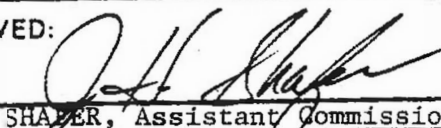


TO: SUPERSEDED BY EB 97-006 EFFECTIVE 2/14/97	ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION SUBJECT: DESIGN REPORTS/SCOPE CHANGE REQUEST PROCEDURE Subject Code: 7.26-1
Distribution: <input checked="" type="checkbox"/> 30 Main Office <input checked="" type="checkbox"/> 33 Regions <input checked="" type="checkbox"/> 34 Special	Code: <u>EI 85-27</u> Date: <u>5/8/85</u>
APPROVED:  J. H. SHAYER, Assistant Commissioner, Office of Engineering	
Supersedes:	

The dual purpose of this instruction is to emphasize the importance of developing a realistic cost estimate throughout project development, particularly in design phase IV, when the design choice is made and to consolidate the process for Scope Change Requests and Design Approval Requests. It is expected that this will not only simplify the process but will create a concurrent process wherein the scope change approval and design approval are issued at about the same time.

By instruction dated February 15, 1985, J. Newman, Assistant Director of Program Planning and Management Group, issued instructions spelling out under what circumstances it is necessary to submit a scope change request. If a Scope Change is needed, I request that you forward this information to his office at the same time that you request design approval, if you have not already gained program approval for significant changes up to that time. Scope Change Requests need to be prepared at the point in a project's development where the approved scope is significantly modified.

In this way, the Scope Change Request and the Design Approval Request will be processed in the same time frame. The Scope Change Request will simply be a memo with a copy of the Design Report attached. The memo should explain the reason for changing the scope and should include other appropriate information that is needed for a Scope Change Request, but is not found in the Design Report.

Unless specific authorization is received, a project should not progress beyond design approval until the Scope Change Request has been approved.

It is very important that the decision maker be aware of the most current cost estimate for the work at the time an approval is given for the project. Therefore, I am sure you recognize that the cost estimate given in the Design Report should be consistent with the information given in the Scope Change Request. I expect that the Design Approval Request will be accompanied by an accurate cost estimate in accordance with EI 84-55.

This instruction is meant to supplement the procedure outlined in J. Newman's memorandum. We will be watching closely to see whether any further supplements are warranted