## Message

From: Simon Lawrence [slawrence@rydon.co.uk]

Sent: 10/24/2014 8:09:43 AM

BOOTH Philip [/O=ORGARTELIA/OU=EXCHANGE ADMINISTRATIVE GROUP To:

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Philip Boothe11]

CC: VALENTE Nick [/O=ORGARTELIA/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=VALENTE Nickcc9]; Simon O'Connor [SOConnor@rydon.co.uk]

Subject: Change tracker

Attachments: image001.jpg; image002.jpg; Grenfell Project Change Tracker.xlsx

## Morning Philip,

Following Wednesday's Client Design meeting I've put together a spreadsheet tracker for project changes, as attached. Before I send it out formally I wanted to run it past yourselves to make sure it works for you also. Basically Rydon don't have a specific document to record change because it is normally done via email records, RFI's, drawings, etc. In my experience in some of the standard construction processes don't always work as well in Refurb as they do in New Build environment because of the way and timings that Clients have to make decisions, often reactively. So we often find that parts of the Project team get informed late in particular the Commercial side. Then it becomes hard work all round to catch up and reconciled what happened. Anyway I've put together this hybrid form from several others we have with the aim that it can serve as a record and audit trail of what has changed and why. It is only an overview sheet to use in conjunction with emails, RFI's etc. It will also highlight any likely financial or programme change so the Client doesn't get any surprises. If as a team we feel it will work then I'll add it to our monthly report.

In the meantime can you take a look and let me know if you want to add or change anything. Then I'll issue formally to all of the team.

## Regards

Simon Lawrence, ACIOB, MInstLM Contracts Manager



Rydon Construction Ltd















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