CHANGE ORDER TEMPLATE

Template Version: 1.0

Document Type: Generic Change Order

Effective Date: [EFFECTIVE DATE]

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METADATA TABLE

Contract Type: Change Order

Vendor: Generic

Effective Date: [DATE]

Client: [CLIENT NAME]

Project Code: [PROJECT CODE]

Original SOW Reference: [SOW REFERENCE NUMBER]

Change Order Number: [CHANGE ORDER NUMBER]

Document Version: 1.0

Last Updated: [LAST UPDATED DATE]

Prepared By: [PREPARER NAME]

Approved By: [APPROVER NAME]

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1. REFERENCE TO ORIGINAL SOW

This Change Order ("Change Order") modifies the Statement of Work between [CLIENT NAME] ("Client") and [VENDOR NAME] ("Vendor") dated [ORIGINAL SOW DATE] and identified as [SOW REFERENCE NUMBER] ("Original SOW").

1.1 Original SOW Details

- Original SOW Title: [ORIGINAL SOW TITLE]

- Original SOW Date: [ORIGINAL SOW DATE]

- Original SOW Value: [ORIGINAL SOW VALUE]

- Original Project Duration: [ORIGINAL START DATE] to [ORIGINAL END DATE]

- Original Project Manager: [ORIGINAL PM NAME]

1.2 Change Order Authority

This Change Order is issued pursuant to Section 9 (Change Management) of the Original SOW and the Master Services Agreement between the parties dated [MSA DATE].

1.3 Precedence

This Change Order shall be incorporated into and become part of the Original SOW. In case of conflict between this Change Order and the Original SOW, the terms of this Change Order shall take precedence for the specific items addressed herein.

2. DESCRIPTION OF CHANGE

2.1 Summary of Change

This Change Order addresses the following modification to the Original SOW:

[CHANGE SUMMARY DESCRIPTION]

2.2 Detailed Change Description

The specific changes to be implemented include:

2.2.1 Scope Modifications

- [SCOPE CHANGE 1]: [DETAILED DESCRIPTION]

- [SCOPE CHANGE 2]: [DETAILED DESCRIPTION]

- [SCOPE CHANGE 3]: [DETAILED DESCRIPTION]

2.2.2 Deliverable Changes

- Modified Deliverable: [DELIVERABLE NAME]

- Original Specification: [ORIGINAL SPEC]

- New Specification: [NEW SPEC]

- Impact: [IMPACT DESCRIPTION]

- New Deliverable: [NEW DELIVERABLE NAME]

- Specification: [NEW DELIVERABLE SPEC]

- Due Date: [NEW DUE DATE]

- Acceptance Criteria: [NEW ACCEPTANCE CRITERIA]

2.2.3 Resource Changes

- Additional Resources Required:

- [RESOURCE TYPE 1]: [HOURS/DURATION]

- [RESOURCE TYPE 2]: [HOURS/DURATION]

- Resource Reallocation:

- [EXISTING RESOURCE]: [NEW ALLOCATION]

3. REASON FOR CHANGE

3.1 Change Justification

This change is necessary due to:

[PRIMARY REASON FOR CHANGE]

3.2 Business Impact

The change addresses the following business needs:

- [BUSINESS NEED 1]

- [BUSINESS NEED 2]

- [BUSINESS NEED 3]

3.3 Risk Mitigation

This change helps mitigate the following risks:

- [RISK 1]: [MITIGATION DESCRIPTION]

- [RISK 2]: [MITIGATION DESCRIPTION]

3.4 Stakeholder Request

This change was requested by:

- Requestor: [REQUESTOR NAME]

- Title: [REQUESTOR TITLE]

- Date of Request: [REQUEST DATE]

- Request Reference: [REQUEST REFERENCE NUMBER]

4. IMPACT ON SCOPE

4.1 Scope Additions

The following items are added to the project scope:

- [SCOPE ADDITION 1]: [DESCRIPTION AND EFFORT ESTIMATE]

- [SCOPE ADDITION 2]: [DESCRIPTION AND EFFORT ESTIMATE]

- [SCOPE ADDITION 3]: [DESCRIPTION AND EFFORT ESTIMATE]

4.2 Scope Modifications

The following existing scope items are modified:

- [MODIFIED SCOPE ITEM 1]:

- Original: [ORIGINAL DESCRIPTION]

- Modified: [NEW DESCRIPTION]

- Effort Change: [EFFORT IMPACT]

4.3 Scope Deletions

The following items are removed from the project scope:

- [DELETED SCOPE ITEM 1]: [DESCRIPTION AND EFFORT SAVINGS]

- [DELETED SCOPE ITEM 2]: [DESCRIPTION AND EFFORT SAVINGS]

4.4 Net Scope Impact

- Total Scope Additions: [ADDITION SUMMARY]

- Total Scope Modifications: [MODIFICATION SUMMARY]

- Total Scope Deletions: [DELETION SUMMARY]

- Net Scope Change: [NET CHANGE SUMMARY]

5. IMPACT ON TIMELINE

5.1 Schedule Changes

The following schedule modifications are required:

5.1.1 Milestone Adjustments

- [MILESTONE 1]:

- Original Date: [ORIGINAL DATE]

- New Date: [NEW DATE]

- Reason: [REASON FOR CHANGE]

- [MILESTONE 2]:

- Original Date: [ORIGINAL DATE]

- New Date: [NEW DATE]

- Reason: [REASON FOR CHANGE]

5.1.2 Phase Duration Changes

- [PHASE NAME]:

- Original Duration: [ORIGINAL DURATION]

- New Duration: [NEW DURATION]

- Impact: [DURATION IMPACT]

5.2 Critical Path Impact

This change affects the critical path as follows:

- [CRITICAL PATH IMPACT DESCRIPTION]

- New Critical Path Activities: [NEW ACTIVITIES]

- Risk to Overall Timeline: [RISK ASSESSMENT]

5.3 Revised Project Timeline

- Original Project End Date: [ORIGINAL END DATE]

- New Project End Date: [NEW END DATE]

- Total Schedule Impact: [SCHEDULE IMPACT SUMMARY]

6. IMPACT ON BUDGET

6.1 Cost Changes

The financial impact of this change order is as follows:

6.1.1 Additional Costs

- Labor Costs: [ADDITIONAL LABOR COST]

- [RESOURCE TYPE 1]: [HOURS] hours at [RATE] = [SUBTOTAL]

- [RESOURCE TYPE 2]: [HOURS] hours at [RATE] = [SUBTOTAL]

- Material Costs: [ADDITIONAL MATERIAL COST]

- Travel and Expenses: [ADDITIONAL EXPENSE COST]

- Other Costs: [OTHER ADDITIONAL COSTS]

6.1.2 Cost Savings

- Reduced Labor: [LABOR SAVINGS]

- Reduced Materials: [MATERIAL SAVINGS]

- Other Savings: [OTHER SAVINGS]

6.2 Net Financial Impact

- Total Additional Costs: [TOTAL ADDITIONAL]

- Total Cost Savings: [TOTAL SAVINGS]

- Net Change to Contract Value: [NET CHANGE]

6.3 Revised Contract Value

- Original Contract Value: [ORIGINAL VALUE]

- Change Order Value: [CHANGE ORDER VALUE]

- New Total Contract Value: [NEW TOTAL VALUE]

6.4 Payment Terms for Change Order

Payment for this change order shall be made according to the following schedule:

- [PAYMENT MILESTONE 1]: [AMOUNT] due [DUE DATE]

- [PAYMENT MILESTONE 2]: [AMOUNT] due [DUE DATE]

- Final Payment: [FINAL AMOUNT] due upon completion

7. REVISED DELIVERABLES

7.1 Updated Deliverable Schedule

The following deliverables are affected by this change:

7.1.1 Modified Existing Deliverables

- [DELIVERABLE NAME]:

- Original Due Date: [ORIGINAL DATE]

- New Due Date: [NEW DATE]

- Specification Changes: [SPEC CHANGES]

7.1.2 New Deliverables

- [NEW DELIVERABLE 1]:

- Description: [DESCRIPTION]

- Due Date: [DUE DATE]

- Acceptance Criteria: [CRITERIA]

- [NEW DELIVERABLE 2]:

- Description: [DESCRIPTION]

- Due Date: [DUE DATE]

- Acceptance Criteria: [CRITERIA]

7.2 Deliverable Dependencies

The revised deliverables have the following dependencies:

- [DEPENDENCY 1]: [DESCRIPTION]

- [DEPENDENCY 2]: [DESCRIPTION]

- [DEPENDENCY 3]: [DESCRIPTION]

7.3 Quality Standards

All revised and new deliverables shall meet the same quality standards as specified in the Original SOW, with the following additions:

- [ADDITIONAL QUALITY STANDARD 1]

- [ADDITIONAL QUALITY STANDARD 2]

8. APPROVAL AND AUTHORIZATION

8.1 Change Order Authorization

This Change Order requires approval from the following authorized representatives:

8.1.1 Client Authorization

- Primary Approver: [CLIENT APPROVER NAME], [TITLE]

- Secondary Approver: [CLIENT SECONDARY APPROVER], [TITLE]

- Budget Authority: [BUDGET APPROVER NAME], [TITLE]

8.1.2 Vendor Authorization

- Project Manager: [VENDOR PM NAME], [TITLE]

- Account Manager: [VENDOR AM NAME], [TITLE]

- Executive Sponsor: [VENDOR EXECUTIVE], [TITLE]

8.2 Approval Process

This Change Order follows the approval process outlined in Section 9.2 of the Original SOW:

1. Change request submitted by [REQUESTOR]

2. Impact analysis completed by [ANALYST]

3. Review and approval by authorized representatives

4. Implementation upon full execution

8.3 Implementation Timeline

Upon full execution of this Change Order:

- Implementation Start Date: [IMPLEMENTATION START]

- First Modified Deliverable Due: [FIRST DELIVERABLE DATE]

- Change Order Completion: [COMPLETION DATE]

8.4 Communication Plan

All stakeholders will be notified of this change according to the project communication plan, including:

- Project team notification: [NOTIFICATION DATE]

- Stakeholder briefing: [BRIEFING DATE]

- Updated project documentation: [DOCUMENTATION UPDATE DATE]

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SIGNATURE BLOCK

CLIENT: [CLIENT NAME]

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Name: [CLIENT SIGNATORY NAME]

Title: [CLIENT SIGNATORY TITLE]

Budget Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Name: [BUDGET AUTHORITY NAME]

Title: [BUDGET AUTHORITY TITLE]

VENDOR: [VENDOR NAME]

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Name: [VENDOR SIGNATORY NAME]

Title: [VENDOR SIGNATORY TITLE]

Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Name: [VENDOR PM NAME]

Title: Project Manager

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Document Control:

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Version: 1.0

Original SOW Reference: [SOW REFERENCE]

Change Order Number: [CO NUMBER]

Created: [CREATION DATE]

Last Modified: [MODIFICATION DATE]

Next Review: [REVIEW DATE]