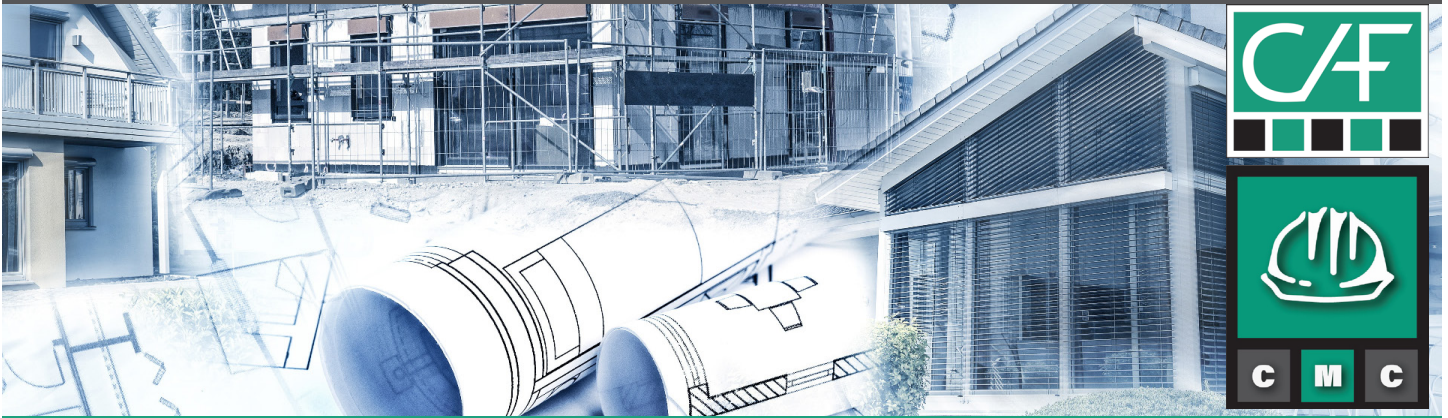


# Scope Control & Change Order Management

Learn Systematic Procedures for Controlling Scope & Managing Change Orders



## Elective Course for the Construction Management Certificate Program (CMC)

A FLEXIBLE PROFESSIONAL DEVELOPMENT PROGRAM DESIGNED FOR FIELD AND OFFICE LEADERS IN THE CONSTRUCTION INDUSTRY

### COURSE OVERVIEW

Participants in the course will learn effective methods to recognize why changes occur on projects, how to address the request for change contractually, and the methods for field implementation. The session covers:

(A) Introduction to Change – What and why does it occur? (B) Phases of the Project Life Cycle (C) Six Secrets to Effective Scope Control (D) Principles of Effective Change Management (E) Recommended Practices for Change Order Management (F) Using the Theory in the “Real World”

The first two sections address how to recognize the type of change requested. Is the request a significant change in scope, or a modification to the current scope of work? The third and fourth sections provide specific effective processes to ensure that the change is clearly defined, and the impact is understood within the construction lifecycle. The final two sections describe the best practices to develop a change of scope proposal and incorporate the change into the contract. These steps describe the best practices to ensure the impact of the change is documented, cost is trackable, and how to incorporate the scope into the ongoing workflow. The participants will learn how to organize the information, ensure the cost and time impacts are considered, how to communicate the impacts of a requested change, and how to achieve their goals.

### LEARNING OBJECTIVES

- Learn why changes occur on projects that seem to be fully designed
- Understand what crucial questions need to be asked to incorporate a change
- Learn how to develop a change order following the contract requirements
- Learn best practices to confirm the scope, schedule, cost, and risks associated with changes

### COURSE DETAILS & REGISTRATION INFORMATION

Date: Friday, March 20, 2026  
Time: 8:00 a.m. – 12:00 p.m.  
Cost: \$200 (Breakfast Included)  
Instructor: Michael J. Soller P.E. CPC, DBIA

**This course can be taken as a stand-alone or as part of the CAF Construction Management Certificate (CMC) Program**

Location: Construction Advancement Foundation  
6050 Southport Road, Suite A  
Portage, IN 46368

Register Online by: March 18, 2026  
[www.cafnwin.org/register](http://www.cafnwin.org/register)  
or Call the CAF at 219-764-2883