PROJECT CONTROL TOOL

Interior project decision log and change-order form

Use this record to separate an unresolved decision from an authorized change. The signed appointment or works contract controls authority, notice, valuation and timing. This planning aid does not create authority to instruct work and is not legal, quantity-surveying or project-specific cost advice.

Project and authority basis

Project / property		**Owner / client**	
Contracting provider		**Contract / accepted quotation**	
Authorized owner representative		**Provider representative**	
Current drawing / BOQ revision		**Record maintained by**	

Choose the correct record

Record	Use when	Minimum evidence	Do not treat as
Decision log	A selection, approval or direction is needed but scope is not yet changed.	Question, options, decision owner, need-by date, decision and evidence.	Permission to proceed with extra cost or altered work.
Change request	An addition, omission, revision, discovery or authority input may alter scope.	Reason, affected documents, requested outcome and current status.	An accepted price, programme or instruction.
Change assessment	The responsible parties have evaluated the request.	Scope, quantity, rate basis, tax, programme, quality, compliance and interfaces.	Approval unless the contract says the named assessor has that authority.
Authorized change / variation	The contract's authorized party accepts the recorded effects.	Signed reference, value or valuation basis, time effect, documents and conditions.	A substitute for revising drawings, BOQs, orders or the final account.

SHEET 1

Owner and project decision log

Record the latest date that protects design, procurement or site work. If a decision changes approved scope, open a change request rather than editing this log into an informal instruction.

ID	Date raised	Decision / question	Options and evidence	Decision owner	Need by	Decision and date	Affected documents	Status
D-01								
D-02								
D-03								
D-04								
D-05								
D-06								

BEFORE CLOSING A DECISION	Confirm the authorized decision-maker, current options, affected users, budget or programme boundary, and evidence distributed to the team.
IF THE DEADLINE PASSES	Record the likely effect and issue the contract notice required by the appointment. Do not invent an automatic cost or time entitlement in the log.
IF APPROVED INFORMATION CHANGES	Open a change request and reference this decision ID. Preserve the earlier approval rather than silently overwriting it.

SHEET 2

Change request and assessment

Complete the request first, then obtain an assessment from the parties responsible for design, pricing, programme, procurement and site delivery. Pending values must stay visibly pending.

A. Request

Change reference		**Request date**		**Requested by**	
Reason category	Owner request / discovery / authority / coordination / substitution / correction / other	**Related decision**		**Current status**	Draft / assessing / awaiting approval / rejected / authorized
Requested outcome					
Affected documents					

B. Coordinated assessment

Assessment field	Recorded effect / evidence	Prepared by / date	Status
Scope addition / omission	Exact work, boundary and responsibility; reference drawings or schedule.		Confirmed / pending
Quantity and valuation	Quantity, unit, addition, credit, rate source, tax and provisional status.		Confirmed / pending
Professional fee	Additional service, role, hours or agreed calculation basis.		Confirmed / pending
Programme	Working days, milestone shift, procurement lead time and downstream dependency.		Confirmed / pending
Design / quality	Function, appearance, performance, maintenance, warranty and approved sample.		Confirmed / pending
Compliance / safety	Required consultant, authority, building or safety review and evidence.		Confirmed / pending
Interfaces	Supply, installation, connection, protection, testing, making good and warranty owner.		Confirmed / pending
Documents to revise	Drawing, specification, BOQ, order, programme, register and final-account references.		Confirmed / pending

SHEET 3

Change authorization record

Authorization should identify the accepted effect, conditions and authority. It must follow the signed contract's change procedure; assessment alone is not approval.

Authorization record

Change reference		**Decision**	Authorize / reject / revise / hold
Accepted scope			
Accepted value / basis		**Tax treatment**	
Accepted time effect		**Revised milestone**	
Conditions / exclusions			
Authorized by / role		**Signature / date**	

Authorization controls

PENDING INFORMATION	Do not convert a pending price, quantity or time effect into zero. State the valuation basis or approval condition expressly.
URGENT ACTION	Follow the contract's safety or protective-work procedure, then record the reason, authority, evidence and commercial assessment without delay.
REJECTION OR HOLD	Record whether existing scope continues, what information is still required and which procurement or site activity must not proceed.
DISTRIBUTION	Issue the signed record to every party responsible for drawings, procurement, pricing, programme, site work, payment and final-account control.

SHEET 4

Implementation and closeout

Revise every affected working document, verify the executed result and reconcile the authorized change into payments and the final account.

Implementation and closeout

Closeout check	Required reference / evidence	Owner	Date	Closed?
Instruction issued	Authorized record distributed to every affected party.			
Design information revised	Superseded drawings/schedules marked; current revision issued.			
BOQ / order revised	Addition and credit appear against the correct item and supplier order.			
Programme updated	Milestone and dependency effect entered in the current programme.			
Work verified	Quantity, installation, testing, photograph or inspection evidence recorded.			
Payment and final account	Claim, approval, tax and cumulative contract total reconciled.			

Cumulative change register

CR	Description	Status	Addition	Credit	Net before tax	Time effect	Included in payment /
CR-01							
CR-02							
CR-03							

Use note: adapt this record with the project's appointed professionals and signed contract. Preserve rejected and superseded records; do not delete the audit trail. Interio's contract and BOQ guides explain the surrounding document controls.