

Change Order Management

Spitfire Change Order Management—one document for one unified process that combines and automatically updates your Project Change Orders, Subcontract Change Orders, Budget Revisions, and AIA Schedule of Values.

Keeping track of Project Change Orders—the cost, the timing, the budgets and forecasts, the requests and approvals, the follow-up with both owners and subcontractors, the follow-through with all interested parties, such as co-workers, subcontractors, and your own billing department—can be a more than full time job on any project. And when any of those items are overlooked or delayed, it can cost you money.

Spitfire Project Management's Change Order Management process is designed to help you track your change orders from request through to approval and billing. Our Project Change Order document allows you to group all of your current change requests into one or multiple Change Orders, it's your choice. In the Change Order, line items can be added and deleted, with or without Markups, plans and drawings can be attached, and like all Spitfire PM Documents, the Change Order can be routed for review and internal approval. While working through the Change Order process, you'll be able to create multiple revisions, so you'll always have a full audit trail of the changes. Once approved, Subcontracts are updated, Budgets are revised, and even the Schedule of Values on your AIA Invoice is automatically updated.

Item	Description	Bill	Revenue Amt
00002-1	Additional work to meet revised city requirements	✓	\$1,249.99
00002-2	Additional electrical work required for utility connection i	✓	\$1,675.04

↑ The Items tab above displays each PCO item in a grid.

↓ The expanded view of one of the PCO items is displayed below.

Item	Description	Bill	Revenue Amt
00002-2	Additional electrical work required for utility	✓	\$1,675.04

REVIEW STATUS: Owner Review
 AIA #: 001400
 ORIGINAL EST: 10000.00
 ORIGINAL QUOTE: 10000.00
 RESPONSIBLE: Demo Employee

↓ Each PCO item can contain multiple budget line items. The Budget Line Items displayed below is linked to a Subcontract Change Order.

LINE ITEM	Cost Type	Cost Code	Account Cat	Subcontract	Units	Rate	Expense Amt	MU	Revenue Amt
Additional electrical work required for utility connection including FO cable re-routing	SCO			00000007		800.00	109.38%		1675.04

Project Change Order - Microsoft Internet Explorer
 Utility Changes per City Requirements

DOCUMENT HEADER

DOC # 00002 SOURCE #
 PROJECT GC-123000 Office Building 431 Rockford
 CONTRACT GC123000 Office Building Project
 STATUS In Process PROBABILITY 0
 CHANGE CODE Owner Request REJECT CODE
 REQUESTED BY John Smith
 OWNER APPR
 INTERNAL APPR

DUE 4/10/2006 CREATED 5/9/2005 APPROVED

Details Scope Items Alerts

REV NUMBER 0: Current Revision
 DESCRIPTION Utility Changes per City Requirements
 CREATED 12/15/2003 ARCHITECT'S PROJECT #
 SCHEDULE IMPACT:REQ DAYS APPROVED DAYS
 EXPENSE AMT \$1,500.00
 MARKUP AMT \$1,425.03
 REVENUE AMT \$2,925.03

Attachments Route Detail

Name	Note	Item	Incl	Rev#
Bids for: 00002-2, Additional electrical work Bid Request Master - 329		00002-2	X	
Changed Lateral Size and Spec's RFI - 1001			X	
Bids for: 00002-1, Additional work to meet Bid Request Master - 328		00002-1	X	
Retrouting of FO Cable per change in Laterals RFI - 1002		00002-2	X	
Retrouting of FO Cable per change in Laterals RFI - 1		00002-2	X	0