checkbox"/>	16	Are pass-through markups being correctly applied for managing this work?	<input type="checkbox"/>

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Project Manager Reviewer Name

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Project Manager Signature

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Date

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Fiscal Manager Reviewer Name

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Fiscal Manager Signature

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Date