

Contract Amendment and Change Order Approval Template

Version 1.9 • 31 AUG 2013



NOTE: Please remove this page when creating a
Contract Amendment and Change Order Approval deliverable.

Using This Template

The companion tool, **Contract Amendment and Change Order Approval Instructions**, provides detailed direction for completing this template. This and other Framework tools are available on the Framework Web site.

To create a deliverable from this template:

1. Delete the template title page (previous page) and this page.
2. Replace [bracketed text] on the cover page (next page) with your project and agency information.
3. Replace [bracketed text] in the tool header area at the top of page 1 with the same project and agency information as on the cover page.

Note: Please do not remove or modify content in the footer area.

4. Complete the entire template. Relevant text from other project deliverables may be pasted into content areas.

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TEXAS PROJECT DELIVERY FRAMEWORK

CONTRACT AMENDMENT AND CHANGE ORDER APPROVAL



[Agency/Organization Name]
[PROJECT NAME]

VERSION: [VERSION NUMBER]

REVISION DATE: [mm/dd/yy]

* Agency head approval is required for contract changes that are
10% above contract costs or for a significant change to contract completion date.

Agency Head*		
[Name]	[Email]	[Telephone]
Signature		Date mm/dd/yy

Executive Sponsor		
[Name]	[Email]	[Telephone]
Signature		Date mm/dd/yy

Technology Sponsor		
[Name]	[Email]	[Telephone]
Signature		Date mm/dd/yy

Contract Manager		
[Name]	[Email]	[Telephone]
Signature		Date mm/dd/yy

Project Manager		
[Name]	[Email]	[Telephone]
Signature		Date mm/dd/yy

Legal		
[Name]	[Email]	[Telephone]
Signature		Date mm/dd/yy

Information Security Officer		
[Name]	[Email]	[Telephone]
Signature		Date mm/dd/yy

Section 1. General Information

Project Name			Date mm/dd/yy
Agency			
Contact	Phone	Email	Fax
Project Manager	Phone	Email	Fax

Section 2. Affected Areas

Check all that apply.			
<input type="checkbox"/> Project Start Date	<input type="checkbox"/> Project End Date	<input type="checkbox"/> Contract Amount	<input type="checkbox"/> Project Costs
<input type="checkbox"/> Project Scope	<input type="checkbox"/> Technology	<input type="checkbox"/> Major Deliverables/ Outcomes	<input type="checkbox"/> Roles/Responsibilities
An approved Change Control Request MUST accompany this form. If there are changes in the contract amount or contract completion date, at a minimum, REVISE: <ul style="list-style-type: none">• Project Plan• Project Schedule			

Section 3. Change Summary

Currently Recorded Dates/Costs				Requested Revisions to Dates/Costs			
Start Date mm/dd/yy	End Date mm/dd/yy	Contract Amount	Project Cost	Start Date mm/dd/yy	End Date mm/dd/yy	Contract Amount	Project Cost

Section 4. Justification Summary

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