

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

## Process Description

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

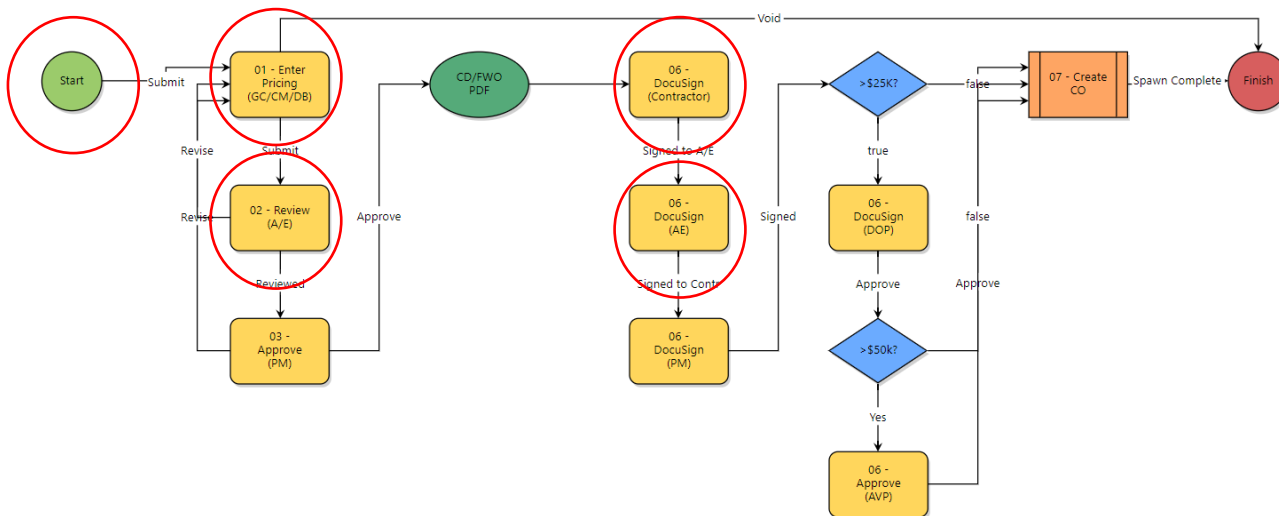
## Roles That can Start This Process:

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.

## Field Work Order/Change Directive (FWO)

### Start Process

Print Check Spelling Submit Save Draft Cancel

Project:	eBuilder Training
Project Number:	OSU-000000
Process:	Field Work Order/Change Directive
* Subject:	<input type="text"/>

Details Attached Documents (0) Attached Processes (0) Attached Forms (0) Attached Viewpoints (0) Change Order (0)

### Basis of Change Order

* Description:	<input type="text"/>
* Justification:	<input type="text"/>

Required if Multiple GMP's 

GMP Number:	<input type="text"/>
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## 2. Select **Commitment**, **Date** and **Reason Code**

### Commitment Change Details

* Commitment:	OSU-000000 test - Architect/	Company:	A/E Test
Status:	Draft	* Reason Code:	Select One..
* Date Of Change:	05.14.2019		

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**.

**Basis of Change Order**

\* Cost Basis: ?  Time & Material Not to Exceed  
 Allowance (described below)  
 Fixed Price  
 Unit Price

Description: test  
Justification: tst  
GMP Number:

Change Order Worksheet Template: [Change Order Worksheet](#)

\* Change Order Worksheet:  or

Change Order Backup Document:  or

**Adjustment to Contract Time**

\* Days Requested:

**Add Additional Scope Commitment Item**

Item Number:

Account Code:

Commitment Item:

Description:

Funding Rule:

Retainage Percent:

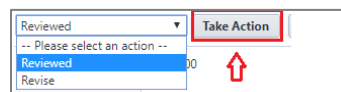
Change Amount:

Custom Field(s):

Equipment Item(s):

**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.

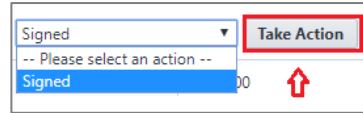


**Approve (PM)**

This step is performed by OSU.

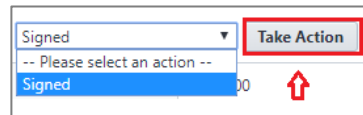
## DocuSign (Contractor)

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.