

POTENTIAL CHANGE ORDER (PCO)

Process Description

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

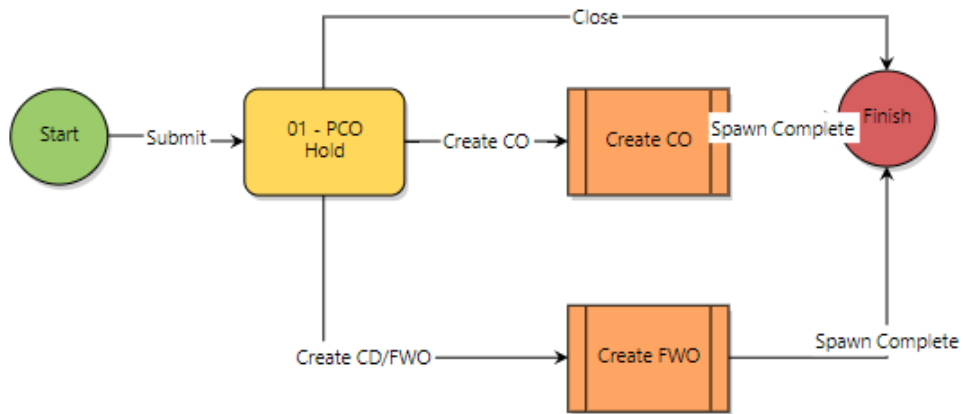
Roles That can Start This Process

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.

Potential Change Order (PCO)

Start Process

[Print](#)[Check Spelling](#)[Submit](#)[Save Draft](#)[Cancel](#)

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

Details

[Attached Documents \(0\)](#)[Attached Processes \(0\)](#)[Attached Forms \(0\)](#)[Attached Viewpoints \(0\)](#)[Change Order \(0\)](#)[FWO/CD \(0\)](#)

PCO Information

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

Required if Multiple GMP's

GMP Number:	<input type="text"/>
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Potential Impact

* Cost Impact?:	<input type="radio"/> Yes <input type="radio"/> No	* Potential Cost Impact:	<input type="text"/>
* Schedule Impact?:	<input type="radio"/> Yes <input type="radio"/> No	* Potential Schedule Impact:	<input type="text"/>



2. Select the **Commitment** and a **Reason Code** and **Date** for the PCO.

Commitment Change Details

* Commitment:	<input type="text" value="OSU-000000 test - Architect/"/>	Company:	A/E Test
Status:	Draft	* Reason Code:	<input type="text" value="Select One.."/>
* Date Of Change:	<input type="text" value="05.15.2019"/>		

3. Populate required fields within the **Add Additional Scope Commitment Item** dialog box.
4. When done click the **Add** button

Add Additional Scope Commitment Item

Item Number	<input type="text" value="001"/>
Account Code	<input type="text" value="Please Select a Line Item"/>
Commitment Item	<input type="text"/>
Description	<input type="text"/>
Funding Rule	<input type="text" value="Local-Aux SL"/>
Retainage Percent	<input type="text" value="0.00"/>
Change Amount	<input type="text" value="0.00"/>
Custom Field(s)	
Equipment Item(s)	

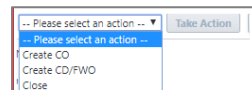
5. Click the **Submit** button.

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.

Details	Comments (0)	Attached Documents (0)	Attached Processes (0)	Attached Forms (0)	Attached To (0)	Attached Viewpoints (0)	Change Order (0)
FWO/CD (0)							
PCO Information							
* Description:		test					
* Justification:		I					
Required if Multiple GMP's							
GMP Number:							
Potential Impact							
* Schedule Impact?:		<input type="radio"/> Yes <input checked="" type="radio"/> No		Potential Schedule Impact:		0	
Commitment Change Details							
Commitment:		OSU-000000 test - Architect/Engineer - A/E Test		Company:		A/E Test	
Status:		Projected					
Created:		05.15.2019 (Joseph Holliman - SSO)					
* Date Of Change:		05.15.2019		* Reason Code:		Design Change (Changes)	
Commitment Change Custom Fields							
OAKS PO:							
Process Type:		PCO					

- 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.