POTENTIAL CHANGE ORDER (PCO)

Process Description
Provides for submission, review, and approval of Potential Change Order (PCO)

Roles That can Start This Process
Architect/Engineer (AE), Construction Manager at Risk (CMR), Design Builder (DB), OSU Project Manager (PM)

Process Participants
AE, PM

Workflow Diagram

Initiation of Process
1. Initiation of Process – Start Step: Complete the information on the screen to describe the PCO and its impact.
2. Select the **Commitment** and a **Reason Code** and **Date** for the PCO.

3. Populate required fields within the **Add Additional Scope Commitment Item** dialog box.

4. When done click the **Add** button.
5. Click the *Submit* button.

**PCO Hold**

1. Open the process. The *Potential Change Order* screen displays.
2. The AE reviews the request and determines if the request should turn into a FWO, CO, or if the request should be closed.
3. If *Create CO* or *Create FWO* are chosen from the drop-down box, a new window will open to start that process.

### Finish

The Potential Change Order process is complete. A notification is sent when the FWO is approved and the process is complete.