Contract Variations Checklist

Checklist

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Contract Variations Checklist - Route 2 & Route 3

Key issues to consider in managing contract variations include:

Key Areas	Achieved?
Are procedures required by the contract being followed?	
Has the reasons for the proposed variation been assessed? Does this indicate an emerging or actual problem?	
Have the impact of the proposed variation on the contract's deliverables been assessed? Particularly whether the variation or the work it represents is actually required and is already part of the original contract deliverables?	
Has the effect of the proposed variation on the contract's price been determined?	
Has authority been given for making the variation?	
Has the variation and its impact been properly documented?	

Have you undertaken all reporting requirements?	

Blank rows are provided for your use e.g. to add additional checklist items.