

## Starting Roles for e-Builder Processes

Purpose: Identifies who has the ability to start a process

| Prefix                          | Process Name                                   | External Roles |          |     |     |    |     |    |    |     | OSU Internal Roles |                 |            |    |           |    |           |         |         |            |
|---------------------------------|--|----------------|----------|-----|-----|----|-----|----|----|-----|--------------------|-----------------|------------|----|-----------|----|-----------|---------|---------|------------|
|                                 |  | AE             | AE-Study | AOR | CAE | CX | CMR | DB | GC | DoP | PM                 | Close Out Coord | Cont Compl | CA | Fin Compl | PA | Acc Clerk | Prog Ad | Int Mem | Spawn only |
| <b>Project Approval</b>         |  |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         |            |
| BA                              | Budget Approval                                |                |          |     |     |    |     |    |    |     |                    |                 | •          |    |           |    |           |         |         | •          |
| BMA                             | Budget Modification                            |                |          |     |     |    |     |    |    |     |                    |                 | •          |    | •         |    |           |         |         | •          |
| BoTAp                           | Board of Trustees Approval                     |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         | •       | •          |
| CCA                             | Capital Core Approval                          |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         | •          |
| CPU                             | Capital Plan Update                            |                |          |     |     |    |     |    |    |     |                    |                 | •          |    |           |    |           |         |         | •          |
| PFATr                           | PFA Tracking                                   |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         | •       |            |
| <b>Procure Services</b>         |  |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         |            |
| PO                              | PO Approval                                    |                |          |     |     |    |     |    |    |     |                    |                 | •          |    |           |    |           |         |         |            |
| POChO                           | PO Change Order                                |                |          |     |     |    |     |    |    |     |                    |                 | •          |    |           |    |           |         |         |            |
| DS                              | Direct Selection                               |                |          |     |     |    |     |    |    |     |                    |                 | •          |    |           |    |           |         |         |            |
| PQAE                            | Pre-Qual Selection - AE                        |                |          |     |     |    |     |    |    |     |                    |                 | •          |    |           |    |           |         |         |            |
| RFQAE                           | RFQ - AE                                       |                |          |     |     |    |     |    |    |     | •                  |                 | •          |    |           |    |           |         |         |            |
| RFQCM                           | RFQ - CMR                                      |                |          |     |     |    |     |    |    |     | •                  |                 | •          |    |           |    |           |         |         |            |
| RFQDB                           | RFQ - DB                                       |                |          |     |     |    |     |    |    |     | •                  |                 | •          |    |           |    |           |         |         |            |
| RFQDG                           | RFQ - DBCGMP                                   |                |          |     |     |    |     |    |    |     | •                  |                 | •          |    |           |    |           |         |         |            |
| RFQCA                           | RFQ - Criteria AE                              |                |          |     |     |    |     |    |    |     | •                  |                 | •          |    |           |    |           |         |         |            |
| RFQCX                           | RFQ - Commissioning                            |                |          |     |     |    |     |    |    |     | •                  |                 | •          |    |           |    |           |         |         |            |
| RFQFS                           | RFQ - FDC Study                                |                |          |     |     |    |     |    |    |     | •                  |                 | •          |    |           |    |           |         |         |            |
| ROA                             | Recommendation of Award (for GC)               |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         | •          |
| <b>Contracts and Amendments</b> |  |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         |            |
| ANSW                            | Award - Non-specialty Work                     |                |          |     |     |    |     | •  |    | •   |                    |                 |            |    |           |    |           |         |         |            |
| CA-AE                           | Contract Award - Architect/Engineer            |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         | •          |
| CA-CC                           | Contract Award - CMR Construction              |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         | •          |
| CA-CX                           | Contract Award - Commissioning                 |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         | •          |
| CA-DB                           | Contract Award - DB Construction               |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         | •          |
| CADBC                           | Contract Award DB w/CGMP                       |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         | •          |
| CA-GC                           | Contract Award - GC                            |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         | •          |
| CA-SF                           | Contract Award - Study (FDC)                   |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         | •          |
| CC-AE                           | Contract Change/ Amendment - AE                | •              |          |     | •   |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         |            |
| CC-CP                           | Contract Change/ Amendment - CMR Precon        |                |          |     |     |    |     | •  |    |     |                    |                 |            |    |           |    |           |         |         |            |
| CC-CC                           | Contract Change/ Amendment - CMR Con           |                |          |     |     |    |     | •  |    |     |                    |                 |            |    |           |    |           |         |         |            |
| CC-CX                           | Contract Change/ Amendment - Comm              |                |          |     |     |    |     | •  |    |     |                    |                 |            |    |           |    |           |         |         |            |
| CC-DP                           | Contract Change/ Amendment - DB Precon         |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         | •          |
| CCDBC                           | Contract Change/ Amendment - DB Con            |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         | •          |
| CC-SF                           | Contract Change/ Amendment - Study (FDC)       |                | •        |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         |            |
| <b>Manage Services</b>          |  |                |          |     |     |    |     |    |    |     |                    |                 |            |    |           |    |           |         |         |            |
| ACR                             | Contractor Allowance/Contingency Release       | •              |          |     |     |    |     | •  |    | •   |                    |                 | •          |    |           |    |           |         |         |            |
| ASI                             | Architects Supplementary Instructions          | •              |          |     | •   | •  |     |    |    |     |                    |                 |            |    |           |    |           |         |         |            |
| VBDS                            | BDS Variance Request                           |                |          |     |     |    |     |    |    |     |                    |                 | •          |    |           |    |           |         |         | •          |
| CO                              | Change Order                                   | •              |          |     | •   |    |     |    |    |     |                    |                 | •          |    | •         |    |           |         |         |            |
| FWO                             | Field Work Order/ Change Directive             | •              |          |     |     |    |     |    |    |     |                    |                 | •          |    |           |    |           |         |         |            |
| IN                              | General Impact Notice                          | •              |          |     |     |    |     |    |    |     | •                  |                 | •          |    |           |    |           |         |         |            |
| PCPBL                           | Prequal Criteria with Prospective Bidders List |                |          |     |     |    |     | •  |    | •   |                    |                 |            |    |           |    |           |         |         |            |

### Starting Roles for e-Builder Processes

|                  | Prefix                                      | Process Name | External Roles |          |     |     |    |     |    |    | OSU Internal Roles |    |                 |            |    |           |    |           |         |         |            |
|------------------|---|--------------|----------------|----------|-----|-----|----|-----|----|----|--------------------|----|-----------------|------------|----|-----------|----|-----------|---------|---------|------------|
|                  |   |              | AE             | AE-Study | AOR | CAE | CX | CMR | DB | GC | DoP                | PM | Close Out Coord | Cont Compl | CA | Fin Compl | PA | Acc Clerk | Prog Ad | Int Mem | Spawn only |
| PCO              | Potential Change Order                      | •            |                | •        |     |     |    | •   | •  | •  |                    |    | •               |            |    |           |    |           |         |         |            |
| PERM             | Permit Info Update                          | •            |                | •        |     |     |    |     |    |    |                    |    | •               |            |    |           |    |           | •       |         |            |
| prpRQ            | Proposal Request                            | •            |                |          |     |     |    |     |    |    |                    |    | •               |            |    |           |    |           |         |         |            |
| RFI              | Request for Interpretation                  |              |                |          |     |     |    | •   | •  | •  |                    |    | •               |            |    |           |    |           |         |         |            |
| SCD              | Consultant Declaration                      | •            | •              | •        | •   |     |    |     | •  | •  |                    |    |                 |            |    |           |    |           |         | •       |            |
| SMSD             | Subcontractor Material Supplier Declaration |              |                |          |     |     |    | •   | •  | •  |                    |    |                 |            | •  |           |    |           |         |         |            |
| SubD             | CMR/DB Subcontracting Documents             | •            | •              | •        | •   | •   |    | •   | •  | •  | •                  | •  | •               | •          | •  | •         | •  | •         | •       | •       |            |
| SPB              | Self-Performed Bid Work                     |              |                |          |     |     |    | •   | •  |    |                    |    |                 |            |    |           |    |           |         |         |            |
| SOV              | Schedule of Values Update                   | •            |                |          | •   | •   |    | •   | •  | •  |                    |    |                 |            | •  |           |    |           |         |         |            |
| SOVs             | SOV Send                                    |              |                |          |     |     |    |     |    |    |                    |    |                 |            | •  |           |    |           |         |         |            |
| TP               | Tangible Property                           |              |                |          |     |     |    | •   | •  |    |                    |    |                 |            |    |           |    |           |         |         |            |
| UDR              | University Design Review                    | •            |                | •        | •   |     |    |     | •  |    |                    |    |                 |            |    |           |    |           |         |         |            |
| DRBD             | DRB Documents                               | •            |                | •        | •   |     |    |     |    |    |                    | •  | •               |            |    |           |    |           |         |         |            |
| <b>Pay Apps</b>  |   |              |                |          |     |     |    |     |    |    |                    |    |                 |            |    |           |    |           |         |         |            |
| PPA              | Prof Services Pay App                       | •            | •              |          | •   | •   |    | •   | •  |    |                    |    | •               |            |    | •         | •  | •         |         |         |            |
| CPA              | Construction Pay App                        |              |                |          |     |     |    | •   | •  | •  |                    |    | •               |            |    |           | •  |           |         |         |            |
| IB_CI            | Internal Billings - Commitment Invoice      |              |                |          |     |     |    |     |    |    |                    |    |                 |            |    |           | •  | •         |         | •       |            |
| POI              | PO Invoice                                  |              |                |          |     |     |    |     |    |    |                    |    | •               |            |    | •         | •  | •         |         |         |            |
| ESAG             | Escrow Agreement                            |              |                |          |     |     |    |     |    |    |                    |    |                 |            | •  |           |    |           |         |         |            |
| OAKS             | Oaks PO Funding Source                      |              |                |          |     |     |    |     |    |    |                    |    |                 |            | •  |           | •  | •         |         |         |            |
| RETQ             | Retainage Request                           |              |                |          |     |     |    | •   | •  | •  |                    |    |                 |            |    |           | •  |           |         |         |            |
| RECON            | Project Reconciliation Update               |              |                |          |     |     |    |     |    |    |                    |    |                 |            | •  |           | •  |           |         |         |            |
| CA-AF            | Admin Fee Commitment                        |              |                |          |     |     |    |     |    |    |                    |    |                 |            | •  |           |    |           |         |         |            |
| BMA              | Bond Module Approval                        |              |                |          |     |     |    |     |    |    |                    |    |                 |            | •  | •         | •  |           |         |         |            |
| <b>Close Out</b> |   |              |                |          |     |     |    |     |    |    |                    |    |                 |            |    |           |    |           |         |         |            |
| BIM De           | Bim Deliverables                            | •            |                | •        |     |     |    | •   | •  | •  |                    |    |                 | •          |    |           |    |           |         |         |            |
| CCC              | Certificate of Contract Completion          |              |                |          |     |     |    | •   | •  | •  |                    |    |                 | •          |    |           |    |           |         |         |            |
| CED              | Certificate of Equipment Demonstration      |              |                |          |     |     |    | •   | •  | •  |                    |    |                 | •          |    |           |    |           |         |         |            |
| CSC              | Certificate of Substantial Completion       |              |                |          |     |     |    | •   | •  | •  |                    |    |                 | •          |    |           |    |           |         |         |            |
| CWC              | Certificate of Warranty Commencement        |              |                |          |     |     |    | •   | •  | •  |                    |    |                 | •          |    |           |    |           |         |         |            |
| COD              | Close Out Deliverables                      | •            |                | •        |     |     |    | •   | •  | •  |                    |    |                 | •          |    |           |    |           |         |         |            |
| CPC              | Close the Project Checklist                 |              |                |          |     |     |    |     |    |    |                    |    | •               | •          |    |           |    |           |         | •       |            |
| CoCom            | Contract Completion Checklist               |              |                |          |     |     |    |     |    |    |                    |    |                 | •          |    |           |    |           |         |         |            |
| PrjAs            | Project Assessment                          |              |                |          |     |     |    |     |    |    |                    |    | •               |            |    |           |    |           |         | •       |            |
| VEval            | Vendor Evaluation                           |              |                |          |     |     |    |     |    |    |                    |    |                 |            |    |           |    |           |         | •       |            |
| <b>Misc</b>      |   |              |                |          |     |     |    |     |    |    |                    |    |                 |            |    |           |    |           |         |         |            |
| DU               | Document Upload                             | •            | •              | •        | •   | •   |    | •   | •  | •  | •                  | •  | •               | •          | •  | •         | •  | •         | •       | •       |            |
| PrDU             | Project Details Update-FDC                  |              |                |          |     |     |    |     |    |    | •                  | •  | •               |            | •  | •         |    |           |         | •       |            |
| GSF-C            | GSF Cost Tracker                            |              |                |          |     |     |    |     |    |    | •                  | •  |                 |            |    |           |    |           |         |         |            |
| SC               | Schedule Update                             |              |                |          |     |     |    |     |    |    |                    |    |                 |            | •  |           |    |           |         |         |            |
| SUS              | Schedule Update Spawn                       |              |                |          |     |     |    |     |    |    |                    |    |                 |            | •  |           |    |           |         |         | •          |