

**New Jersey Department of Transportation  
QUALITY IMPROVEMENT ADVISORY**

**QUALITY MANAGEMENT SERVICES**

**Manager: Lynn Rich**

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QIA No. QIA042

Approved: L. Rich  
Date: 12/08/2006

**Subject:** Changes of Plan

**Process Affected:**

Scope  Design  Right of Way  Utilities  Environmental  Historic  Construction

**Bureaus Affected:**

Design Consultants, In-House Design, Project Management, Construction Services and Materials

**Procedure(s) Affected:**

Design, Construction

**Nature of Issues:**

1. Changes of Plan are being forwarded directly to Resident Engineers without Project Manager approval. This practice could impact Department immunity. Additionally, Electrical Field Changes of Plan are being forwarded directly to the Resident without Project Manager approval. Some changes are being made that are preferences.
2. Their have not been enough number of copies submitted to the Resident Engineer.
3. Project Managers have not always sent the Changes of Plan on all Full Oversight projects to FHWA for approval.

**Recommendations:**

All Field Changes of Plan, including Electrical Changes of Plan, shall be submitted to the Project Manager for approval as per the Construction Procedures Handbook, Section IV, Subsection B, 3. Initiators should not directly contact the design consultant, except as authorized by the Project Manager. Requests for Electrical Changes of Plan shall be submitted to Traffic Signal & Safety Engineering (TSSE) for review and approval before submitting them to the design consultant except as authorized by TSSE. Requests for Changes of Plan should include clear reasons, and cite the applicable design standards. Six (6) copies of each approved Change of Plan shall be prepared and sent to the project Manager for transmittal to the resident Engineer. Project Managers shall request FHWA approval for all Changes of Plan on Full Oversight Projects prior to submission to the Resident Engineer.

**Implementation:** Immediate

**Impact Assessment:**

Schedule  Quality  Cost  Scope

**Cost Impact:**

N/A

