FIELD WORK ORDER/CHANGE DIRECTIVE (FWO-CD) – VENDOR STEPS

Process Description
Provides for submission, review, and approval of Field Work Order/Change Directive (FWO).

Roles That can Start This Process:
Architect/Engineer (AE) or OSU Project Manager (PM)

Process Participants:
Architect/Engineer (AE), Construction Manager at Risk (CMR), Design Builder (DB), General Contractor (GC), OSU Project Manager (PM), OSU Director of Projects (DoP), Assistant VP FOD (AVP)

Workflow Diagram:

Initiation of Process
1. Initiation of Process – Start Step: Populate all required fields.
   • Note: You must enter a GMP if multiple GMPs are being used.
2. Select **Commitment, Date** and **Reason Code**

3. A dialog box opens displaying the Add Commitment Change screen.
   - Populate all required fields and click the **Save** button

4. When done click the **Submit** button.

**Enter Pricing (GC/CM/DB)**

1. Open the process. The **Change Order** screen displays.
2. Complete the “Basis of Change Order” section
3. Complete the “Add Additional Scope Commitment Item” section (follow the on-screen instructions)
   - Select the Line Item (Construction, funding rule (first on list), and amount)
   - Click the **Add** button
4. Select **Submit** from the drop-down box and click **Take Action**.
Review (AE)

1. Open the process. The Change Order screen displays.
2. Review and approve the Basis of Change Order and Commitment Change information.
   - Select Reviewed from the drop-down box and click the Take Action button.
   - The process routes to OSU to take action.
     - Note: If Revise is selected from the drop-down box, the process allows you to add comments. After the Take Action button is clicked, the process routes back to GC/CM/DB for correction.

Approve (PM)

This step is performed by OSU.
## DocuSign (Contractor)

1. Open the process. The *Change Order* screen displays.
2. Review and DocuSign the request.
   - Select *Signed* from the drop-down box and click the *Take Action* button.

## DocuSign (AE)

1. Open the process. The *Change Order* screen displays.
2. Review and DocuSign the request.
   - Select *Signed* from the drop-down box and click the *Take Action* button.

## DocuSign (PM) (DOP)

These steps are performed by OSU

## Finish

A notification is sent when the Field Work Order (FWO) is approved and the process is complete.