



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

Section 31

Change Management

Construction Change Directive (CCD)

ORACLE Primavera

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I. CHANGE MANAGEMENT

Going forward, General Contractors (GC) and Architects (A/E) will be contractually required to use the SDA Contract Management system. In the meantime, it is the responsibility of the PMF/CM to use the system. This may require direct data entry of GC and A/E related information. This may also be delegated to the GCs and A/Es if possible.

Change documents in Contract Management will include:

1. Requests for Information (RFI)
2. Contract Change Request/Authority (CCR/A)
3. Contractor Proposal (CP)
4. Authority Agent Recommendation (AAR)
5. Change Order (CO)
6. Construction Change Directive (CCD)
7. Contractor Claim Notice (CCN)

Any of the phases of change management as they have been defined can be skipped if they are inappropriate considering the circumstances around the change.

As the person who certifies that all necessary procedures have been followed and signatures obtained, the Project Manager (PM) will also be the person best able to determine whether all phases of the change management process will need to be utilized in any given case.

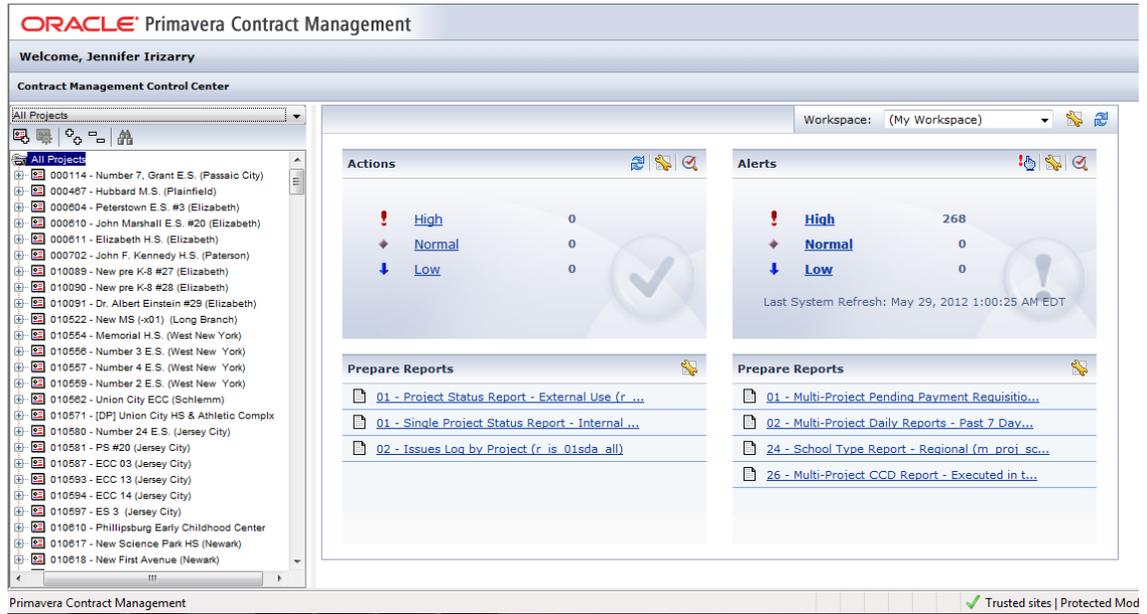
SPECIAL NOTES:

- a. All Change Orders for E-Rate contracts should be entered into Contract Management. They will be automatically updated in the SIMS (Schools Information Management System) Accounts Payable system.
- b. Change Orders, Task Orders and Amendments that are not related to Design/Construction/E-Rate/CM Contracts will be updated automatically in Contract Management on a daily basis. This includes Real Estate and other types of contracts that are not directly managed in Contract Management.
- c. All documents default to a status of **New Item** when they are created. As they flow through the Change Management process, their status will automatically change to **Closed**. However, a status of **Cancelled** is available to be selected manually. A Cancelled status indicates that the document is no longer required, but should be retained for historical purposes. A cancelled document cannot be reopened for processing.
- d. There are two items in the **Review Status** section that we are currently not using. The first is a check box labeled **Do not check or this document will need to be deleted**. Do not check this box. The second is **Document Owner**, relating to functionality we are currently not using.

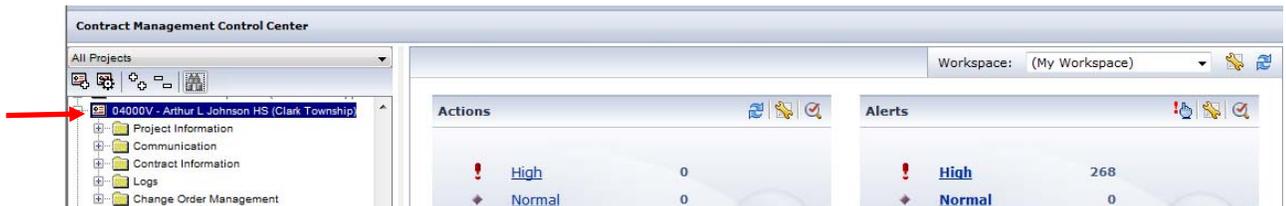
II. CREATING THE CONSTRUCTION CHANGE DIRECTIVE (CCD)

A. Creating the Initial Change Management Document

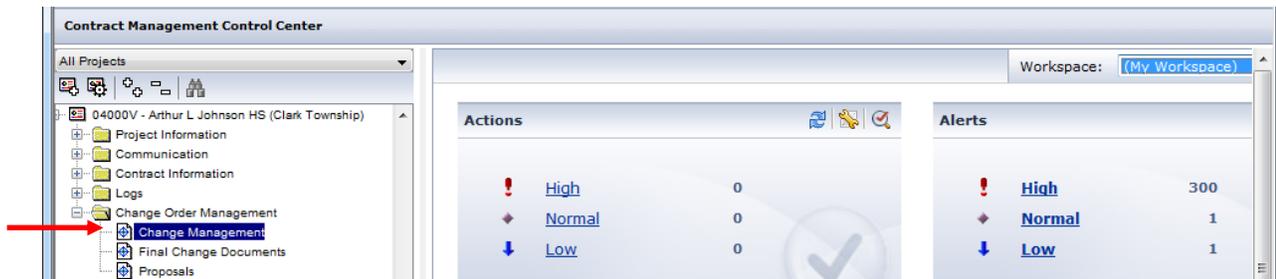
1. Once logged into Primavera, the Contract Management Control Screen appears (as shown).



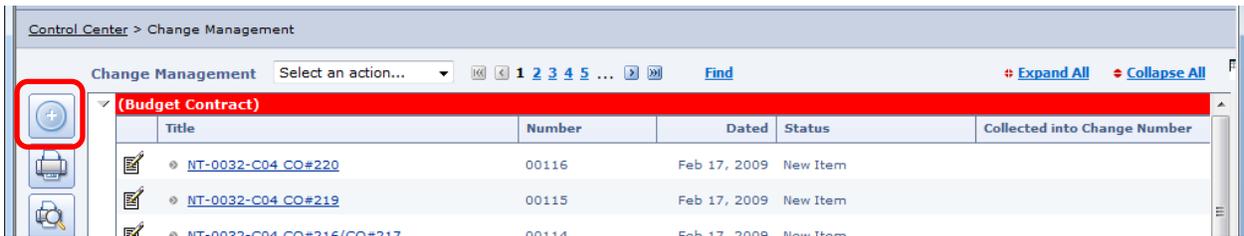
2. Select your desired project.



3. Select the **Change Order Management** folder, and then select **Change Management**.

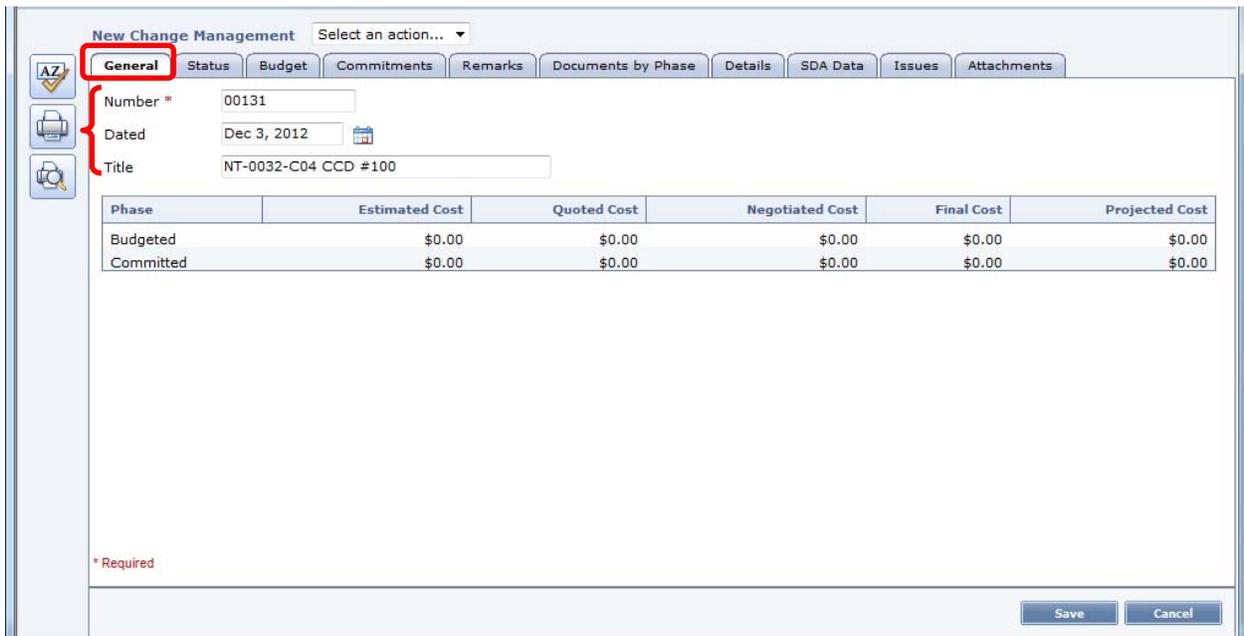


- When the log view displays, click the **Add Document** button on the upper left side of the screen to create a new master Change Management document.



- The new **Change Management** document displays. From the General tab, Contract Management will provide the next available change management number for this document in the **Number** field. **Do not change this assigned number.** Adjust the date as necessary by choosing the calendar icon to the left of the **Dated** field. Enter the title in the **Title**. The format for the title should be contract number and Change Order number.

Note: The fields on the Status tab should never be changed.



6. Click the **Remarks** tab and add any applicable comments.

The screenshot shows the 'New Change Management' form with the 'Remarks' tab selected. The 'Additional Remarks' text area contains the text: 'This CCD will resolve the issue with the cracked foundation.' The 'Remarks' tab is highlighted with a red box. The form includes a 'Save' button and a 'Cancel' button at the bottom right.

7. Click the **Details** tab. Use the pull-down list to select the **Reason for Change**. This is a required field. Do not change the value in the **Scope** field.
8. If applicable, click the **select** button if there is a **Referenced Document** within this project that can be linked to this Change Management record.
9. If applicable, enter the P6 project schedule **Activity ID** related to the early/actual start and finish dates for this change.

The screenshot shows the 'New Change Management' form with the 'Details' tab selected. The 'Reason for Change' dropdown menu is set to 'Owner-Initiated Change'. The 'Scope' dropdown menu is set to 'Out of Scope'. The 'Referenced Document' field is empty with a 'select' button. The 'Activity ID' field is empty. The 'Details' tab is highlighted with a red box. The form includes a 'Save' button and a 'Cancel' button at the bottom right.

10. Click the **SDA Data** tab and complete the **Justification** field. Additionally, since this change is a CCD, the **CCD Justification** field can also be completed.

New Change Management Select an action... ▼

General Status Budget Commitments Remarks Documents by Phase Details **SDA Data** Issues Attachments

Justification

Foundation was cracked during construction, but must be fixed in order to continue

CCD Justification Cost for this change is still in negotiation

DCD Justification

FOR CMD USE ONLY

Program Operations Team ... X

Contract Number

Change Order Type ... X

Change Order / Amendment Number 0

Vendor Name

Program Officer

Brief Description

Save Cancel

13. If this Change Management document relates to an issue that was previously entered in the Issues log, it can be linked to this document. Click the **Issues** tab and click the **Link** button.

New Change Management Select an action... ▼

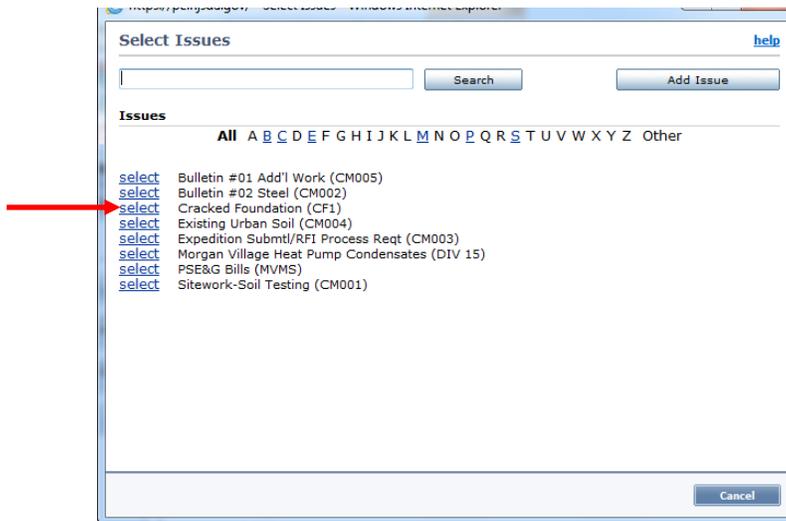
General Status Budget Commitments Remarks Documents by Phase Details SDA Data **Issues** Attachments

Link

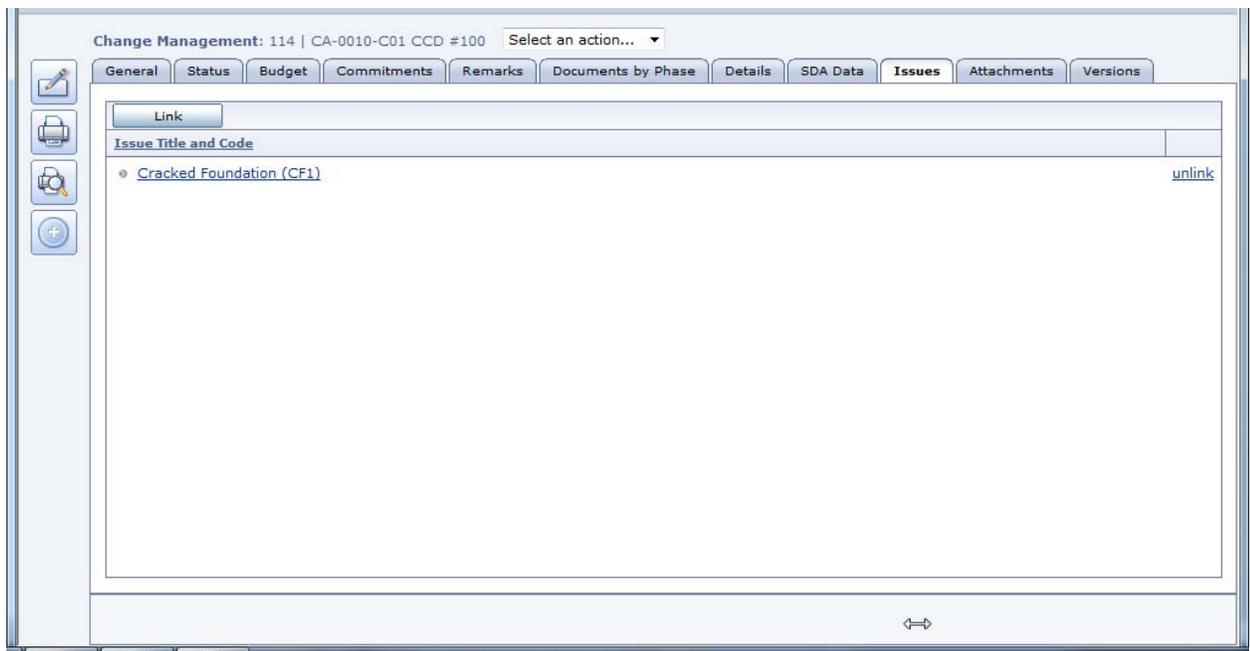
Issue title and code

Save Cancel

14. The **Select Issue** window will display. Choose the desired issue by clicking the **select** link to the left of the issue title.



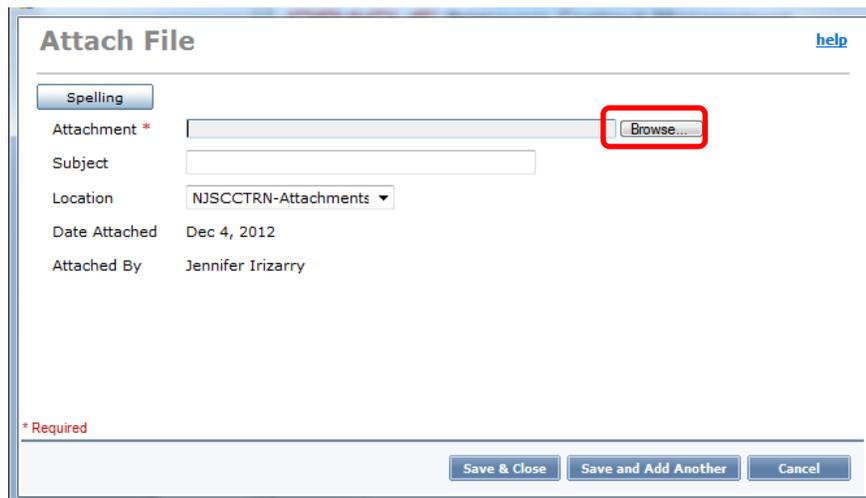
15. The selected issue will display in the **Issues** tab.



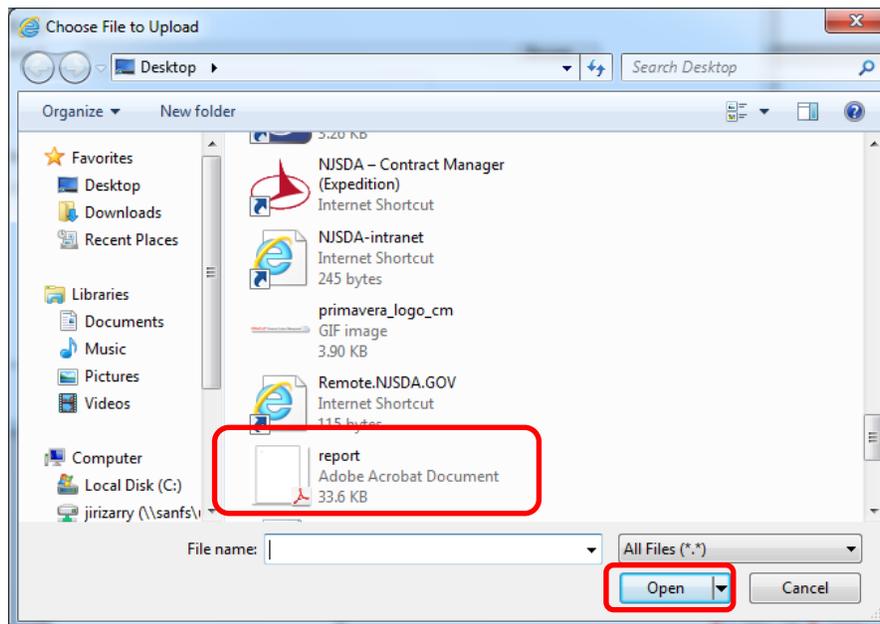
16. To attach supporting documentation to this Change Management document, click the **Attachments** tab and click the **Attach File** button.



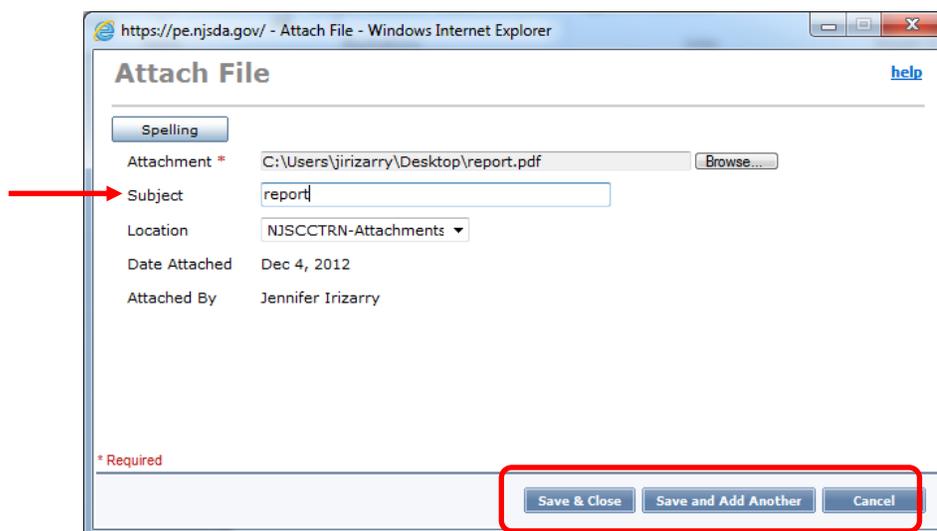
17. Click the **Browse** button to navigate to the document you wish to attach.



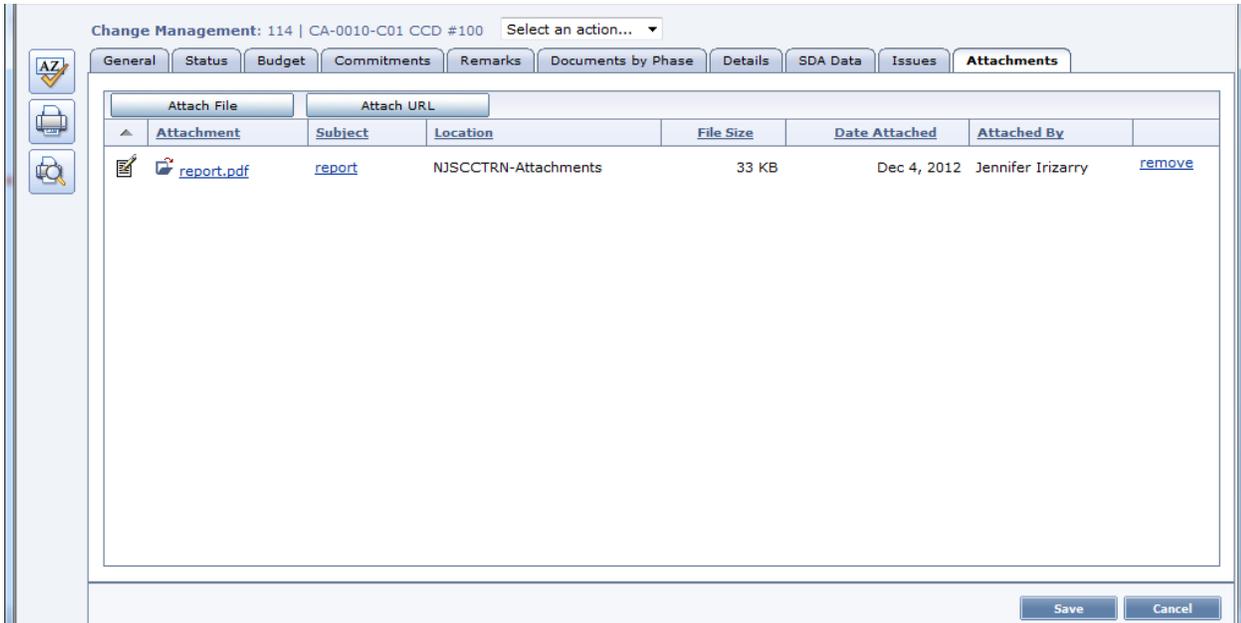
18. The **Choose File to Upload** window will display. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



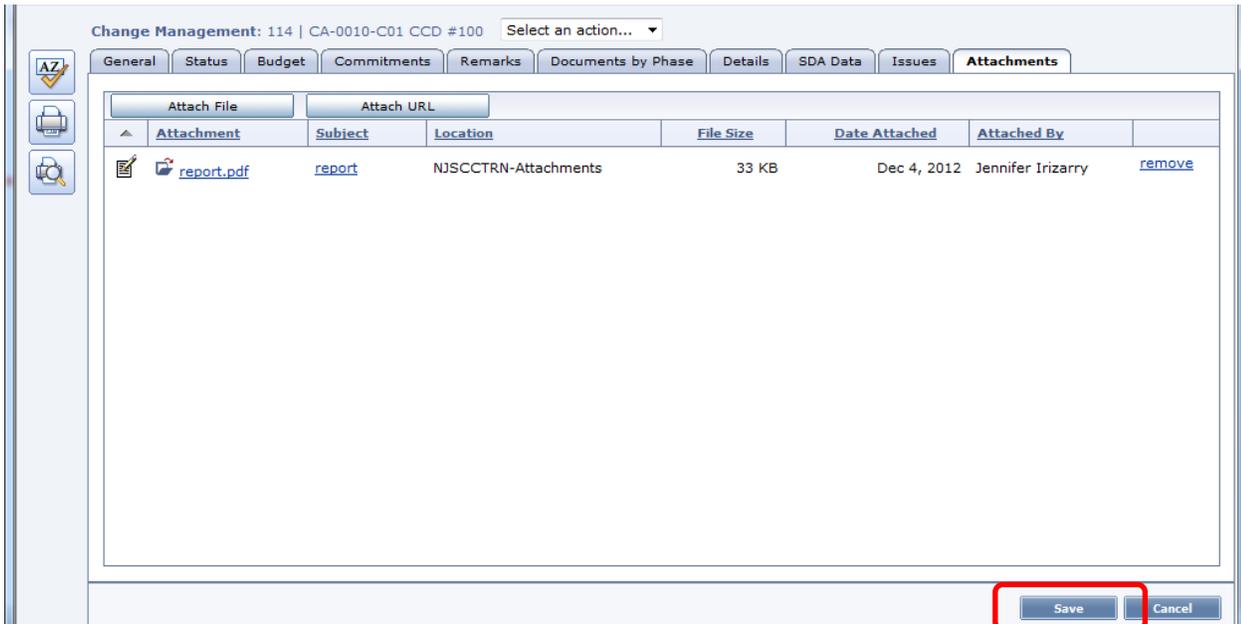
19. Enter the subject and/or name of the document in the **Subject** field and click **Save and Close**. To add additional documents, click the **Save & Add Another** button and repeat the process.



20. The attached file will display in the **Attachments** tab.



21. When all entries are completed, click the **Save** button to save the Change Management document.

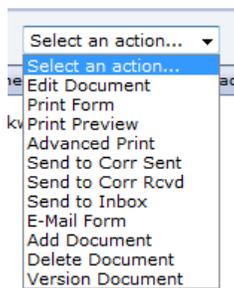


B. Version Document

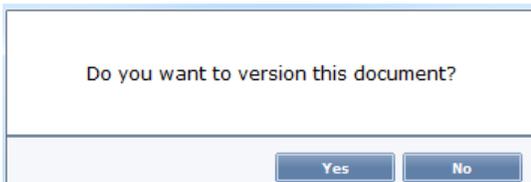
Contract Management 13.0 provides a Version Document feature to help you maintain multiple versions of your documents and provide a snapshot of the change history of the documents. Versioning a document means it will maintain versions of both the document and any attachments. The document version will be stored as an html file. The attachment version will show information on the location, path and the file size of an attachment, as well as the user who attached the file to the document and the date of attachment.

The Versions Tab will be used to track document versions. This tab only displays when you open the document in View mode, not in Edit mode. On the Versions tab, you can view and access previous versions of the selected document, identify who created the versions and when the versions were created.

1. To create a version of the current document, click the Select an Action menu from the top of the screen and choose Version Document from the drop-down list.



2. Contract Management will prompt you to confirm the Version Document function. Click the Yes button to continue or No to cancel.

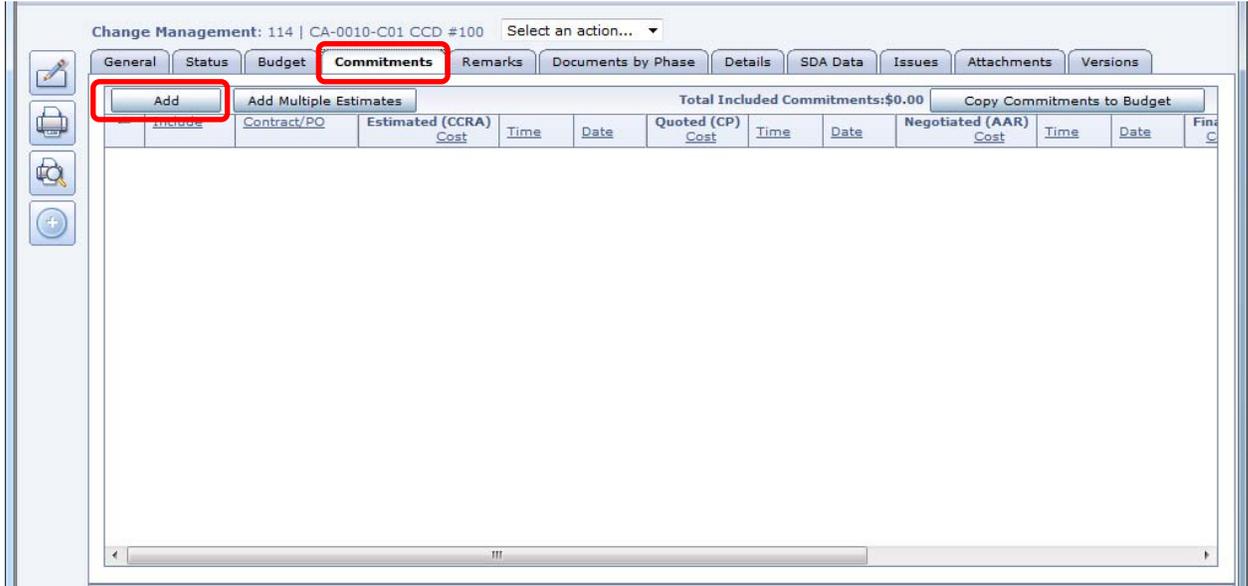


3. The Versions tab displays the document version you just created. As new document versions are created, they will be listed on this tab in reverse chronological order. Click the icon to open each version. When the version displays, it will show information available in the document when the version was created.

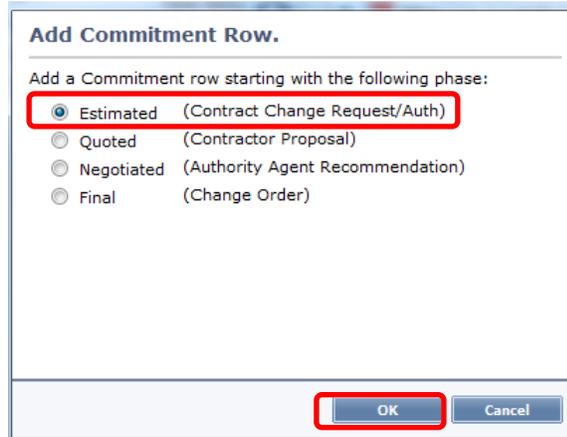


III. Creating the Contract Change Request/Authority (CCR/A)

1. From within the new **Change Management** record, click the **Commitments** tab and click the **Add** button.



2. Click the **OK** button to accept the default option of **Estimated (Contract Change Request/Auth)**.



3. The **Contract Change Request/Auth** document displays. Enter information in the following tabs:

Control Center > Proposals Log > Contract Change Request/Auth > Return to Change Management

Contract Change Request/Auth: 00001 Select an action...

General Status Line Items Details Schedule SDA Data Issues Attachments

Type * Contract Change Request/Auth

Contract * <none selected> ...

To * <none selected> ...

From * <none selected> ...

Number * 00001

Title Found underground storage tank

Date Oct 18, 2012

Total Cost \$0.00

Time Change (days) 0

* Required

Save Cancel

A. General Tab

Control Center > Proposals Log > Contract Change Request/Auth > Return to Change Management

Contract Change Request/Auth: 00001 Select an action...

General Status Line Items Details Schedule SDA Data Issues Attachments

Type * Contract Change Request/Auth

Contract * <none selected> ...

To * <none selected> ...

From * <none selected> ...

Number * 00001

Title Found underground storage tank

Date Oct 18, 2012

Total Cost \$0.00

Time Change (days) 0

* Required

Save Cancel

- **Type** – defaults to Contract Change Request/Auth
- **Contract** – click the **select button** next to the fields to pick the applicable contract. This is a required field
- **To** – will be populated automatically after the contract is selected. This must be changed. Click the **select button** next to the field to choose the GCs name from the contact list. This is a required field.
- **From** – will be populated automatically after the contract is selected. This must be changed. Click the **select button** next to the field to choose the PMF/CM/SDAs name from the contact list. This is a required field.

- **Number** – Contract Management automatically numbers the document. Do not change this number. This is a required field.
- **Title** – Contract Management automatically titled this document based on the Change Management record. If necessary, make any required adjustments.
- **Date** – date the document was created. If necessary, click the **calendar icon** to change the date.
- **Total Cost** – will be automatically completed once the value for the CCR/A is entered
- **Time Change in Days** – will be automatically completed if the information is entered in the schedule tab.

IMPORTANT: This is the only opportunity you will have to select the To/From company. Once you save the document, you will not be able to edit the company, only the contact names.

A completed section is shown:

B. Status Tab

- **Ball in Court** – If necessary, click the select button next to the field to select a name from the contact list.
- **Priority** – **Normal** is the default, but can be changed to **High** or **Low** as necessary.
- **Status** – leave the default of **New Item**

C. Line Items Tab

1. Click the Line Items tab. A zero value line item needs to be added with the appropriate cost code. This line item will be carried over to all phases of change management. Click the **Add Lump Sum** button.

The screenshot shows a software window titled "Contract Change Request/Auth: 00001". At the top, there is a "Select an action..." dropdown menu. Below it are several tabs: "General", "Status", "Line Items", "Details", "Schedule", "SDA Data", "Issues", and "Attachments". The "Line Items" tab is selected and highlighted with a red box. Below the tabs are three buttons: "Add Lump Sum", "Add Unit Price", and "Copy from Contract". The "Add Lump Sum" button is also highlighted with a red box. Below these buttons is a table with the following columns: "Line Item No.", "Quantity", "Units of Measure", "Description", "Unit Price", "Net Amount", "Tax Rate", "Sales Tax", and "Line Item Total". The table is currently empty. At the bottom right of the window are "Save" and "Cancel" buttons.

2. In the **Costing** section of the window, click the **Add** button to choose the single cost code that the Lump Sum should be distributed to. To add multiple cost codes, click the **Add Multiple Cost Codes** button.

The screenshot shows a software window titled "Lump Sum". At the top right is a "help" link. Below it is a "Spelling" button. The "Change Proposal Unit" section contains a "Type" dropdown menu set to "Lump Sum" and a "Line Item No. *" text box containing "00001". Below this is a "Description" text box. Further down are several input fields: "Lump Amount (\$)" with "0.00", "Tax Rate" with "0.00000", "Sales Tax (\$)" with "0.00", and "Line Item Total (\$)" with "0.00". There are also fields for "Material Name", "Material Title", and "Activity ID", each with a small "X" icon to its right. At the bottom, there is a "Costing" section with a "top of page" link. The "Costing" section contains three buttons: "Add", "Add Multiple Cost Codes", and "Remove Zero Values". The "Add" and "Add Multiple Cost Codes" buttons are highlighted with a red box. Below these buttons is a table with the following columns: "Cost Code", "Title", and "Distributed". The table is currently empty.

3. Select the **cost code** that the Lump Sum should be distributed to (search by either Cost Code or Title). Use the **Search** window at the top of the screen to search for cost codes rather than paging through the entire list. Enter the high level cost code that you wish to choose (a full list of cost codes can be viewed in Section 34), then click the **Search** button.

To add a single cost code, click the **select** link to the left of the cost code. If you are adding multiple cost codes, click the **select** link for each desired cost code.

Select Cost Code

030

Cost Codes

All 0 1 2 3 4 5 6

[select](#) 030 (Construction)

[select](#) 030.00 (Constructability Review)

[select](#) 030.01 (General Conditions)

[select](#) 030.02 (Existing Conditions)

[select](#) 030.02.41.00B (Selective Site Demolition (BTL))

[select](#) 030.02.41.16B (Building Demolition (BTL))

[select](#) 030.02.41.19B (Selective Structure Demolition (BT))

[select](#) 030.02.50.00B (Selective Site Remediation (BTL))

[select](#) 030.02.60 (Plastic Fabrications)

010=Real Estate Services

020=Design Fees

030=Construction

040=FF&E

050=Technology

060=Project Contingency

070=Other Costs, Direct

080=Temporary Space

090=Rebates and Refunds

100=Local Share Funds

110=PMF/CM/SDA Fees

120=OCIP

130=Other Costs, Indirect

Important: Be sure that the selected cost code is in the same group as the contract level cost code. For example, if 030 is selected on the contract, you must select an 030 group cost code for the change order (030.10, 030.20, etc.).

Important: *Your change order will not be processed if this step is forgotten.*

4. Scroll to the bottom of the Lump Sum screen and choose **Save and Close**. You will return to the **Contract Change Request/Authority** screen.

Lump Amount (\$) 0.00

Tax Rate 0.00000

Sales Tax (\$) 0.00

Line Item Total (\$) 0.00

Material Name

Material Title

Activity ID

▼ Costing

Cost Code	Title	Distributed	
030 <input type="button" value="..."/>	Construction	0.00	add balance <input type="button" value="remove"/>

► Issues

► Attachments

* Required

5. The item displays in the Line Items tab.

Line Item No.	Quantity	Units of Measure	Description	Unit Price	Net Amount	Tax Rate	Sales Tax	Line Item Total
00001	0.00				\$0.00	0.00000	\$0.00	\$0.00
Grid Totals:		0.00			\$0.00		\$0.00	\$0.00

D. Details Tab

Description
Your estimate for this change is requested

Spec Section: [dropdown]
Cost Category: Commitment
Cost Type: Estimated
Required Date: Oct 25, 2012
Acknowledged Date: [calendar icon]
Previous Change Management Phase: [empty]
Change Management Number: Found underground storage tank (00131)

A. Enter any information for the GC in the **Description** field.

E. SDA Data Tab

The screenshot shows the 'SDA Data' tab selected in a software application. The header bar includes 'Contract Change Request/Auth: 00001 | DandK Construction Co, Inc' and a dropdown menu 'Select an action...'. The main content area contains the following fields:

- Construction Change Directive**: A checkbox.
- Is this Document an Amendment?**: A text input field with a dropdown arrow and a red 'X' icon.
- Is this Request > 75,000?**: A text input field with a dropdown arrow and a red 'X' icon.

Navigation buttons for 'Save' and 'Cancel' are located at the bottom right.

- **Construction Change Directive** – click the checkbox if this CCR/A relates to a Construction Change Directive document
- **Is this Document an Amendment?** – if this CCR/A is part of an amendment, click the select button next to the field and choose the **Yes** option to indicate that this information must be e-mailed to the Contract Management Division (CMD)
- **Is this Request >75,000?** – this field will not be utilized for a CCR/A document

F. Issues Tab

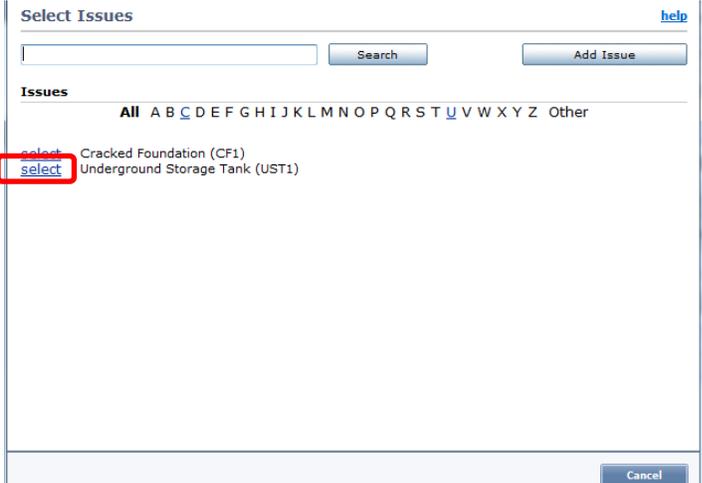
If this CCR/A relates to an Issue that was previously entered in the Issues log, it can be linked to this document. Click the **Link** button.

The screenshot shows the 'Issues' tab selected in the software application. The header bar includes 'Contract Change Request/Auth: 00001' and a dropdown menu 'Select an action...'. The main content area features a 'Link' button and a table with the following header:

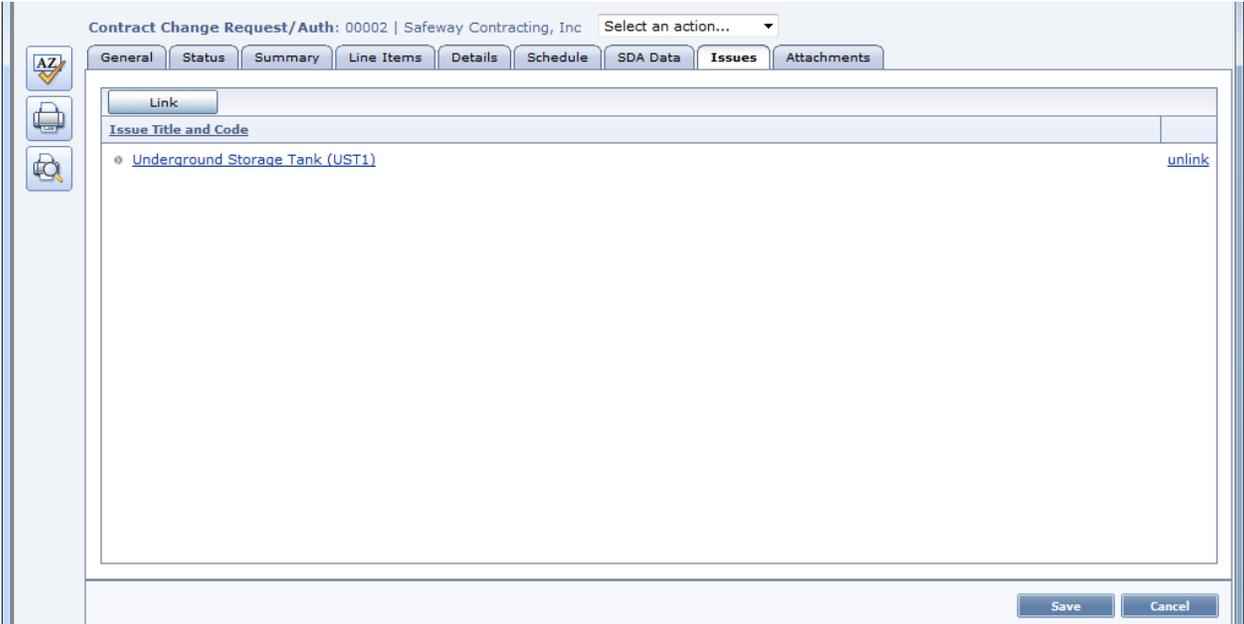
Issue title and Code

The 'Link' button and the 'Issues' tab label are highlighted with red boxes.

The **Select Issues dialog box** displays. Locate your desired issue and click the **select** link to the left of the issue title to link it to the CCR/A. Once you click the select link, you will return to the CCR/A.

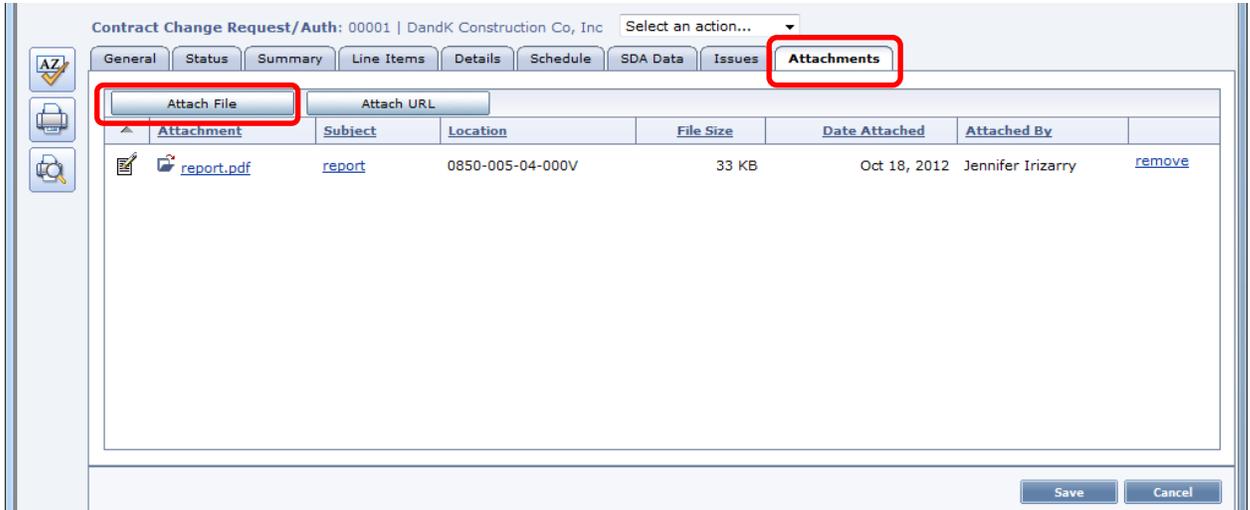


An example of a completed section is shown:

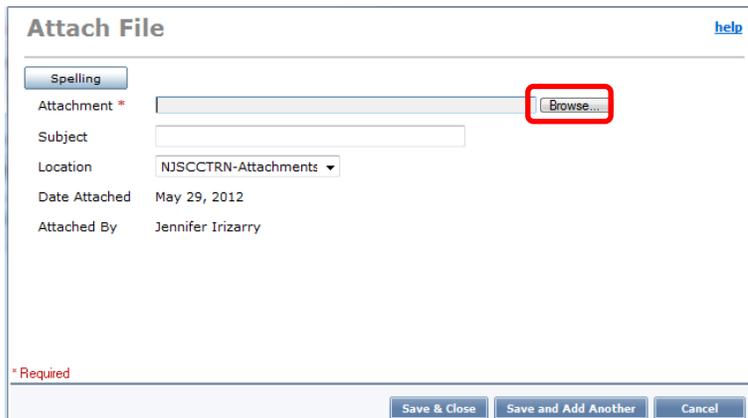


F. Attachments Tab

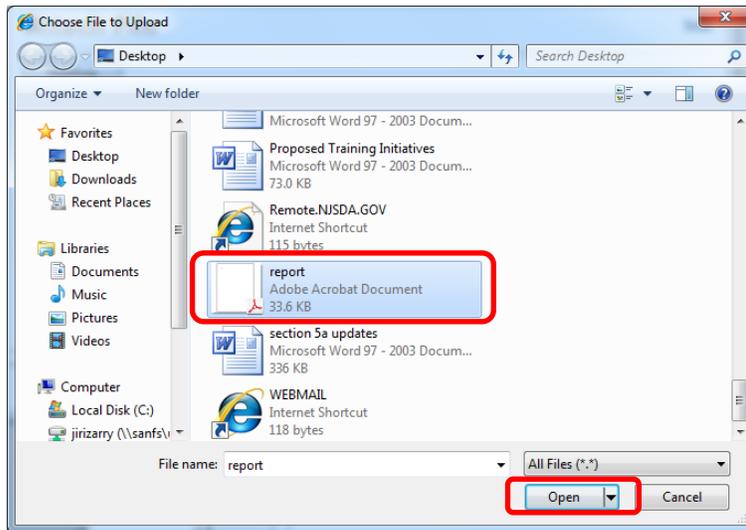
To attach additional supporting documentation, click the **Attach File** button. Note that any documents that were attached to the Change Management record have carried forward to this phase of change management.



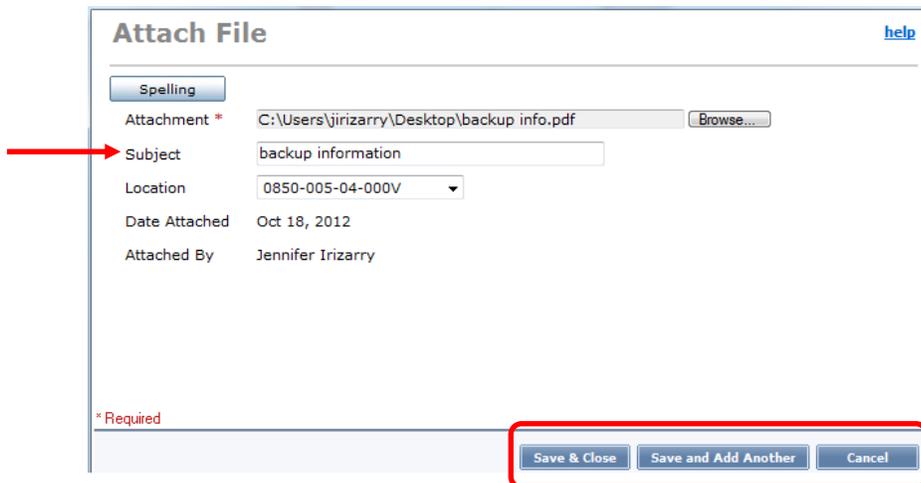
Click the **Browse** button to navigate to the document you wish to attach.



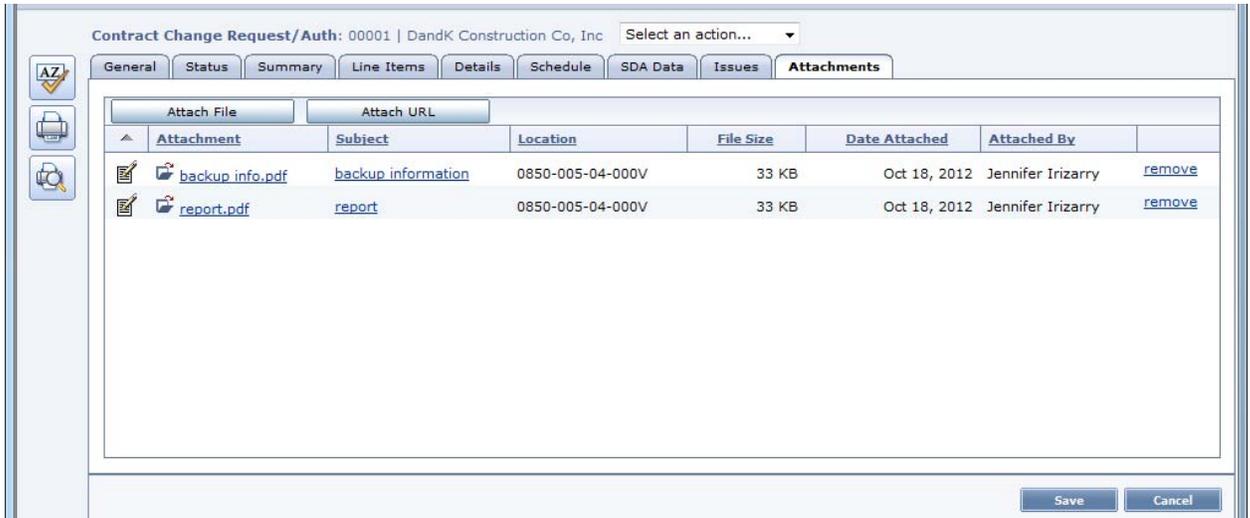
The **Choose File to Upload** window displays. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



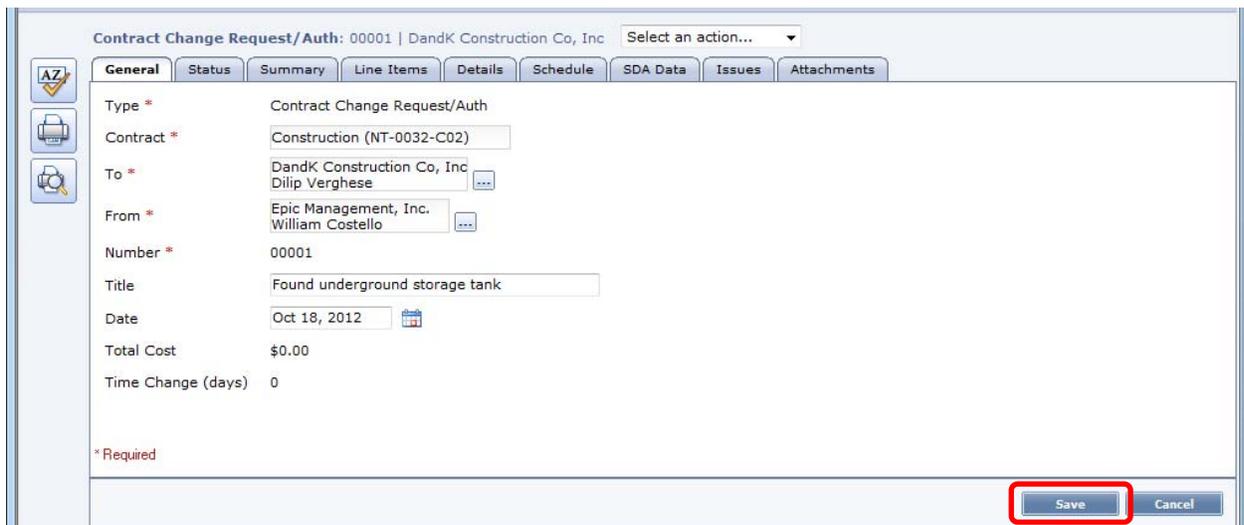
Enter the subject and/or name of the document in the **Subject** field and click **Save and Close**. You can also choose the **Save & Add Another** button to add additional documents repeating the same process.



The attached file displays in the **Attachments** section.

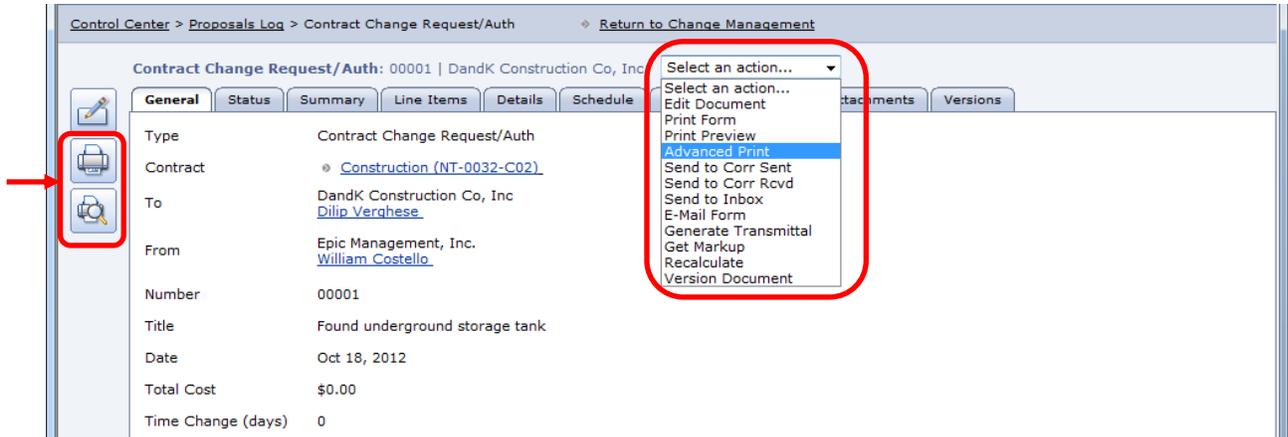


When all fields on the document are completed, click the **Save** button at the bottom of the document window.

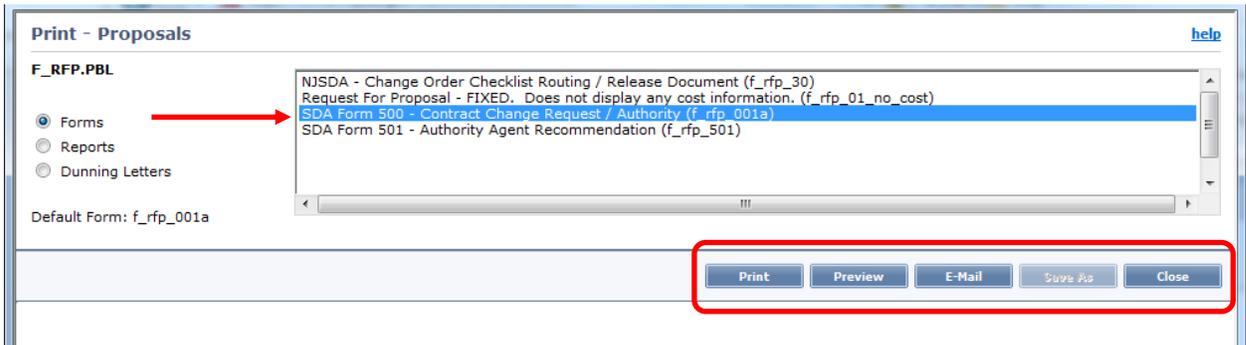


IV. PRINT A CCR/A DOCUMENT (Form 500)

To print the Contract Change Request/Authority (SDA Form 500), choose either the **Print Form** button or the **Print Preview** button on the left side of the screen. Additionally, you can choose **Advanced Print** from the **Select an Action menu** on the top of the screen.

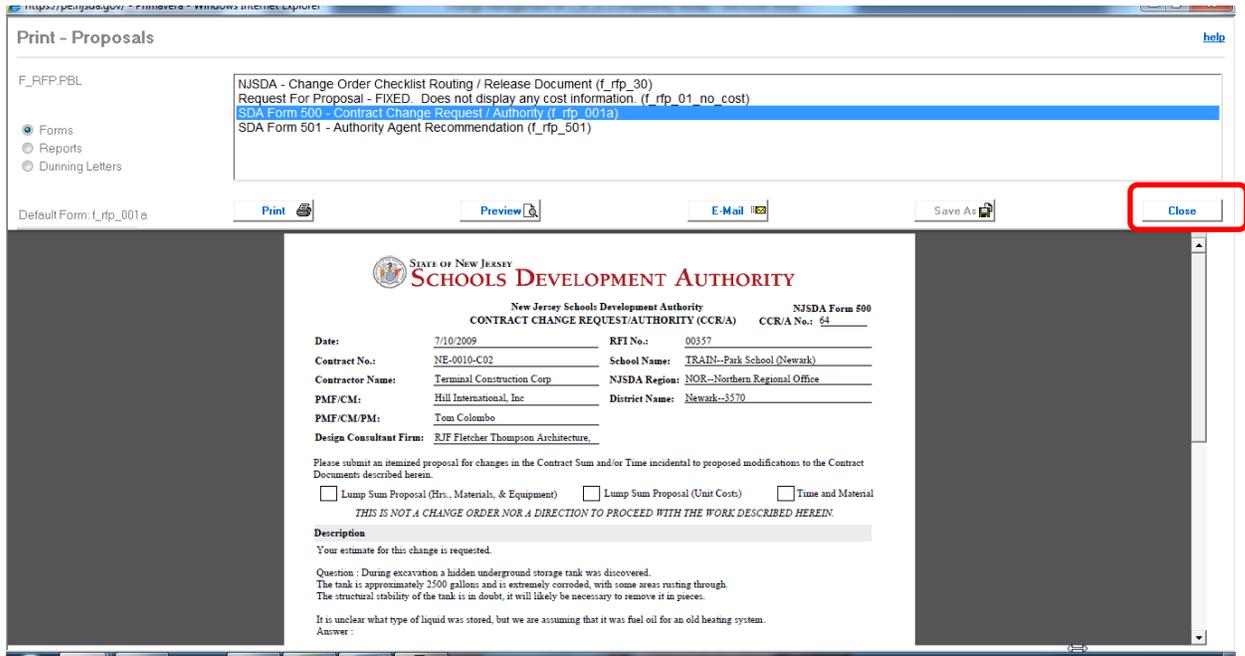


If you choose Advanced Print, click **SDA Form 500 – Contract Change Request/Authority** from the report list.

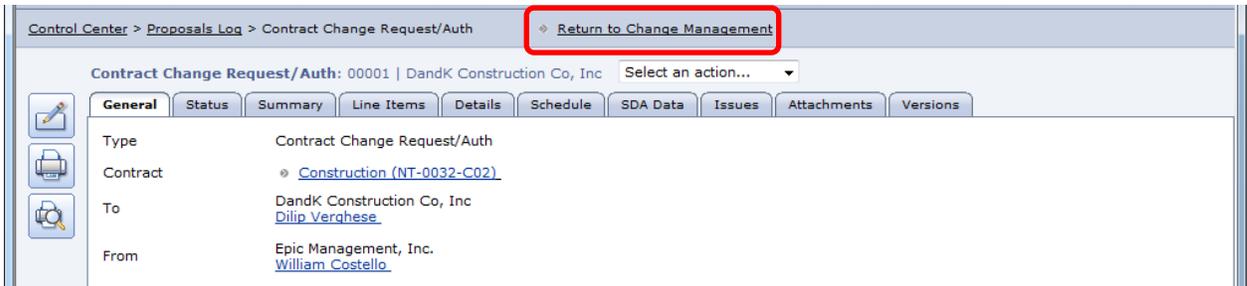


- Click **Print** to get a printed output or to create a PDF file
- Click **Preview** to see your output displayed in the window
- Click **E-Mail** to electronically send the output to another user
- Click **Save As** to save the output to your local computer or other desired location
- Click **Close** when finished to return to the document

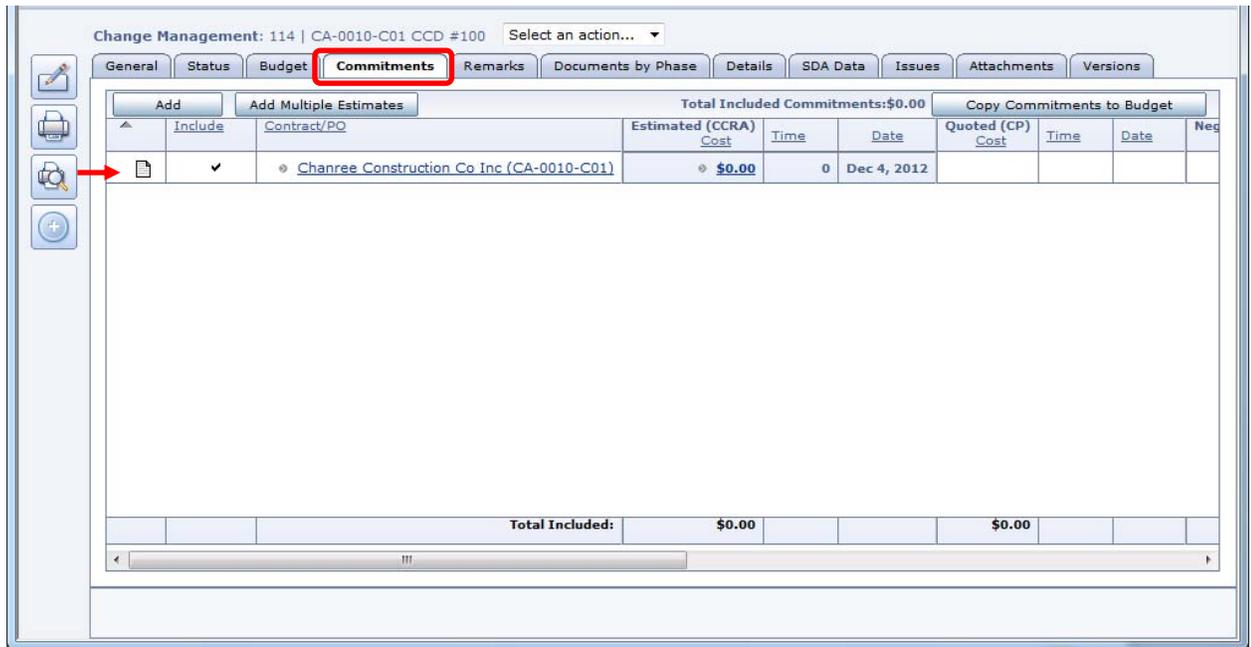
A sample of an SDA Form 500 is shown using the Preview button. Click the **Close** button to return to the CCR/A document.



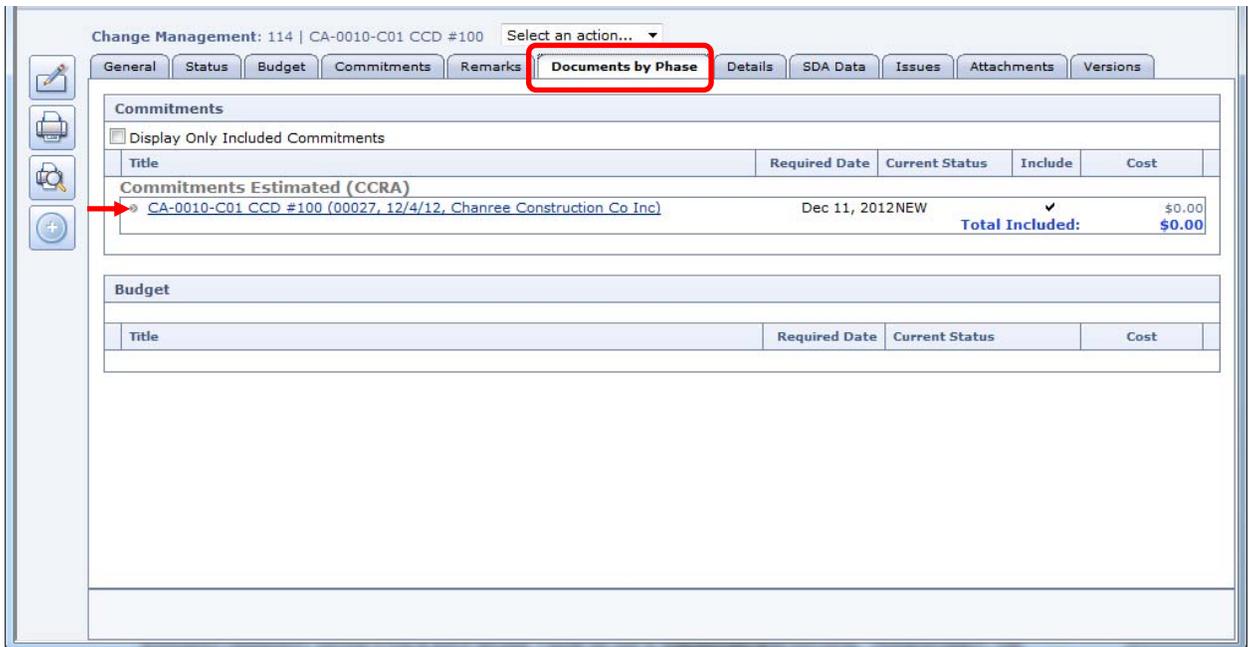
To return to the Change Management document, click the **Return to Change Management** link on the top of the screen.



The line item now displays on the **Commitments** tab.



You can also click the **Documents by Phase** tab to see the line item.



V. Creating the Construction Change Directive - TBD (CCD-TBD)

A TBD value CCD indicates that all parties recognize the need for this change, however, a final price has not yet been determined. This CCD authorizes commencement of work while negotiations for cost continue.

NOTE: *If you are beginning from this point, perform the following steps to open the Change Management document:*

- *Log in to Contract Management*
- *Locate your project from the project list*
- *Choose the Change Order Management folder, then choose Change Management*
- *Locate your desired Change Management document from the log and open in edit mode*

1. From the master Change Management document in edit mode, click the **edit icon** next to the **Contract Change Request/Authority** listed in the **Commitments** tab. This document will become the CCD-TBD.

Change Management: 114 | CA-0010-C01 CCD #100 Select an action...

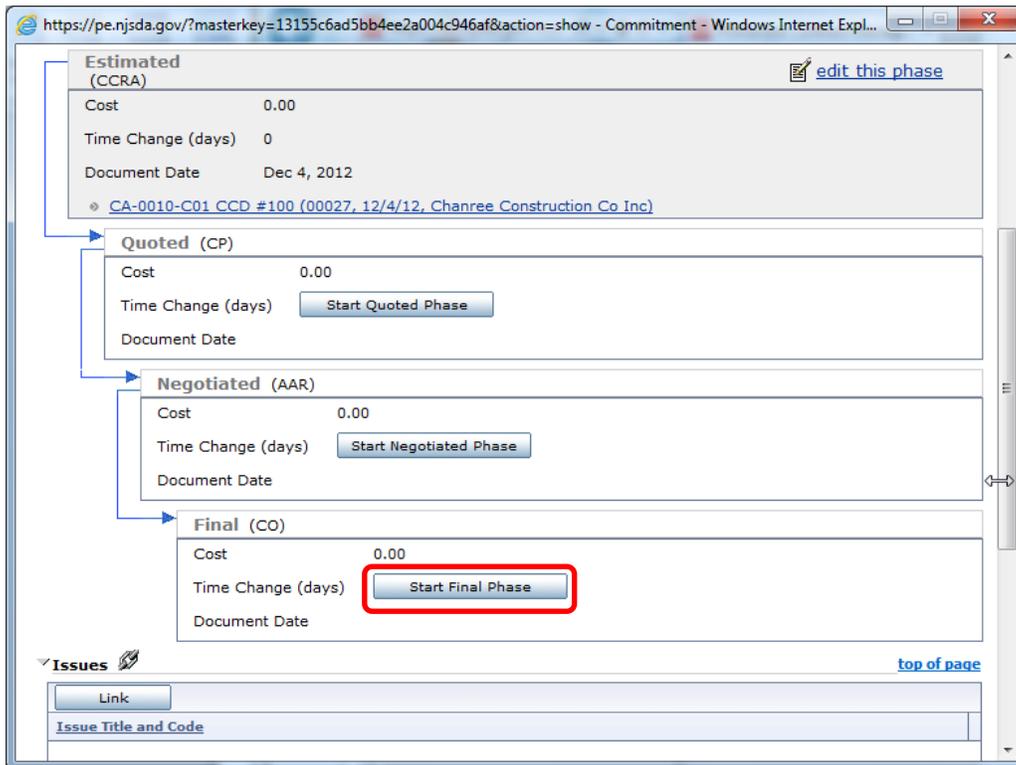
General Status Budget **Commitments** Remarks Documents by Phase Details SDA Data Issues Attachments Versions

Add Add Multiple Estimates Total Included Commitments: \$0.00 Copy Commitments to Budget

Include	Contract/PO	Estimated (CCRA) Cost	Time	Date	Quoted (CP) Cost	Time	Date	Neg
<input checked="" type="checkbox"/>	Chanree Construction Co Inc (CA-0010-C01)	\$0.00	0	Dec 4, 2012				

Total Included: \$0.00 \$0.00

2. On the **Commitments** window, click the **Start Final Phase** button. This will open a Change Order document.



3. A **Change Order** document displays. Complete the information in the following tabs:

1. General Tab

The **To** and **From** fields on the **General** tab will need to be edited in order to display the proper contact information. The CO should be sent *To* the SDA PO *From* the Vendor. Click the **Select** button next to the fields to select the names from the contact list.

The screenshot shows the 'Change Order: 061 | Chanree Construction Co Inc' interface. The 'General' tab is selected. The form contains the following fields:

Type *	Change Order
Contract *	Construction (CA-0010-C01)
To *	Chanree Construction Co Inc Angelo Nucci
From *	New Jersey Schools Development Auth Kimberli Banegas
Number *	061
Title	cracked foundation
Date	Dec 4, 2012
Total Cost	\$0.00
Time Change (days)	0

* Required

Buttons: Save, Cancel

IMPORTANT: *This is the only opportunity you will have to select the To/From company. Once you save the document, you will not be able to edit the company, you will only be able to select the contact name.*

Check the **Number** field to be sure the system has generated the correct document number. It should match the Change Order number on the Vendor's documents. If not, you will need to change the number.

Change Order: 061 | Chanree Construction Co Inc Select an action...

General Review Status Summary Line Items Details Schedule SDA Data Issues Attachments

Type * Change Order

Contract * Construction (CA-0010-C01)

To * Chanree Construction Co Inc
Angelo Nucci

From * New Jersey Schools Development Auth
Kimberli Banegas

Number * 061

Title cracked foundation

Date Dec 4, 2012

Total Cost \$0.00

Time Change (days) 0

* Required

Save Cancel

IMPORTANT: If it is necessary to change the Change Order number, remember that this field can only contain numbers – no alpha or special characters are permitted. The Change Order will not be processed if alpha or special characters are entered in this field.

If you are entering from a hard copy, please make sure the Change Order number in the system matches the Change Order number on the hard copy.

B. Summary Tab

Click the **Summary** tab to view the final amount of the change order and the **Net Amount of Previous Changes**.

The screenshot shows the 'Summary' tab selected in a change order management interface. The title bar indicates 'Change Order: 5 | Safeway Contracting, Inc'. The 'Summary' tab is highlighted with a red box. Below the tabs, there is a 'Details' section with an 'Update Totals' button. The main content area displays a summary of financial data:

Original Contract/PO Sum	\$243,300.00	
Net Amount of Previous Changes	\$123,355.00	Include Pending Changes <input type="checkbox"/>
Contract/PO Sum Prior to This Change	\$366,655.00	Contract/PO's Completion Date Prior to This Change
Current Change Value	\$210,000.00	
Current Contract/PO Sum	\$576,655.00	Contract/PO's Completion Date Including This Change

C. Line Items Tab

Click the **Line Items** tab to view the final amount for this change order.

The screenshot shows the 'Line Items' tab selected in a change order management interface. The title bar indicates 'Change Order: 061 | Chanree Construction Co Inc'. The 'Line Items' tab is highlighted with a red box. The interface includes buttons for 'Add Lump Sum', 'Add Unit Price', and 'Copy from Contract'. Below these buttons is a table with the following columns: Line Item No., Quantity, Units of Measure, Description, Unit Price, Net Amount, Tax Rate, Sales Tax, and Line Item Total. A red arrow points to the first row of the table, which contains the following data:

Line Item No.	Quantity	Units of Measure	Description	Unit Price	Net Amount	Tax Rate	Sales Tax	Line Item Total
00001					\$0.00	0.00000	\$0.00	\$0.00

At the bottom of the table, there is a 'Grid Totals' row showing a total of 0.00 for Quantity, \$0.00 for Net Amount, and \$0.00 for Sales Tax. The interface also includes 'Save' and 'Cancel' buttons at the bottom right.

D. Details Tab

Click the **Details** tab and enter the description of the change in the **Description** field.

Change Order: 061 | Chanree Construction Co Inc Select an action...

General Review Status Summary Line Items **Details** Schedule SDA Data Issues Attachments

Description
This Change Order- TBD document will authorize continuation of work

Spec Section

Cost Category Commitment

Cost Type Pending

Required Date Dec 11, 2012

Acknowledged Date

Previous Change Management Phase cracked foundation (00028)

Change Management Number (113)

Collected Into Change Number

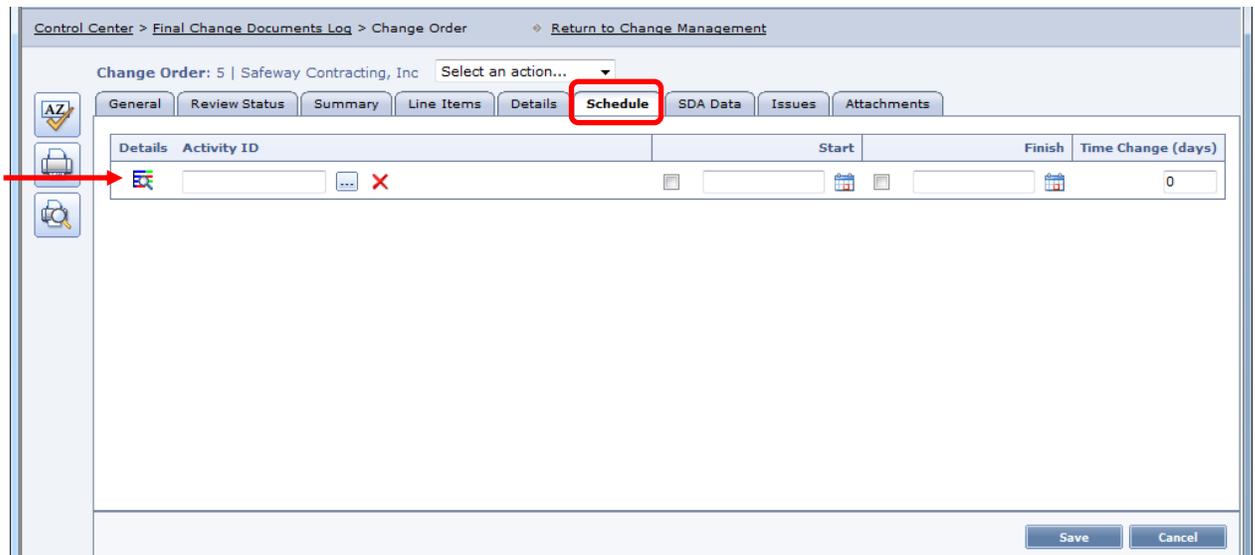
Reason for Change Order Diff. Site Conditions

Initiator Log Number

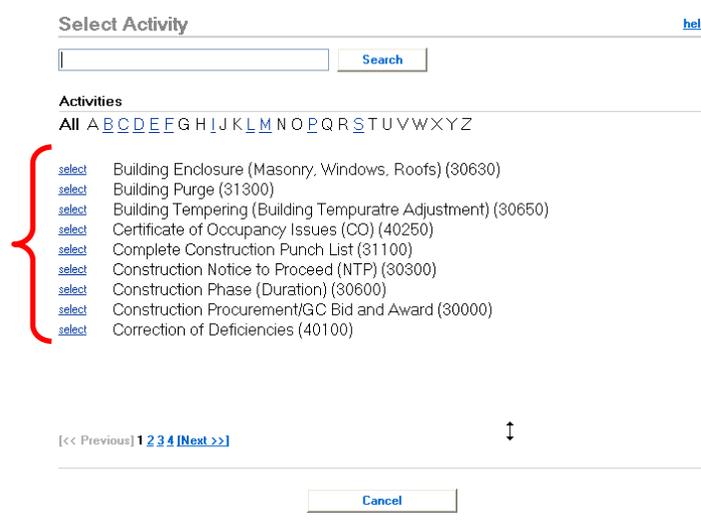
Save Cancel

E. Schedule Tab

If this Change Order will include information for time, click the **Schedule** tab. If there is a schedule linked to this project, choose an **Activity ID** by using the **select** button next to the field. If there is no schedule linked to this project, manually enter the Activity ID and skip to page 34.



When the Activity menu displays, find your desired activity and choose the **select** link next to the activity name to add it to the change order.



Enter the **projected start** and **completion dates** for work related to this change. Click the calendar icon to select a date from the pop-up calendar, or use the schedule activity early/actual dates from the activity entered in the Activity ID field. If the checkbox next to each field is marked, the date is an actual start or finish date. Also, enter the number of days added or subtracted from the schedule because of the change document in the **Time Change (days)** field.

The screenshot shows the 'Schedule' tab of a software interface for 'Change Order: 5 | Safeway Contracting, Inc'. The interface includes a top navigation bar with tabs: General, Review Status, Summary, Line Items, Details, Schedule, SDA Data, Issues, and Attachments. Below the tabs is a table with columns: Details, Activity ID, Start, Finish, and Time Change (days). The table contains one row with the following data: Activity ID '30600', Start date 'Aug 1, 2012', Finish date 'Aug 29, 2012', and Time Change (days) '24'. There are checkboxes next to the Start and Finish date fields. At the bottom right, there are 'Save' and 'Cancel' buttons.

F. SDA Data Tab

Click the **SDA Data** tab and select the **Change Order Type** by using the **select button** next to the field. This is a required field.

The screenshot shows the 'SDA Data' tab of a software interface for 'Change Order: 059 | Chanree Construction Co Inc'. The interface includes a top navigation bar with tabs: General, Review Status, Summary, Line Items, Details, Schedule, SDA Data, Issues, and Attachments. The 'SDA Data' tab is highlighted with a red box. Below the tabs is a form with the following fields: 'Change Order Type (required): *' with the value 'CCD-ValueTBD' and a select button (highlighted with a red box); 'Anticipated Board Date' with a calendar icon; 'Related to Claim/Settlement' with a checkbox; 'CO Originated in SIMS (Check=Yes)(S)' with a checkbox; 'PMF/CM Approval Date (required)* *' with a calendar icon; 'Approver Comments' with a text area; 'SIMS ChangeOrder Number (S)' with a text field; and 'CO Originated in SIMS(Check for Yes)' with a checkbox. At the bottom right, there are 'Save' and 'Cancel' buttons.

If required, complete the Anticipate Board Date by clicking the calendar icon next to the field. Complete the **PMF/CM Approval Date** by clicking the calendar icon next to the field. This is a required field. Enter **Approver Comments** as necessary.

Change Order: 5 | Safeway Contracting, Inc | Select an action...

General | Review Status | Summary | Line Items | Details | Schedule | SDA Data | Issues | Attachments

Change Order Type (required): * ChangeOrder

Anticipated Board Date

Related to Claim/Settlement

CO Originated in SIMS (Check=Yes)(S)

PMF/CM Approval Date (required)* * Oct 22, 2012

Approver Comments

SIMS ChangeOrder Number (S)

CO Originated in SIMS (Check for Yes)

Save Cancel

The **SDA Data** tab also contains additional fields that will be automatically populated by SDA's SIMS system. **Do not enter** any information in these fields (all fields designated with an **(S)**):

Change Order: 5 | Safeway Contracting, Inc | Select an action...

General | Review Status | Summary | Line Items | Details | Schedule | SDA Data | Issues | Attachments

SIMS CO Note (S)

CO Rejected in SIMS (S)

SIMS CO Rejection Count (S) 0

Sent to A/P (S)

Received by A/P (S)

Reviewed by A/P (S)

A/P Analyst Reviewer (S)

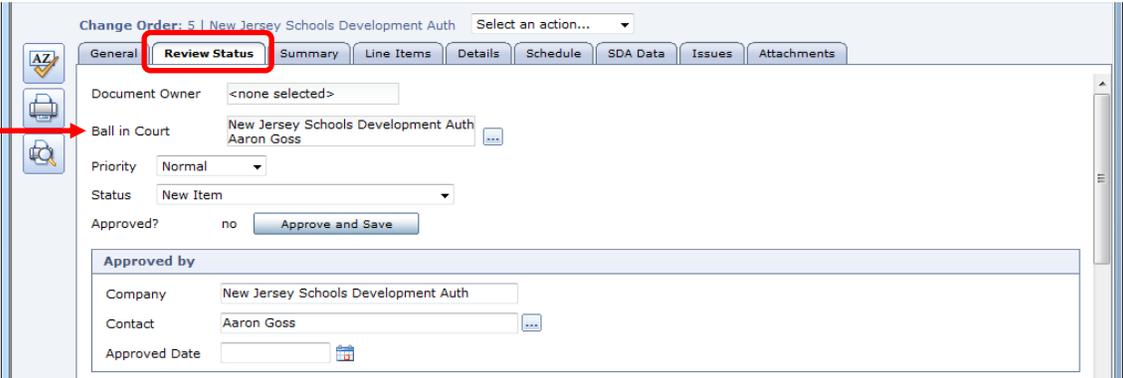
Save Cancel

Primavera Contract Management | Trusted sites | Protected Mode: Off | 100%

VI. NUMBER OF APPROVALS REQUIRED PER OPERATING AUTHORITY

It should be noted that Contract Management only captures 3 approvals. If more than 3 approvals are required, the process will be as follows:

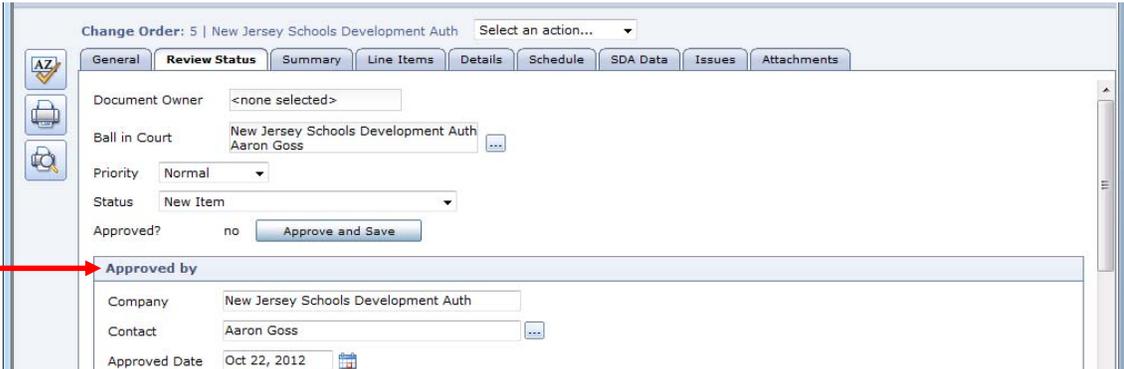
- By creating the change order, the first approval (from the PO) is implied.
 - The remaining interim approvals should be captured in Contract Management via the following process.
1. With the applicable Change Order open, click the **Review Status** tab. The **Ball-in-Court** is set to the first person whose approval is required based upon the cost of the change and the total amount of previous changes in this project.



The screenshot shows the 'Review Status' tab of a Change Order for 'New Jersey Schools Development Auth'. The 'Ball in Court' field is populated with 'New Jersey Schools Development Auth' and 'Aaron Goss'. The 'Approved by' section is currently empty, with fields for Company, Contact, and Approved Date.

Note: There is a new item in this section called Document Owner whose functionality we are currently not using.

2. When this person logs on to Contract Management, he/she will see this item in their **actions list** on the Control Center. The approver will open the Change Order, click the **Review Status** tab and enter the following approval information in the first approval field.



The screenshot shows the 'Review Status' tab with the 'Approved by' section populated. The 'Company' field is 'New Jersey Schools Development Auth', the 'Contact' field is 'Aaron Goss', and the 'Approved Date' field is 'Oct 22, 2012'.

NOTE: It is recommended that you also send an email to the approver.

3. Upon indicating approval, this person will then set the **Ball-in-Court** to the next person whose approval is required.

Change Order: 5 | New Jersey Schools Development Auth | Select an action...

Document Owner: <none selected>

Ball in Court: New Jersey Schools Development Auth James Adams

Priority: Normal

Status: New Item

Approved?: no

Approved by

Company: New Jersey Schools Development Auth

Contact: Aaron Goss

Approved Date: Oct 22, 2012

4. This process continues until all required approvals have been obtained, at which time the **Ball-in-Court** is set back to the PO, who will review the document to ensure that all approvals are in order. The PO will set the Ball in Court to **Sent to A/P** then click the **Approve and Save** button to complete the change:

Change Order: 5 | New Jersey Schools Development Auth | Select an action...

Document Owner: <none selected>

Ball in Court: New Jersey Schools Development Auth Sent to A/P

Priority: Normal

Status: New Item

Approved?: no

Approved by

Company: New Jersey Schools Development Auth

Contact: Aaron Goss

Approved Date: Oct 22, 2012

Primavera Contract Management | Trusted sites | Protected Mode: Off | 100%

Note: There must be three (3) approvals captured in the screen above in order to mark the change order as **Approved and Saved**. The Program Officer is responsible for making sure that all approvals are captured. If less than the required three (3) signatures appear on the screen, the Program Officer should enter their information as the last signature before the **Approve and save** button is executed.

5. The Change Order will now show a status of **Approved**. A Change Order cannot be edited after it has been approved unless you have the appropriate level of access.

The screenshot shows a web application interface for a Change Order. At the top, it says 'Change Order: 5 | New Jersey Schools Development Auth' and has a dropdown menu 'Select an action...'. Below this are several tabs: 'General', 'Review Status', 'Summary', 'Line Items', 'Details', 'Schedule', 'SDA Data', 'Issues', 'Attachments', and 'Versions'. The 'Review Status' tab is active. The form fields are as follows:

Document Owner	<none selected>
Ball in Court	New Jersey Schools Development Auth Sent to A/P
Priority	Normal
Status	Approved
Approved?	yes

Below the form, there are two sections titled 'Approved by':

Approved by	
Company	New Jersey Schools Development Auth
Contact	Aaron Goss
Approved Date	Oct 22, 2012

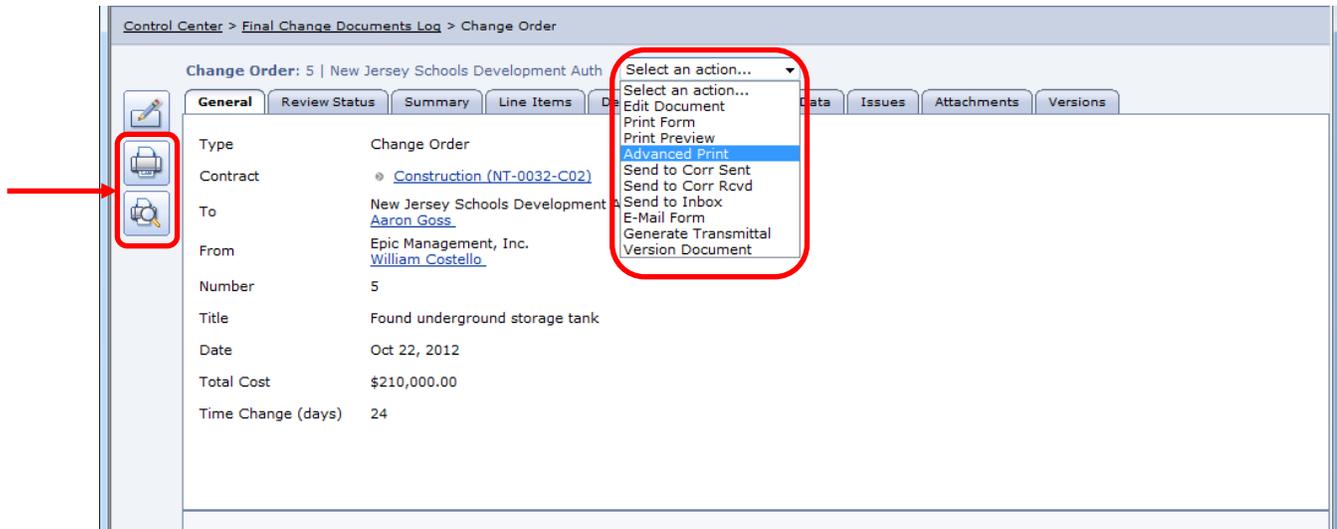
There is a second, empty 'Approved by' section below it.

Note: A status of **Cancelled** is available. A Cancelled status indicates that the document is no longer required, but should be retained for historical purposes. A cancelled document cannot be reopened for processing.

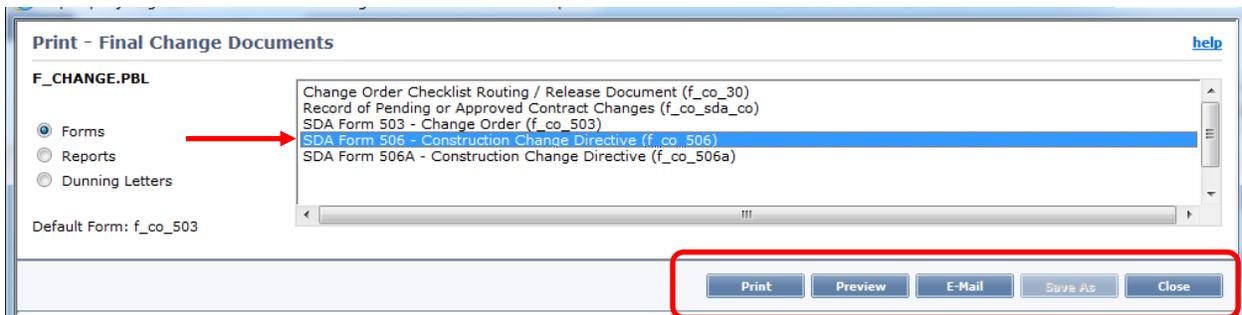
The Change Order will now be processed through SDA's SIMS (Schools Information Management System) system. Once the document is processed in SIMS, information will be pushed back into Contract Management updating the change order with the SIMS processing information. Additionally, a prefix of "**EX-**" will be added to the title of Change Order indicating it has been executed. This will allow users to more easily identify which Change Orders have been executed and are ready to be pulled into a payment requisition for processing.

VII. PRINT A CCD-TBD (SDA Form 506)

To print the CCD (SDA Form 506), choose either the **Print Form** button or the **Print Preview** button on the left side of the screen. If you choose the Print Preview, select the **Print** button to print the report when the preview displays. Additionally, you can choose **Advanced Print** from the **Select an Action menu** on the top of the screen.

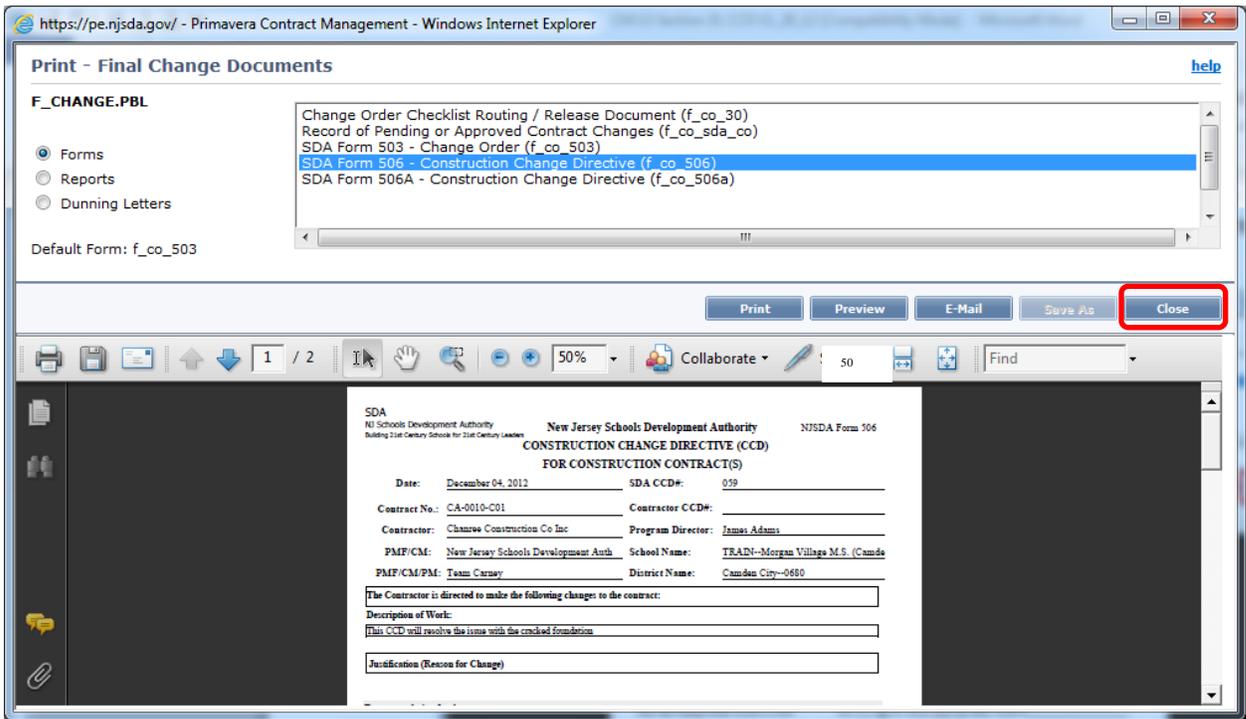


If you choose Advance Print, click **SDA Form 506 – Construction Change Directive** from the report list.

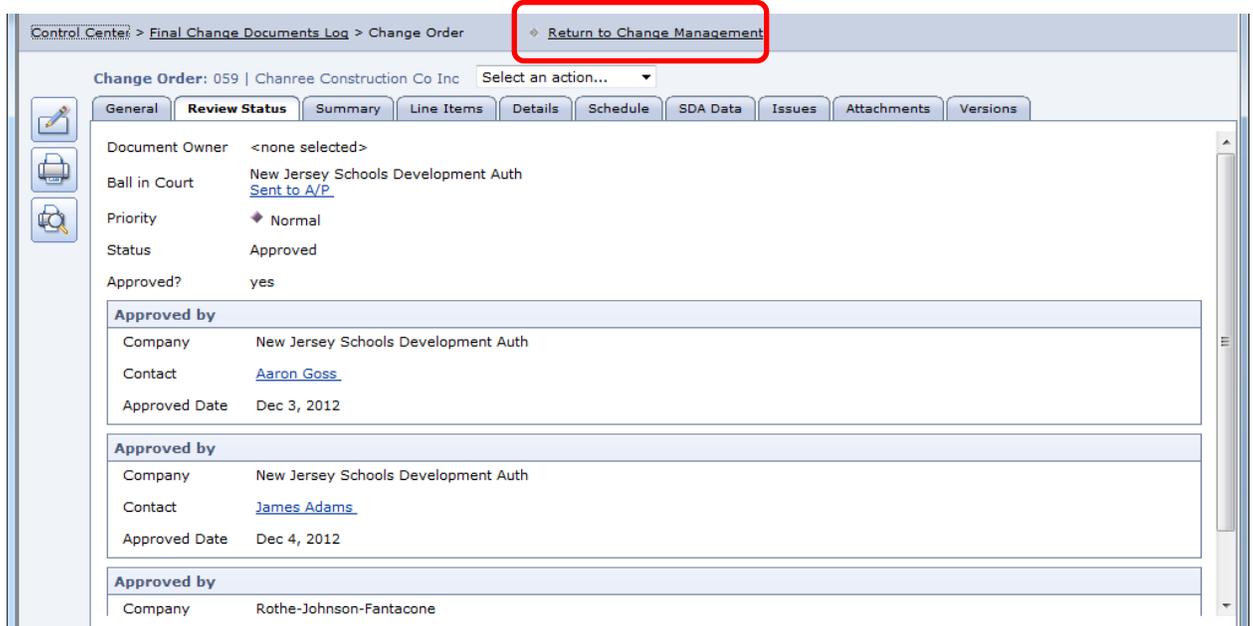


- Click **Print** to get a printed output or to create a PDF file
- Click **Preview** to see your output displayed in the window
- Click **E-Mail** to electronically send the output to another user
- Click **Save As** to save the output to your local computer or other desired location
- Click **Close** when finished to return to the document

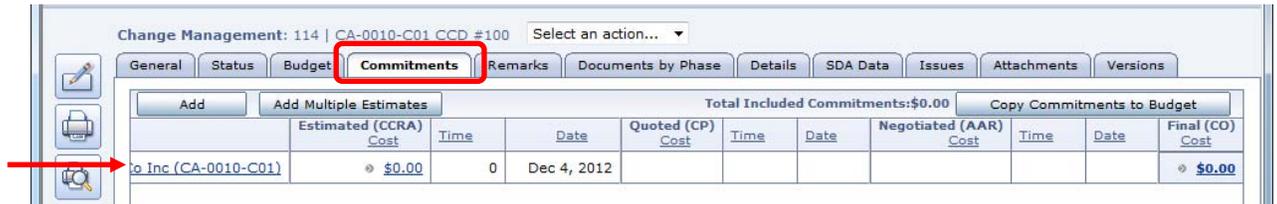
A sample of an SDA Form 506 is shown using the Preview button. Click the **Close** button to return to the CCD document.



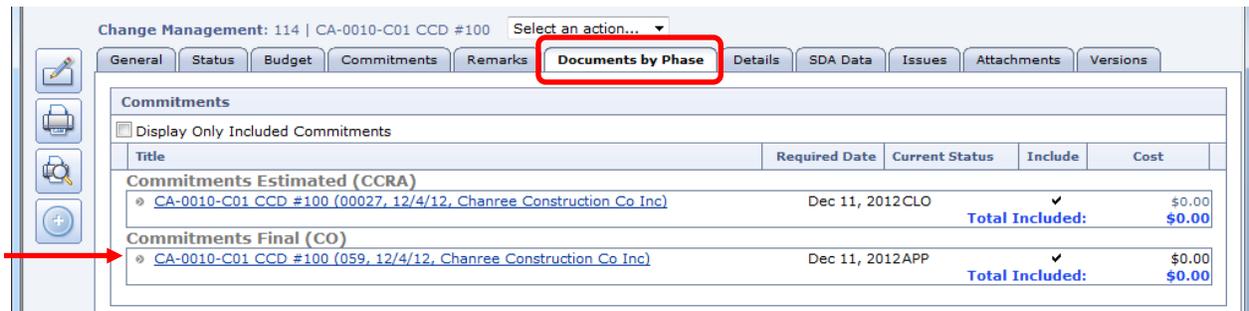
Return to the master Change Management record by clicking the **return to Change Management link** on the top of the screen.



When you return to the master Change Management document, you will see the line in the Commitments tab now has a Final Change Order associated with it and has no dollar value. This is the CCD document.



You can also click the **Documents by Phase** tab to see the line item updates.



The CCD will now be processed through the SDA's SIMS (Schools Information Management System) system. Once the document is processed in SIMS, information will be pushed back into Contract Management updating the change order with the SIMS processing information. Additionally, a prefix of "EX-" will be added to the title of CCD indicating it has been executed.

VIII. CREATING THE RESOLVING CHANGE ORDER (RCO)

NOTE: If you are beginning from this point, perform the following steps to open the Change Management document:

- Log in to Contract Management
- Locate your project from the project list
- Choose the Change Order Management folder, then choose Change Management
- Locate your desired Change Management document from the log and open in edit mode

1. From the master Change Management document, click the **Commitments** tab and click the **Add** button. This document will become the **RCO**.

Important: The RCO must be generated from the same Change Management record in which the CCD was created. This is the only way the two documents will be linked.

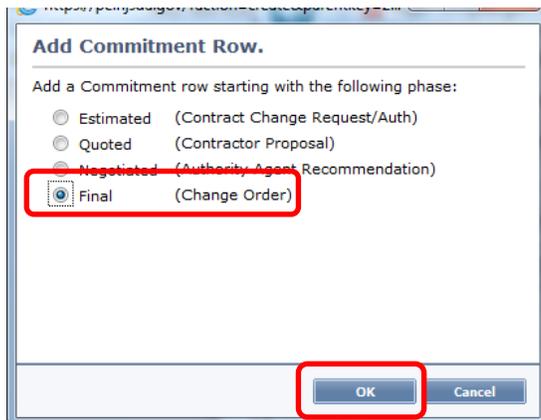
Change Management: 114 | CA-0010-C01 CCD #100 Select an action...

General Status Budget **Commitments** Remarks Documents by Phase Details SDA Data Issues Attachments Versions

Add Add Multiple Estimates Total Included Commitments:\$0.00 Copy Commitments to Budget

Contract/PO	Estimated (CCRA) Cost	Time	Date	Quoted (CP) Cost	Time	Date
Chanree Construction Co Inc (CA-0010-C01)	\$0.00	0	Dec 4, 2012			
Total Included:		\$0.00		\$0.00		

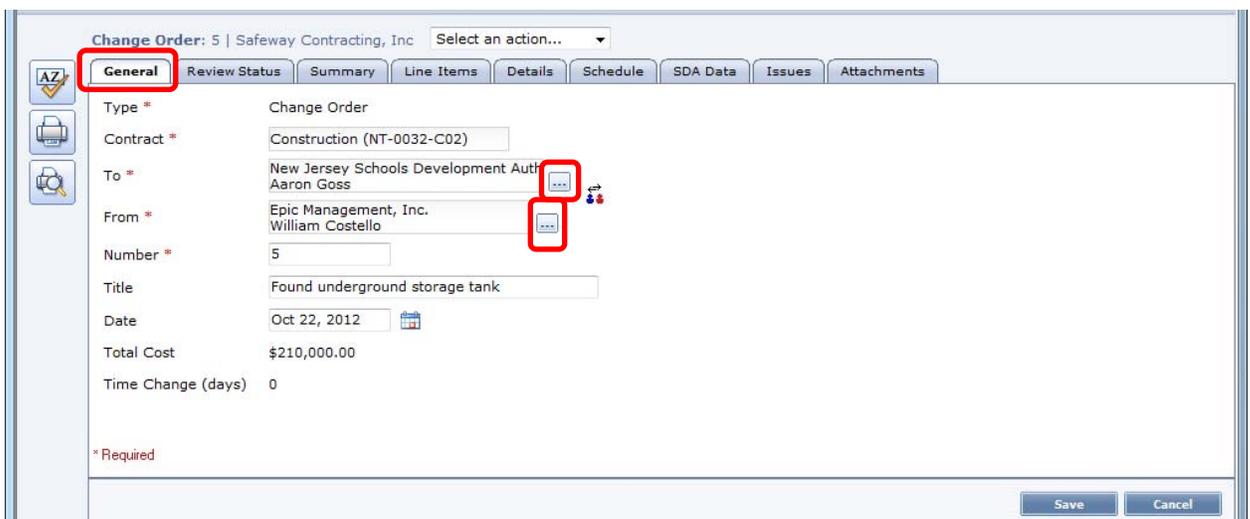
2. In the **Add Commitment Row** window, choose the **Final (Change Order)** option and click the **OK** button.



3. A **Change Order** displays. Complete the information in the following tabs:

A. General Tab

Select the **contract** using the select button next to the field. The **To** and **From** fields on the **General** tab will need to be edited in order to display the proper contact information. The CO should be sent *To* the SDA PO *From* the Vendor. Click the **Select** button next to the fields to select the names from the contact list.



IMPORTANT: *This is the only opportunity you will have to select the To/From company. Once you save the document, you will not be able to edit the company, you will only be able to select the contact name.*

Check the **Number** field to be sure the system has generated the correct document number. It should match the Change Order number on the Vendor's documents. If not, you will need to change the number.

Change Order: 5 | Safeway Contracting, Inc. Select an action...

General | Review Status | Summary | Line Items | Details | Schedule | SDA Data | Issues | Attachments

Type * Change Order

Contract * Construction (NT-0032-C02)

To * New Jersey Schools Development Auth
Aaron Goss

From * Epic Management, Inc.
William Costello

Number * 5

Title Found underground storage tank

Date Oct 22, 2012

Total Cost \$210,000.00

Time Change (days) 0

* Required

Save Cancel

IMPORTANT: If it is necessary to change the Change Order number, remember that this field can only contain numbers – no alpha or special characters are permitted. The Change Order will not be processed if alpha or special characters are entered in this field.

If you are entering from a hard copy, please make sure the Change Order number in the system matches the Change Order number on the hard copy.

B. Summary Tab

Click the **Summary** tab to view the final amount of the change order and the **Net Amount of Previous Changes**.

Change Order: 5 | Safeway Contracting, Inc. Select an action...

General | Review Status | **Summary** | Line Items | Details | Schedule | SDA Data | Issues | Attachments

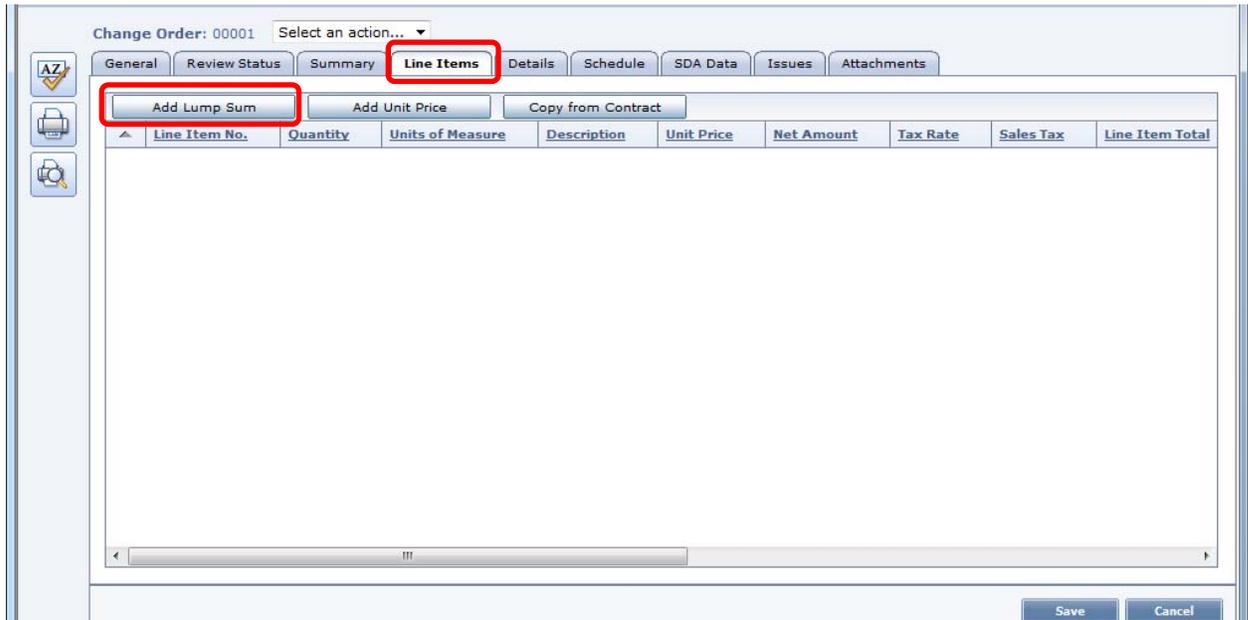
Details | Markup for Changes

Update Totals

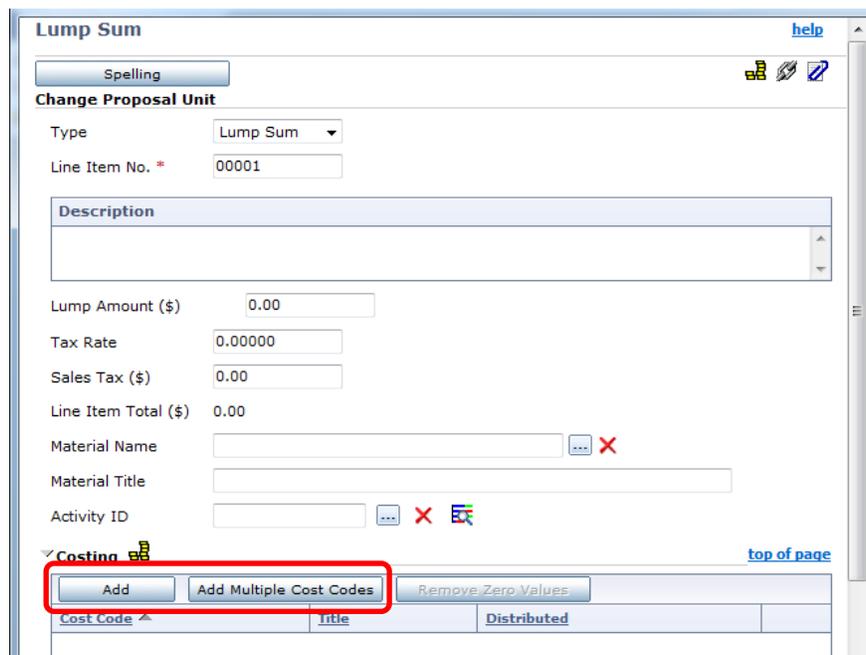
Original Contract/PO Sum	\$243,300.00	
Net Amount of Previous Changes	\$123,355.00	Include Pending Changes <input type="checkbox"/>
Contract/PO Sum Prior to This Change	\$366,655.00	Contract/PO's Completion Date Prior to This Change
Current Change Value	\$210,000.00	
Current Contract/PO Sum	\$576,655.00	Contract/PO's Completion Date Including This Change

C. Line Items Tab

1. Click the Line Items tab and click the **Add Lump Sum** button.



2. In the **Costing** section of the window, click the **Add** button to choose the single cost code that the Lump Sum should be distributed to. To add multiple cost codes, click the **Add Multiple Cost Codes** button.



- Select the **cost code** that the Lump Sum should be distributed to (search by either Cost Code or Title). Use the **Search** window at the top of the screen to search for cost codes rather than paging through the entire list. Enter the high level cost code that you wish to choose (a full list of cost codes can be viewed in Section 34), then click the **Search** button.

To add a single cost code, click the **select** link to the left of the cost code. If you are adding multiple cost codes, click the **select** link for each desired cost code.

Select Cost Code

Cost Codes

All 0 1 2 3 4 5 6

- select 030 (Construction)
- [select](#) 030.00 (Constructability Review)
- [select](#) 030.01 (General Conditions)
- [select](#) 030.02 (Existing Conditions)
- [select](#) 030.02.41.00B (Selective Site Demolition (BTL))
- [select](#) 030.02.41.16B (Building Demolition (BTL))
- [select](#) 030.02.41.19B (Selective Structure Demolition (BT))
- [select](#) 030.02.50.00B (Selective Site Remediation (BTL))
- [select](#) 030.02.60 (Plastic Fabrications)

010=Real Estate Services
 020=Design Fees
 030=Construction
 040=FF&E
 050=Technology
 060=Project Contingency
 070=Other Costs, Direct
 080=Temporary Space
 090=Rebates and Refunds
 100=Local Share Funds
 110=PMF/CM/SDA Fees
 120=OCIP
 130=Other Costs, Indirect

Important: Be sure that the selected cost code is in the same group as the contract level cost code. For example, if 030 is selected on the contract, you must select an 030 group cost code for the change order (030.10, 030.20, etc.).

Important: *Your change order will not be processed if this step is forgotten.*

- Enter the amount of the Resolving Change Order in the **Lump Amount Field**. The amount you entered will be automatically applied to the cost code you added.

Change Unit

Type: Lump Sum

Line Item No. *: 00001

Description:

Lump Amount (\$)

Tax Rate: 0.00000

Sales Tax (\$): 0.00

Line Item Total (\$): 210,000.00

Material Name: ... X

Material Title:

Activity ID:

Costing

[top of page](#)

Add Add Multiple Cost Codes Remove Zero Values

Cost Code	Title	Distributed	
030	Construction	210,000.00	add balance remove

5. Scroll to the bottom of the Lump Sum screen and choose **Save and Close**. You will return to the **Contract Change Request/Authority** screen.

Costing [top of page](#)

Add Add Multiple Cost Codes Remove Zero Values

Cost Code	Title	Distributed	
030	Construction	210,000.00	add balance remove

Issues [top of page](#)

Attachments [top of page](#)

* Required

[Save and Close](#) [Save and Add Another](#) [Cancel](#)

6. The item displays in the Line Items tab.

Change Order: 5 | Safeway Contracting, Inc [Select an action...](#)

General Review Status Summary **Line Items** Details Schedule SDA Data Issues Attachments

Add Lump Sum Add Unit Price Copy from Contract

Line Item No.	Quantity	Units of Measure	Description	Unit Price	Net Amount	Tax Rate	Sales Tax	Line Item Total
00001					\$210,000.00	0.00000	\$0.00	\$210,000.00
Grid Totals:				0.00	\$210,000.00		\$0.00	\$210,000.00

[Save](#) [Cancel](#)

D. Details Tab

Click the **Details** tab and enter the description of the change in the **Description** field.

The screenshot shows the 'Details' tab of a Change Order form. The 'Description' field is highlighted with a red box and contains the text: 'This Change Order represents the final negotiated value'. A red arrow points to the 'Description' field. The form includes various fields for metadata and tracking, such as 'Spec Section', 'Cost Category', 'Cost Type', 'Required Date', 'Acknowledged Date', 'Previous Change Management Phase', 'Change Management Number', 'Collected Into Change Number', 'Reason for Change Order', and 'Initiator Log Number'. The 'Details' tab is highlighted with a red box. The 'Save' and 'Cancel' buttons are visible at the bottom right.

E. Schedule Tab

If this Change Order will include information for time, click the **Schedule** tab. If there is a schedule linked to this project, choose an **Activity ID** by using the **select** button next to the field. If there is no schedule linked to this project, manually enter the Activity ID and skip to page 49.

The screenshot shows the 'Schedule' tab of a Change Order form. The 'Schedule' tab is highlighted with a red box. The form includes a table with columns for 'Details', 'Activity ID', 'Start', 'Finish', and 'Time Change (days)'. A red arrow points to the 'Activity ID' field. The 'Save' and 'Cancel' buttons are visible at the bottom right.

Details	Activity ID	Start	Finish	Time Change (days)
				0

When the Activity menu displays, find your desired activity and choose the **select** link next to the activity name to add it to the change order.

Select Activity [help](#)

Activities

All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

- [select](#) Building Enclosure (Masonry, Windows, Roofs) (30630)
- [select](#) Building Purge (31300)
- [select](#) Building Tempering (Building Temperature Adjustment) (30650)
- [select](#) Certificate of Occupancy Issues (CO) (40250)
- [select](#) Complete Construction Punch List (31100)
- [select](#) Construction Notice to Proceed (NTP) (30300)
- [select](#) Construction Phase (Duration) (30600)
- [select](#) Construction Procurement/GC Bid and Award (30000)
- [select](#) Correction of Deficiencies (40100)

<< Previous | 1 2 3 4 | Next >>

Enter the **projected start** and **completion dates** for work related to this change. Click the calendar icon to select a date from the pop-up calendar, or use the schedule activity early/actual dates from the activity entered in the Activity ID field. If the checkbox next to each field is marked, the date is an actual start or finish date. Also, enter the number of days added or subtracted from the schedule because of the change document in the **Time Change (days)** field.

Change Order: 5 | Safeway Contracting, Inc | Select an action...

General | Review Status | Summary | Line Items | Details | **Schedule** | SDA Data | Issues | Attachments

Details	Activity ID	Start	Finish	Time Change (days)
	30600	<input checked="" type="checkbox"/> Aug 1, 2012	<input checked="" type="checkbox"/> Aug 29, 2012	24

F. SDA Data Tab

Click the **SDA Data** tab and select the **Change Order Type** by using the **select button** next to the field. This is a required field.

Change Order: 00001 Select an action...

General Review Status Summary Line Items Details Schedule **SDA Data** Issues Attachments

Change Order Type (required): * Resolving CO

Anticipated Board Date

Related to Claim/Settlement

CO Originated in SIMS (Check=Yes)(S)

PMF/CM Approval Date (required)* *

Approver Comments

SIMS ChangeOrder Number (S)

CO Originated in SIMS(Check for Yes)

SIMS CO Notes (S)

Save Cancel

If required, complete the Anticipate Board Date by clicking the calendar icon next to the field. Complete the **PMF/CM Approval Date** by clicking the calendar icon next to the field. This is a required field. Enter **Approver Comments** as necessary.

Change Order: 00001 Select an action...

General Review Status Summary Line Items Details Schedule **SDA Data** Issues Attachments

Change Order Type (required): * Resolving CO

Anticipated Board Date

Related to Claim/Settlement

CO Originated in SIMS (Check=Yes)(S)

PMF/CM Approval Date (required)* * Dec 4, 2012

Approver Comments

SIMS ChangeOrder Number (S)

CO Originated in SIMS(Check for Yes)

SIMS CO Notes (S)

Save Cancel

The **SDA Data** tab also contains additional fields that will be automatically populated by SDA's SIMS system. **Do not enter** any information in these fields (all fields designated with an **(S)**):

Change Order: 5 | Safeway Contracting, Inc | Select an action...

General | Review Status | Summary | Line Items | Details | Schedule | **SDA Data** | Issues | Attachments

SIMS CO Note (S)

CO Rejected in SIMS (S)

SIMS CO Rejection Count (S) 0

Sent to A/P (S)

Received by A/P (S)

Reviewed by A/P (S)

A/P Analyst Reviewer (S)

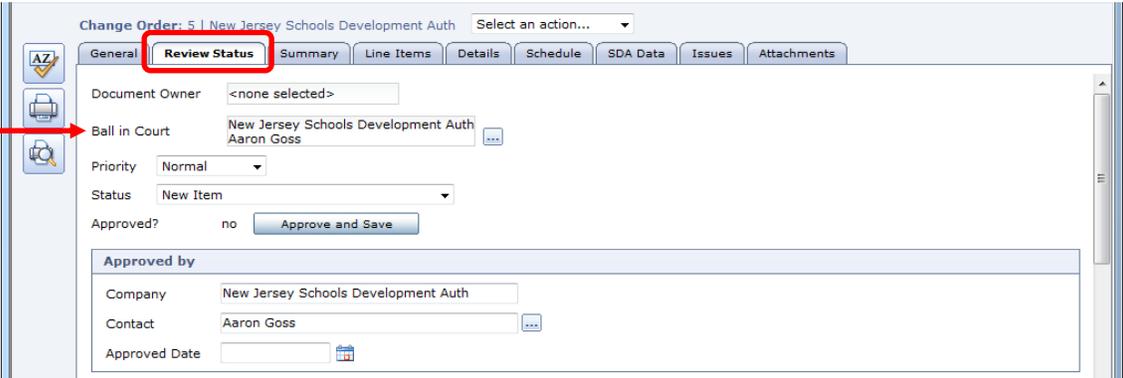
Save Cancel

Primavera Contract Management | Trusted sites | Protected Mode: Off | 100%

IX. NUMBER OF APPROVALS REQUIRED PER OPERATING AUTHORITY

It should be noted that Contract Management only captures 3 approvals. If more than 3 approvals are required, the process will be as follows:

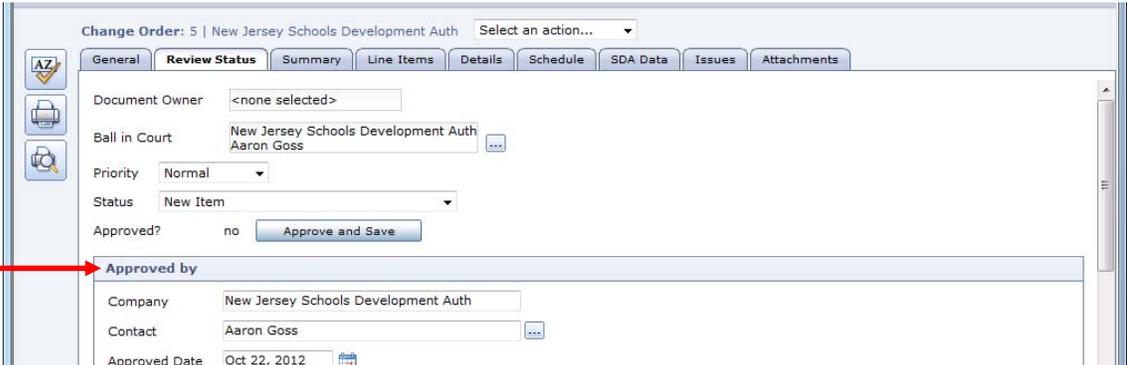
- By creating the change order, the first approval (from the PO) is implied.
 - The remaining interim approvals should be captured in Contract Management via the following process.
1. With the applicable Change Order open, click the **Review Status** tab. The **Ball-in-Court** is set to the first person whose approval is required based upon the cost of the change and the total amount of previous changes in this project.



The screenshot shows the 'Review Status' tab of a 'Change Order: 5 | New Jersey Schools Development Auth'. The 'Ball in Court' field is set to 'New Jersey Schools Development Auth' and 'Aaron Goss'. The 'Approved by' section is empty. A red arrow points to the 'Ball in Court' field.

Note: There is a new item in this section called Document Owner whose functionality we are currently not using.

2. When this person logs on to Contract Management, he/she will see this item in their **actions list** on the Control Center. The approver will open the Change Order, click the **Review Status** tab and enter the following approval information in the first approval field.



The screenshot shows the 'Review Status' tab of a 'Change Order: 5 | New Jersey Schools Development Auth'. The 'Approved by' section is now populated with 'Company: New Jersey Schools Development Auth', 'Contact: Aaron Goss', and 'Approved Date: Oct 22, 2012'. A red arrow points to the 'Approved by' section.

NOTE: It is recommended that you also send an email to the approver.

3. Upon indicating approval, this person will then set the **Ball-in-Court** to the next person whose approval is required.

Change Order: 5 | New Jersey Schools Development Auth | Select an action...

Document Owner: <none selected>

Ball in Court: New Jersey Schools Development Auth James Adams

Priority: Normal

Status: New Item

Approved?: no

Approved by

Company: New Jersey Schools Development Auth

Contact: Aaron Goss

Approved Date: Oct 22, 2012

4. This process continues until all required approvals have been obtained, at which time the **Ball-in-Court** is set back to the PO, who will review the document to ensure that all approvals are in order. The PO will set the Ball in Court to **Sent to A/P** then click the **Approve and Save** button to complete the change:

Change Order: 5 | New Jersey Schools Development Auth | Select an action...

Document Owner: <none selected>

Ball in Court: New Jersey Schools Development Auth Sent to A/P

Priority: Normal

Status: New Item

Approved?: no

Approved by

Company: New Jersey Schools Development Auth

Contact: Aaron Goss

Approved Date: Oct 22, 2012

Primavera Contract Management | Trusted sites | Protected Mode: Off | 100%

Note: There must be three (3) approvals captured in the screen above in order to mark the change order as **Approved and Saved**. The Program Officer is responsible for making sure that all approvals are captured. If less than the required three (3) signatures appear on the screen, the Program Officer should enter their information as the last signature before the **Approve and save** button is executed.

5. The Change Order will now show a status of **Approved**. A Change Order cannot be edited after it has been approved unless you have the appropriate level of access.

The screenshot shows a web application interface for a Change Order. At the top, it says "Change Order: 5 | New Jersey Schools Development Auth" and has a dropdown menu "Select an action...". Below this are several tabs: "General", "Review Status", "Summary", "Line Items", "Details", "Schedule", "SDA Data", "Issues", "Attachments", and "Versions". The "Review Status" tab is active. The form displays the following information:

- Document Owner: <none selected>
- Ball in Court: New Jersey Schools Development Auth (with a link "Sent to A/P")
- Priority: Normal
- Status: **Approved** (highlighted with a red box)
- Approved?: yes

There are two sections titled "Approved by":

Approved by	
Company	New Jersey Schools Development Auth
Contact	Aaron Goss
Approved Date	Oct 22, 2012

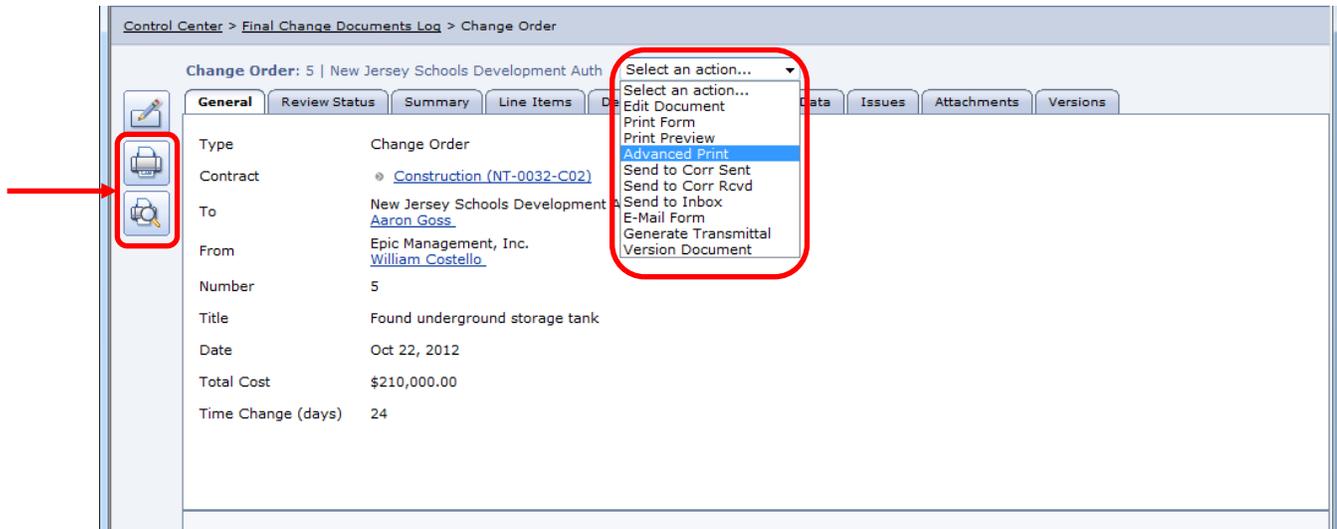
Approved by	
Company	New Jersey Schools Development Auth

Note: A status of **Cancelled** is available. A Cancelled status indicates that the document is no longer required, but should be retained for historical purposes. A cancelled document cannot be reopened for processing.

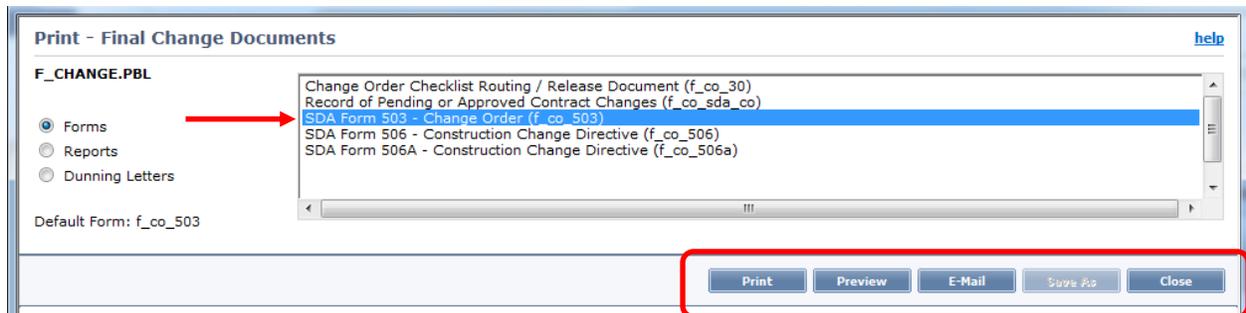
The Change Order will now be processed through SDA's SIMS (Schools Information Management System) system. Once the document is processed in SIMS, information will be pushed back into Contract Management updating the change order with the SIMS processing information. Additionally, a prefix of "**EX-**" will be added to the title of Change Order indicating it has been executed. This will allow users to more easily identify which Change Orders have been executed and are ready to be pulled into a payment requisition for processing.

X. PRINT AN RCO (SDA Form 503)

To print the Change Order (SDA Form 503), choose either the **Print Form** button or the **Print Preview** button on the left side of the screen. If you choose the Print Preview, select the **Print** button to print the report when the preview displays. Additionally, you can choose **Advanced Print** from the **Select an Action** menu on the top of the screen.

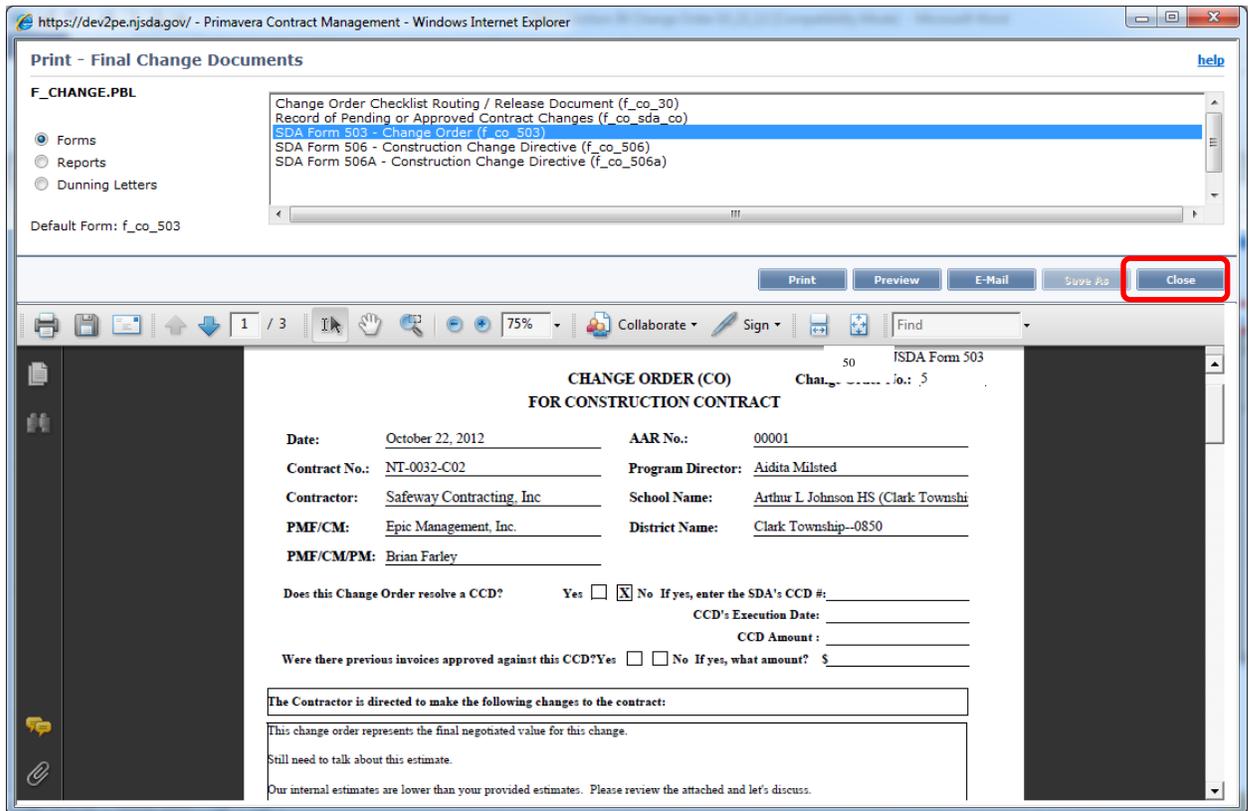


If you choose Advance Print, click **SDA Form 503 - Change Order** from the report list.



- Click **Print** to get a printed output or to create a PDF file
- Click **Preview** to see your output displayed in the window
- Click **E-Mail** to electronically send the output to another user
- Click **Save As** to save the output to your local computer or other desired location
- Click **Close** when finished to return to the document

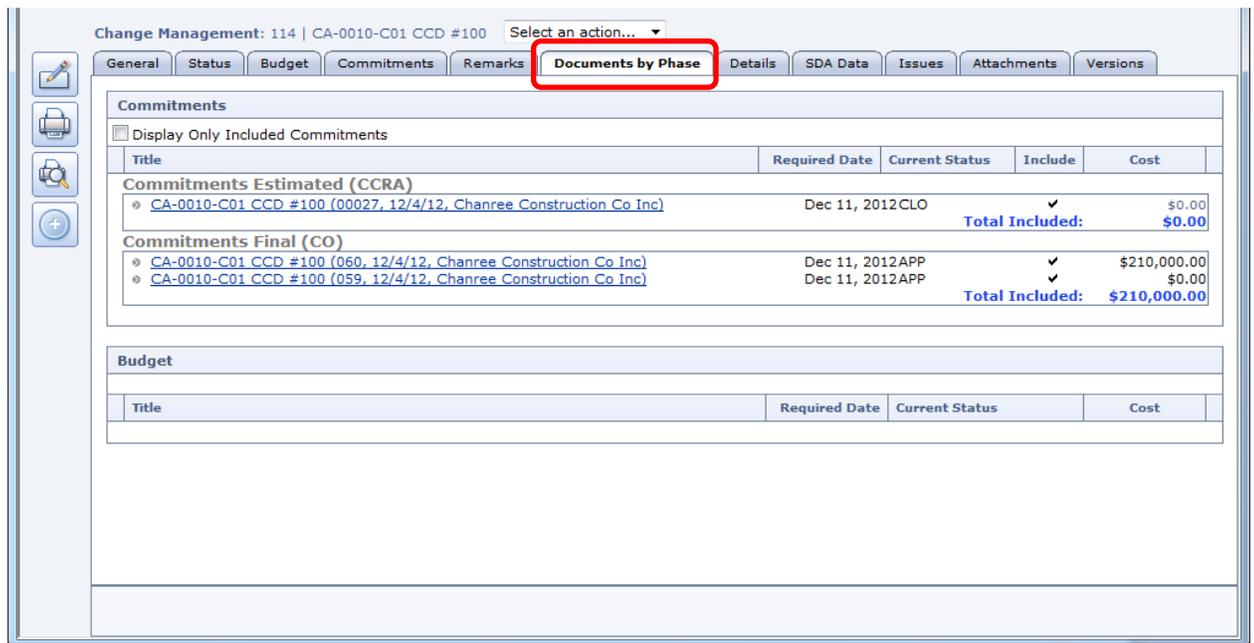
A sample of an SDA Form 503 is shown using the Preview button. Click the **Close** button to return to the CO document.



When you return to the master Change Management document, you will see a second line in the **Commitments** tab has been created for the RCO. The **Total Included Commitments** amount will reflect the total value of the CCD.



Click the **Documents by Phase** tab to see all processed documents.



The RCO will now be processed through the SDA’s SIMS (Schools Information Management System) system. Once the document is processed in SIMS, information will be pushed back into Contract Management updating the change order with the SIMS processing information. Additionally, a prefix of **“EX-“** will be added to the title of RCO indicating it has been executed. This will allow users to more easily identify which Change Orders have been executed and are ready to be pulled into a payment requisition for processing.