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COURSE BROCHURE

# Capital Project Change Control and Contingency Drawdown Training Course

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Amman

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Registered in the United Kingdom and Saudi Arabia

# Capital Project Change Control and Contingency Drawdown Training Course

**Ref:** 2390_89811 **Date:** 25 – 29 April 2027 **Location:** Amman **Fees:** 3300 GBP

Capital Project Change Control and Contingency Drawdown is a 1-week training course for capital project managers and project accountants who log, price and approve changes to an approved budget and release contingency against evidence, building a capital project change and contingency log. Sponsors and boards now expect each scope change and each contingency release to be traceable. Jupiter Prime Training runs this course on capital project change control and contingency drawdown.

## Why Capital Project Change Control Matters Now

Three pressures shape capital project change control today. Sponsors and investment committees want proof that a released sum was spent on a recognised risk rather than absorbed as hidden scope. Project accountants must reconcile the approved budget, the change log and the ledger at every period end. Handled well, change keeps the baseline credible and the reserve intact; handled badly, contingency is gone before the riskiest phase. The course rests on the risk-based contingency estimating principles and change management practice of the cost engineering discipline.

## Who Gains Most from Capital Project Change Control

- Project managers who raise, justify and present change requests to a change board
- Project accountants who post approved changes and reconcile the baseline to the ledger
- Cost engineers who price variations and estimate the reserve each risk needs
- Contract administrators who assess contractor variation claims and entitlement
- Sponsor representatives who approve drawdowns within delegated limits

A capital projects office or an owner's team gains most when its project, cost and contract staff attend together and agree one change route.

## Capital Project Change Control Capabilities

Participants move from a variation notice to a priced, approved and logged budget transfer.

- Classify each proposed change as scope, design development, risk event or error — change board
- Price a variation with quantities, rates, time effect and indirect cost — sponsor approval
- Design a change request form and approval route by value threshold — delegated authority
- Calculate the contingency still required against the open risk register — drawdown decision
- Reconcile the current approved budget, change log and committed cost — period-end close
- Communicate trends in change volume and reserve burn — investment committee

## Key Capital Project Change Control Terms

- Change request — a formal proposal to alter scope, cost or time, recorded before any work proceeds on it.
- Trend notice — an early warning of a likely change, logged before pricing so its effect can be watched.
- Contingency — a sum inside the approved budget held for identified risks whose cost is uncertain.
- Management reserve — a sum held outside the project baseline for unidentified events, released only by the sponsor.
- Drawdown — the approved transfer of a contingency sum into a work package budget after a risk materialises.
- Current approved budget — the original budget plus every approved change.

## Capital Project Change Control Day by Day

### Day 1: Baselines and Change Pressures

- Approved Project Budget Structure — What Counts As Baseline Scope
- Sources Of Change On Capital Works — Owner, Designer Or Contractor Origin
- Contingency Versus Management Reserve — Who Holds Each Sum
- Delegated Authority Thresholds — Which Body Approves Which Value
- Change Categories And Coding — Separating Scope From Risk Events

### Day 2: Raising and Pricing a Change

- Trend Notices And Early Warnings — Catching Change Before Commitment
- Change Request Form Fields — Evidence The Board Needs To Decide
- Variation Pricing With Quantities And Rates — Fair Value For Added Work
- Time-Related Cost And Prolongation — Indirect Effect Of A Delay
- Contractor Claim Assessment — Entitlement Versus Quantum Questions

### Day 3: Sizing and Releasing Contingency

- Risk-Based Contingency Estimating — Linking Each Sum To A Named Risk
- Contingency Allocation By Phase — Holding Reserve For The Riskiest Stage
- Drawdown Request And Evidence Pack — Proving A Risk Has Occurred
- Release Of Unused Contingency — Returning Sums When Risks Retire
- Reserve Burn Rate Against Progress — Spotting Early Exhaustion

### Day 4: Change Board Decisions and Reporting

- Change Board Terms Of Reference — Quorum, Voting And Escalation
- Impact Assessment On Schedule And Benefits — Accept, Defer Or Reject
- Earned Value Signals And Cost To Complete — Testing Change Effect On Outturn
- Ledger Posting Of Approved Changes — Keeping Accounts And Log Aligned
- Change And Contingency Dashboard — What Sponsors See Each Period

## Day 5: Practising the Change and Contingency Log

- Coding A Live Variation Set — Applying Day 1 Categories
- Pricing And Routing Three Requests — Applying Day 2 And Day 4 Methods
- Drawdown Case For A Ground Risk — Applying Day 3 Evidence Rules
- Board Simulation On Competing Requests — Ranking Changes By Impact
- Capital Project Change And Contingency Log — Completing The Shared Record

## Applying Capital Project Change Control After the Course

- Rebuild the open change register of one live project into the coded log and reconcile it to the current approved budget.
- Run a contingency review with the risk owner, matching each remaining sum to an open risk.

## Capital Project Change Control Questions FAQ

### What is capital project change control and why does it matter now?

Capital project change control is the process of recording, pricing and approving every change to an approved budget. It matters now because sponsors expect every variation and release to trace back to a cause.

### Which roles gain most from capital project change control and contingency drawdown?

Project managers, project accountants, cost engineers, contract administrators and sponsor representatives gain most.

### How does capital project change control differ from a course on project cost forecasting?

Capital project change control centres on the change log, the approval route and contingency release. A cost forecasting course centres on predicting final cost from progress and trends.

### What do you bring back from capital project change control and contingency drawdown training?

You bring back a coded log that records every change request and drawdown with its evidence, price, approver and ledger posting. You also bring a contingency review routine.

## Capital Project Change Control: The Way Forward

The capital project change and contingency log first informs whether the next variation is funded from scope budget, contingency or the sponsor's reserve. Project managers, project accountants and sponsors use it at each change board and period close. After its first use, revisit the value thresholds and the evidence asked for drawdowns, since both shape how fast reserve is spent.