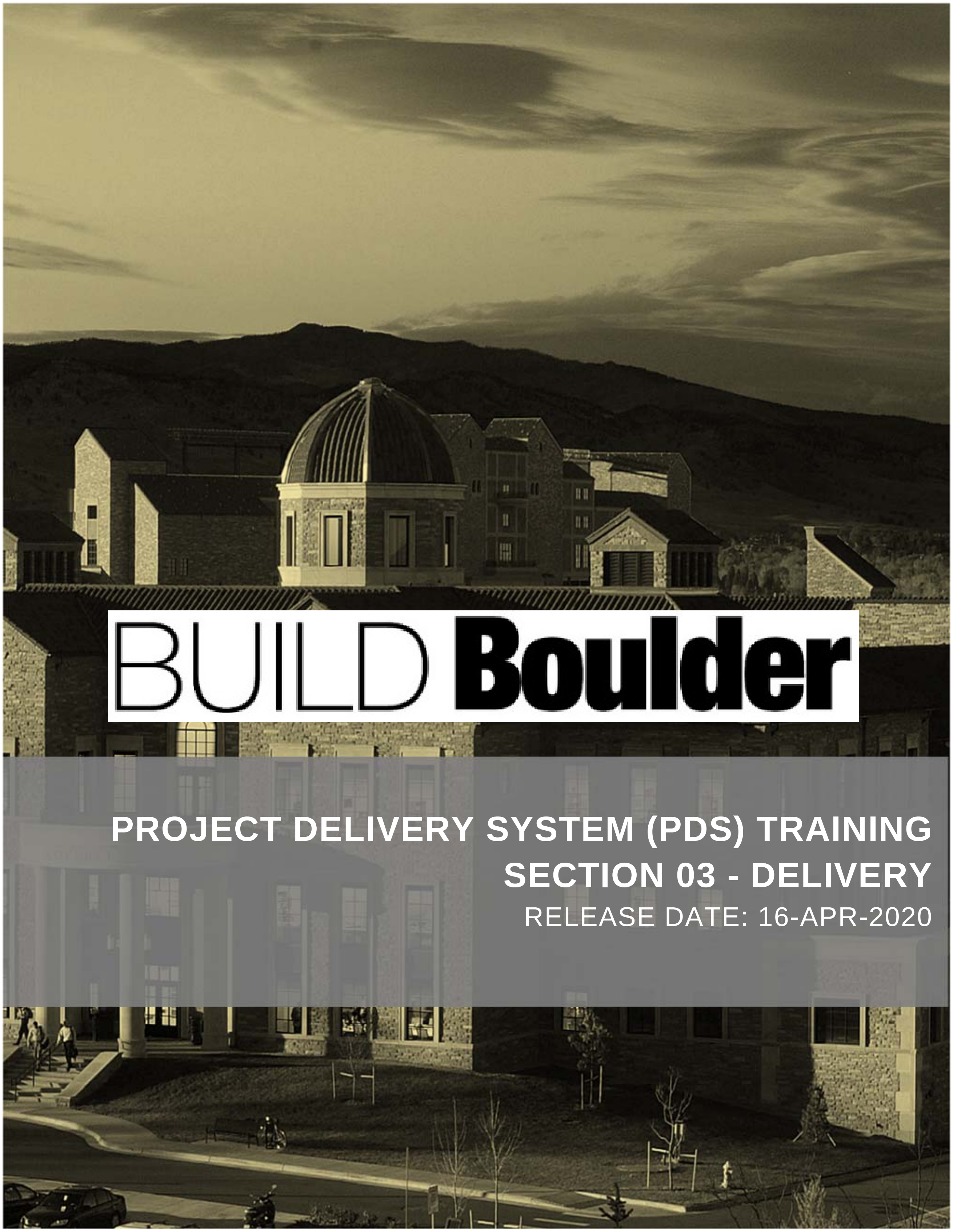

BUILD Boulder

PROJECT DELIVERY SYSTEM (PDS) TRAINING
SECTION 03 - DELIVERY

RELEASE DATE: 16-APR-2020

REVISION TRACKING

Revision	Author(s)	Approved By	Release Date	Reason
v3-0	Sage Method		3/19/2020	March Go Live 2
v3-1	Sage Method	K Dunklau	4/3/2020	
v3-2	Sage Method	K Dunklau	4/9/2020	
v3-3	Sage Method	K Dunklau	4/16/2020	Added sections for Bid, gates small updates.

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3.0 PROJECT DELIVERY INTRODUCTION

3.0.0 INTRODUCTION

Welcome to Unifier delivery. Our new Project Delivery System (PDS) will support our project teams from idea to closeout. This system is intended to make us more streamlined in how we deliver projects, while giving our project teams one source of the truth throughout. In 2020, we will be inviting Vendors into our system, further supporting a cohesive and streamlined way of delivering.

The following chart shows a high-level summary of our phases and how the system will be used across those phases.

Help File Name	Initiation	Feasibility	Programming	Design Phase	Construction	Commissioning	Closeout	Capital Exceptions?
Creating a Proposal								
Adding Vendors not in Marketplace								
Submitting a Request Application								
Completing Capital Governance before Design								
Completing Capital Governance after Design								
Closing a Project								
Viewing Funds at the Portfolio Level								
Creating an Initial Budget								
Completing Financial Closeout								
Allocating Funds								
Requesting Initial Funds								
Requesting Changes to Funds								
Viewing the Cost Breakdown Structure and Cost Sheet								
Managing Funding at the Project Level								
Managing Budget Changes								
Managing Budget Transfers								
Issuing a Change Order Bulletin								
Completing a Change Order Proposal								
Modifying a Construction Agreement								
Modifying a Professional Agreement								
Creating and Updating Action Items								
Creating Agendas and Meeting Minutes								
Completing ASI's								
Submitting a Request for Information								
Submitting a Request for Substitution								
Viewing a Schedule of Values (SOV)								
Creating a Construction Agreement								
Invoicing a Construction Agreement								
Issuing a Notices to Proceed (NTP)								
Creating a Professional Agreement								
Invoicing a Professional Agreement								
Issuing an Authorization to Bid								
Managing Bids								
Managing RFPs								
Managing RFQs								
Viewing Cash Flow								
Viewing BOB (Actuals) in Unifier								
Completing the Project Charter								
Managing Gates and Approvals								
Managing Key Project Information								
Managing Risks and Issues								
Entering Specification Sections								
Completing Punch Lists								
Creating a Submittal Package								
Routing a Submittal for Approval								
Completing Commissioning								
Completing a Design Reviewing								
Completing Programming								
Completing a Feasibility Study								
Managing the Project Milestone Schedule								

At the point we know the delivery method, we start to work with Unifier templates that focus only on how we intend to complete the work. Because we start tracking data based on delivery, we ask only for the pertinent data related to your project. By gathering the data, the system can generate reports and state forms as an output (not another redundant step). This reduced the time you spend on managing data while enabling more efficient delivery practices.

Another benefit is that we maintain the same project identified throughout the project lifecycle. Reporting and rollup maintains lifecycle costs for the project and automatically carries our information forward past programming and into design.

3.1 GOVERNANCE

3.1.0 INTRODUCTION

Governance covers the important overarching aspects of integrated project management. Tasks as part of governance set the project up for success and tie key components like cost and scope together.

This section also covers an important part to the way we deliver, control of our projects through gate management and reviews.

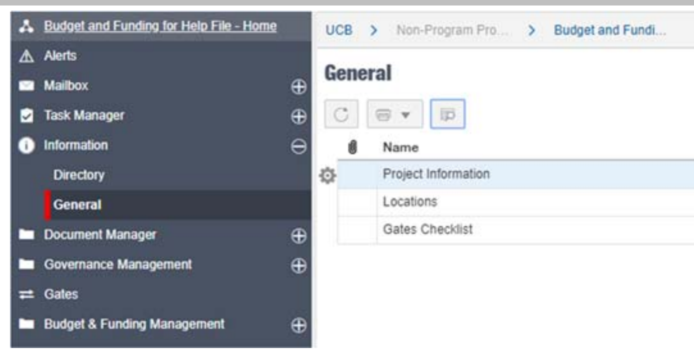
3.1.1 MANAGING KEY PROJECT INFORMATION (UPDATED: 02/11/2020)

Goals	How to manage the key information on a project including location data.
Navigation	Project>Information>General
Action By	Project Manager (PM) / Project Coordinator (PC) / Planner
Pre-requisites	Setting preferences and receiving notification of a new proposal or project.
Related Files	None.

Action By: PM / PC / Planner | **Example**

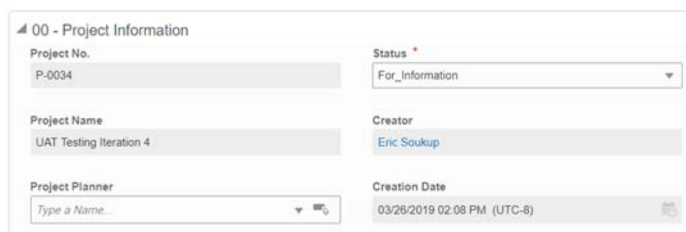
1. **Navigate** to Project >Information> General where Project is the name of the specific project you are updating.
2. **Select** Project Information to open the content.

   Note: Opening processes can be done via a double select or via the settings icon.



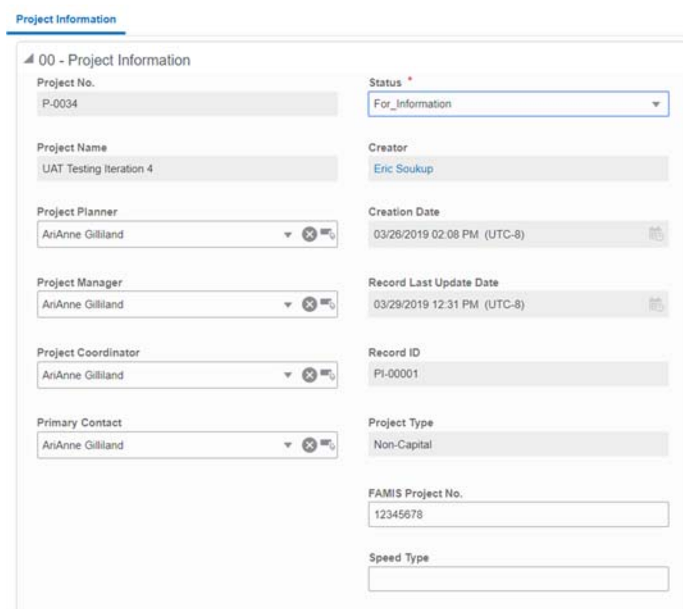
3. If all fields are grey, **select** "Edit" to start editing the information.
4. In the 00 - Project Information block, **enter** the contacts for each role.
   a. Start typing a name will show available options.
5. Optionally**, use** the select icon in the right of the field to pull up a list of available names.

   Note: Completing names here allows for auto-population of names onto forms and processes reducing times you need to enter data.

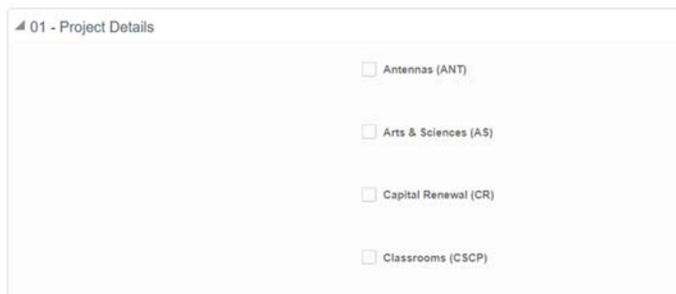


Action By: PM / PC / Planner	Example

6. **Complete** the 00 – Project Information block.
7. **Enter** the FAMIS Project No.
8. **Enter** the Speed Type for this project.



9. Under 01 – Project Details, **check** all the boxes that apply.

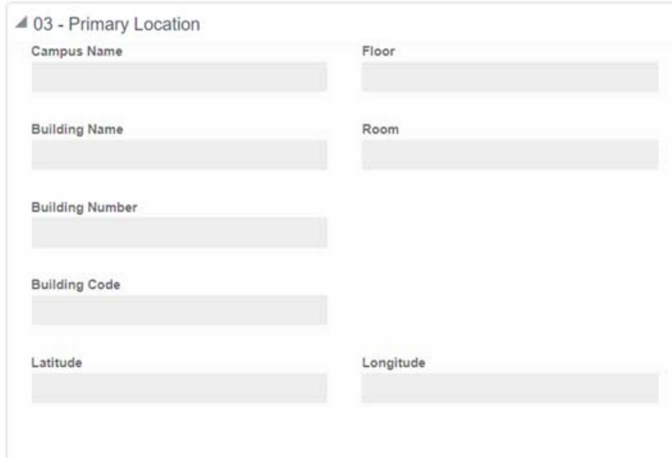


10. Under 02 – Description, **enter** a short description for the project.

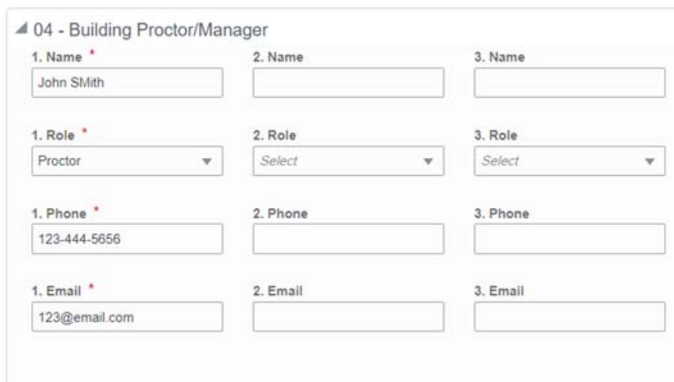
    Note: This field is limited to 250 characters.

Action By: PM / PC / Planner	Example

11. **Note** 03 – Locations is blank and not editable. We will complete this information after Project Information is complete.

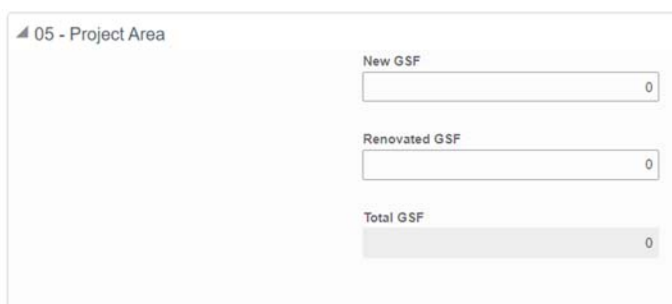


12. Under 04 – Building Proctor/Manager, **enter** at least one name for this project.

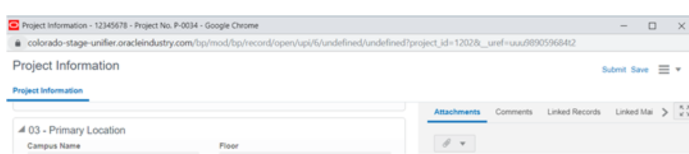


13. Under 05 - Project Area, **enter** the forecasted new and renovated GSF for this project.

    Note: This information should be updated as the project progresses, and more information is known.



14. **Select** Submit in the upper right corner to save and close the Project Information form.

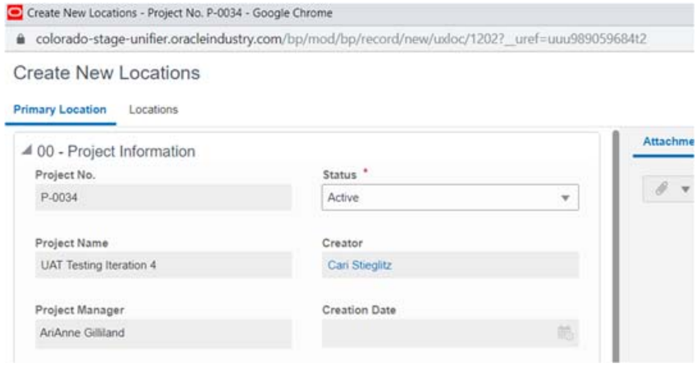


Action By: PM / PC / Planner	Example

15. Under the same location of Project >Information> General, **select** Locations to open location data for the project.
16. **Select** Edit to start editing location information. Some information will be filled in. Edit or enter new information.

    Note the status is set to Active.

    Note the names entered in Project Information are now populated automatically into this form.



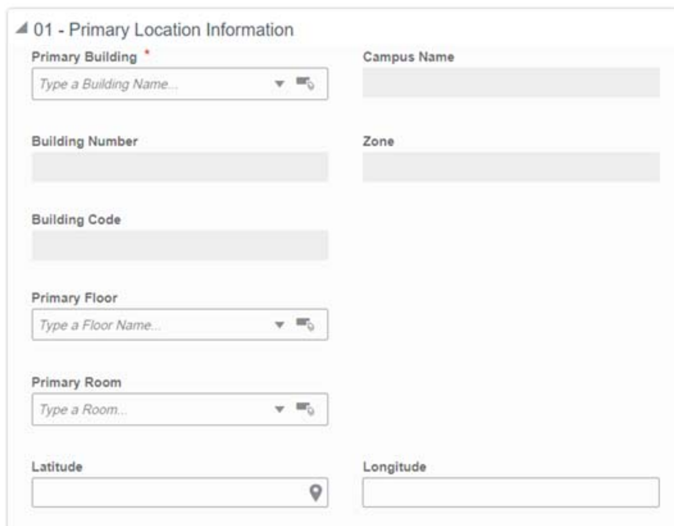
17. **Enter** the primary building location information.

    Note the following exceptions to the primary location:

    SITE: Can be chosen when the work is not specific to a building, such as exterior projects.

    MULTI: For work that affects multiple buildings as the primary work. Go to Locations tab, add every location.

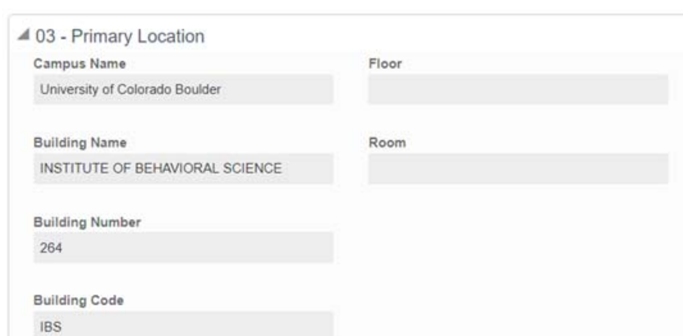
    If the project is a new building do not select until such time as a building number is developed and added to Unifier.
18. **Enter** the primary Floor and Primary room if applicable.
19. **Enter** the latitude and longitude to enable the project to show up on the map dashboard.



20. **Select** Submit in the upper right corner to save and close the Locations form.

    Note: Returning to the project information form will now show the location data populated.

    Note: If there are additional floors, rooms, or buildings besides the Primary location, proceed to step 23.

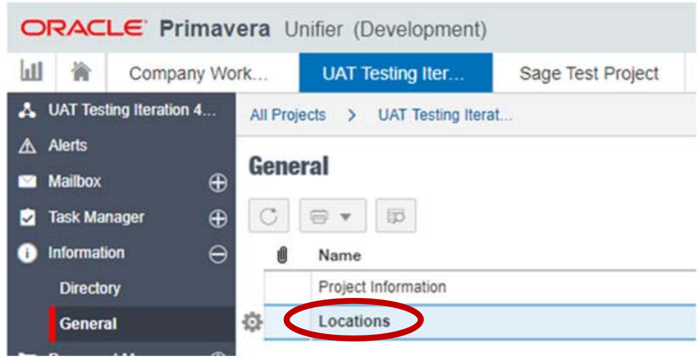


Action By: PM / PC / Planner	Example

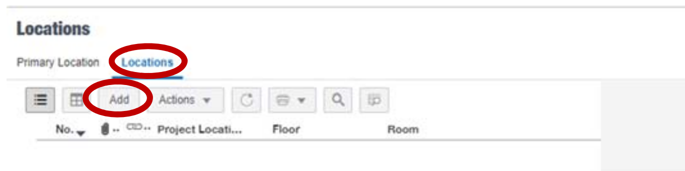
Locations

21. After Primary Location, go to Locations tab.
22. **Select** Locations to open the content.

    Note: Opening processes can be done via a double select or via the settings icon.



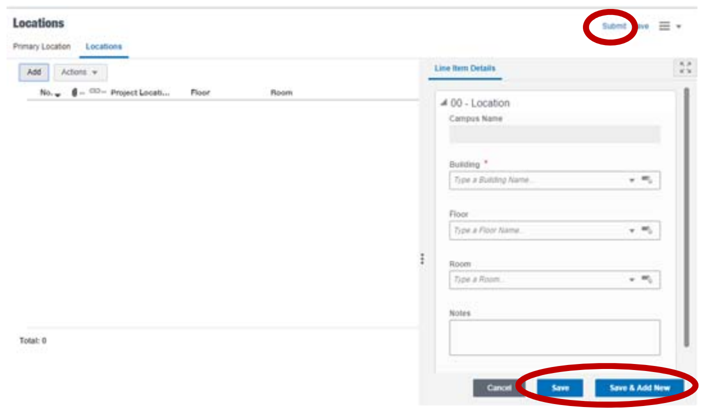
23. **Select** Locations at the top of the window.
24. **Select** "Add" to open the 00 – Location window.



25. **Enter** data as required and known.
26. Select "Save"

    Note: If this is a MULTI location project you will **Select** "Save & Add New" for each location.

27. **Select** "Submit"



END TASK

3.1.2 MANAGING GATES AND APPROVALS (UPDATED: 04/16/2020)

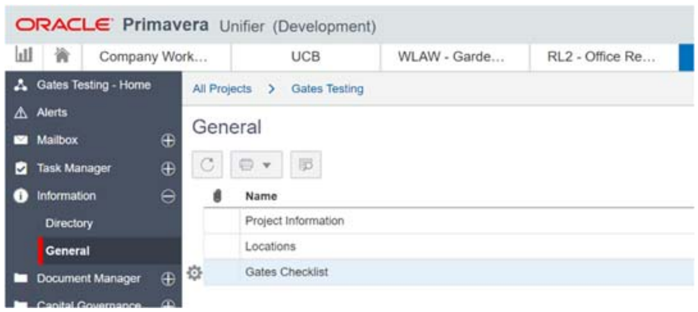
Goals	How to manage the gates and approvals as the project progresses. This includes automated gate advancement With approved exceptions, you can bypass a gate condition.
Navigation	Project>Information>General>Gates Checklist Project>Gates
Action By	Project Team
Pre-requisites	Each gate has a series of deliverables or business processes to complete.
Related Files	None.

Action By: Project Team	Example

1. **Navigate** to Project>Information>General where Project is the name of the specific project you are updating.
2. **Select** "Gates Checklist" to open.
3. **Select** "Edit" to start editing. Note, for the very first time, it is in the submit mode.

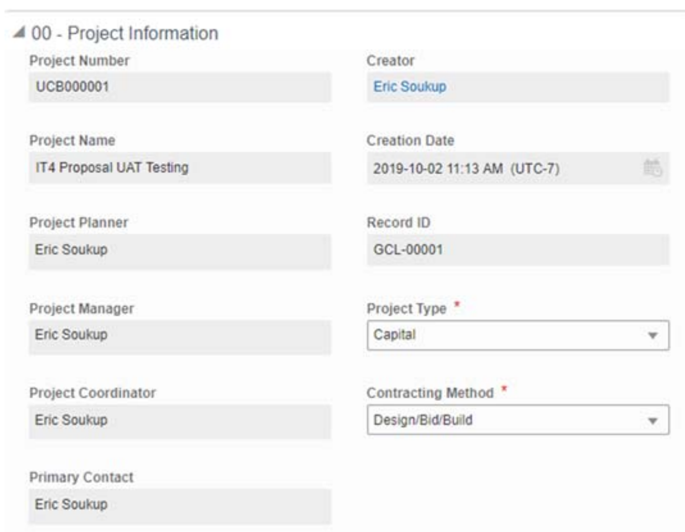
   Note: The Gates Checklist is not a workflow process and will be opened and edited as the project progresses.

   Note that dates and answers to requirements should be populated when the answer is known, and tasks are complete, and this example shows a project that has progressed though gates already.



4. In 00 – Project Information, **enter** in answers to requirements as they are known.

   Note: Fields will be editable, or not editable, based on whether a project is Capital or Non-Capital.



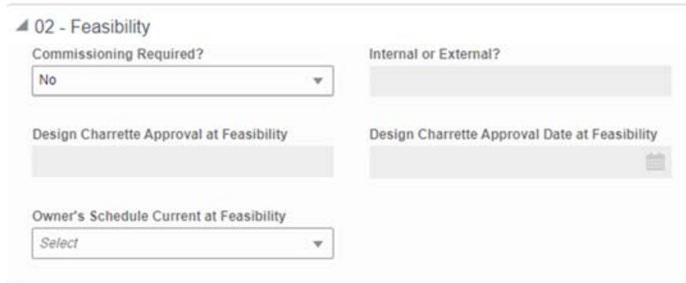
Action By: Project Team	Example

5. In 01 – Initiation**, note** that the gates are verified through the other business processes.

   Note: These processes will be viewed later in this help file.

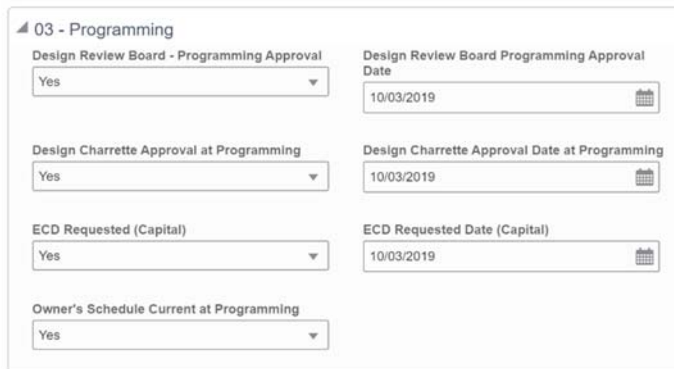
6. In 02 – Feasibility, **enter** in answers to requirements as they are known.

   Note: If not known at this time, review requirements but do not change answer.

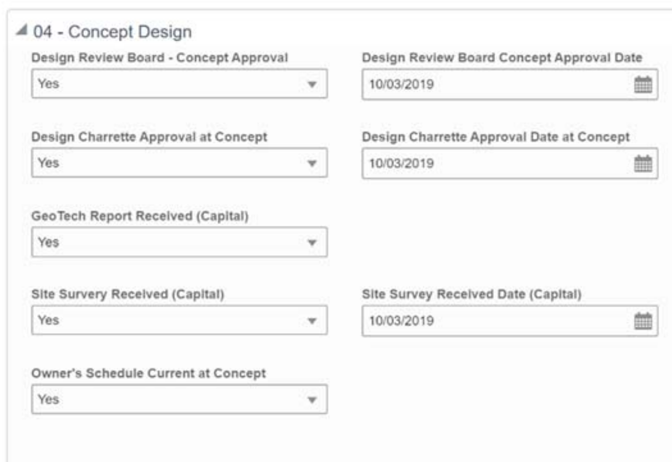


7. In 03 – Programming, **enter** in answers to requirements as they are known.

   Note: Programming will be greyed-out for a non-capital project, as this phase is not used.

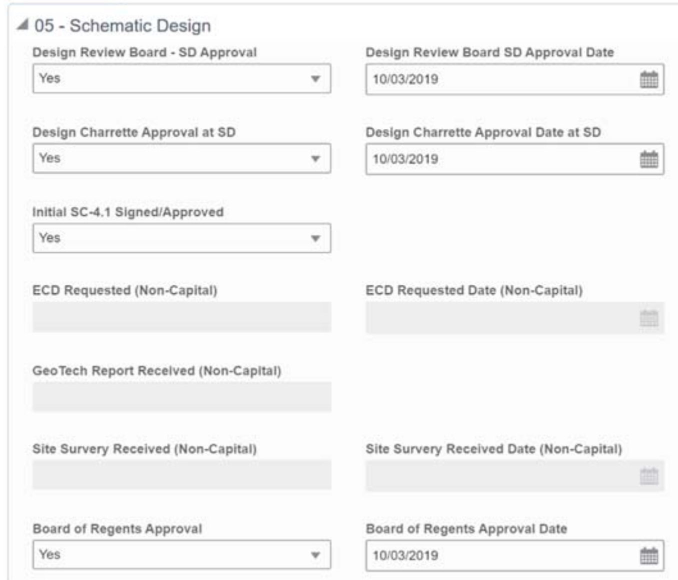


8. In 04 – Concept Design, **enter** in answers to requirements as they are known.

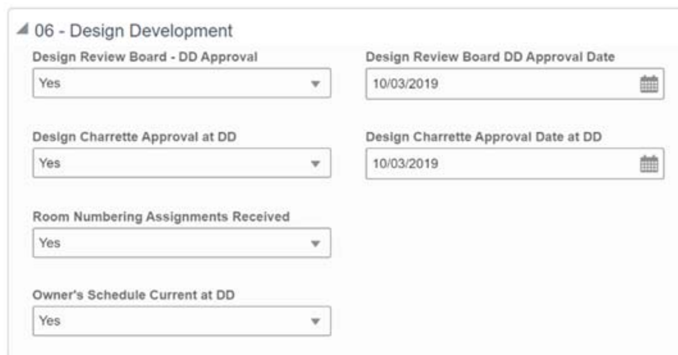


Action By: Project Team	Example

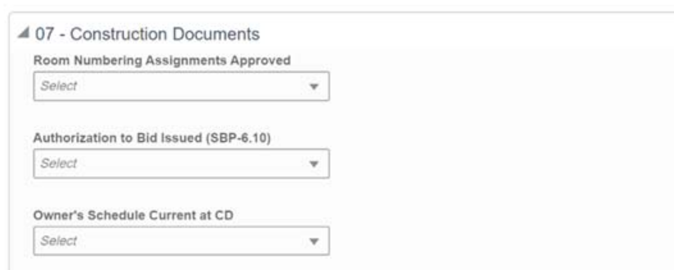
9. In 05 - Schematic Design, **enter** in answers to requirements as they are known.



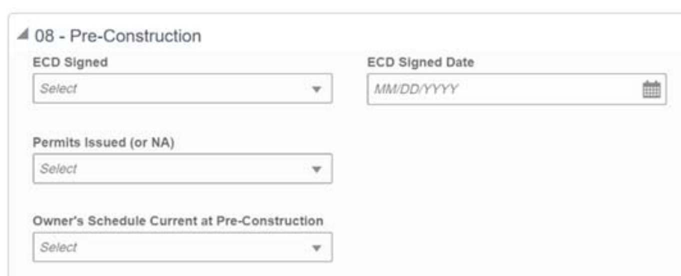
10. In 06 – Design Development, **enter** in answers to requirements as they are known.



11. In 07 – Construction Documents, **enter** in answers to requirements as they are known.

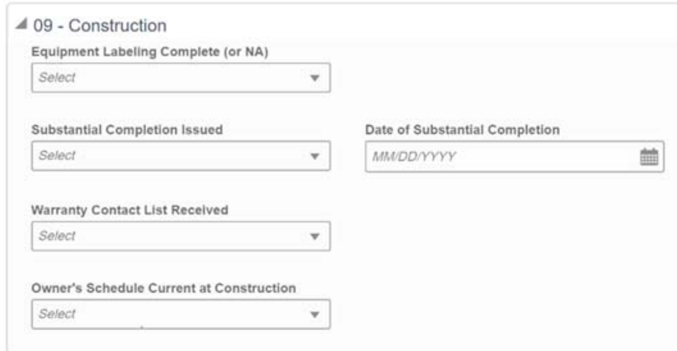


12. In 08 – Pre-Construction, **enter** in answers to requirements as they are known.

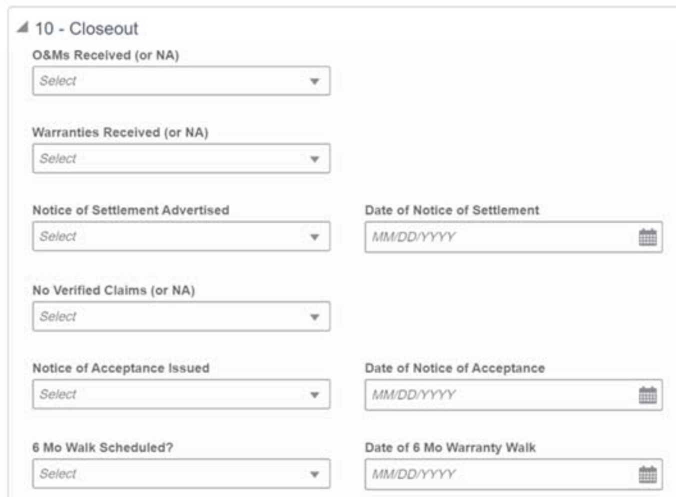


Action By: Project Team	Example

13. In 09 - Construction, **enter** in answers to requirements as they are known.



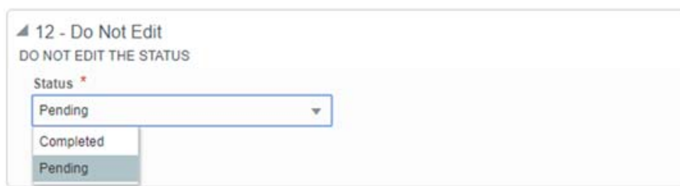
14. In 10 - Closeout, **enter** in answers to requirements as they are known.



15. In 12 – DO NOT EDIT THIS, **change** the Status to “Completed” ONLY if the Project and Gates Checklist are truly complete.

    Note: “Status” to remain in Pending status until truly complete.

    Note: Changing the “Status” to “Completed” is a terminal status for Gates Checklist. There is no way to retrieve the record once it is in a terminal status.



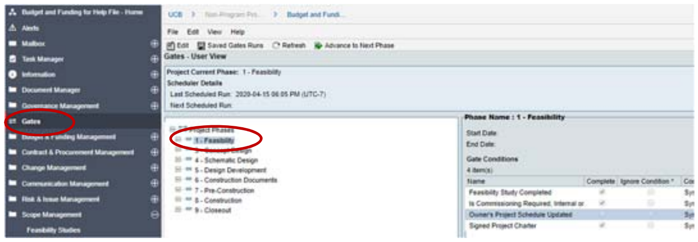
16. **Select** “Submit” to save and close the checklist.

Action By: Project Team	Example

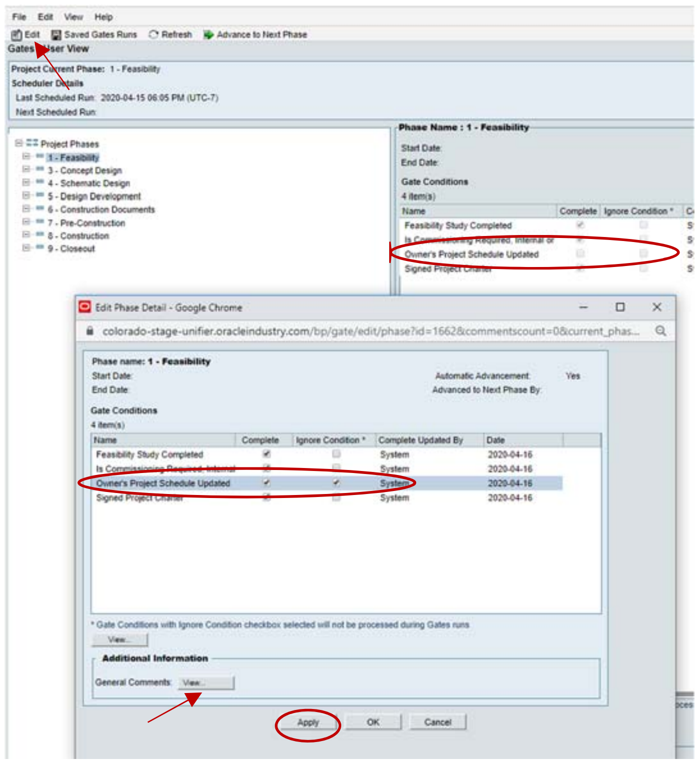
17. **Navigate** to Project>Gates and select "Feasibility".
18. **View** the gates progress.

    Note: The conditions that the system is monitoring are automated and not available for editing.

    Note: Permissions are available for the PM, PC, or Planner to bypass gate requirements on an exception basis. When this is done, a general comment must be added to denote why the exception was made.



19. At any point / gate in the project and if project exceptions apply, manually **bypass** a gate condition.
    a. If no exceptions, skip to end and continue to enter gate checklist and activities as needed.
20. To ignore a condition, **highlight** the condition.
21. **Select** "Edit"
    a. A new window opens
22. **Check** both the "Complete" and "Ignore Condition" boxes
23. **Select** "Apply"
24. **Select** "View" to open the "Add New Comments" window.

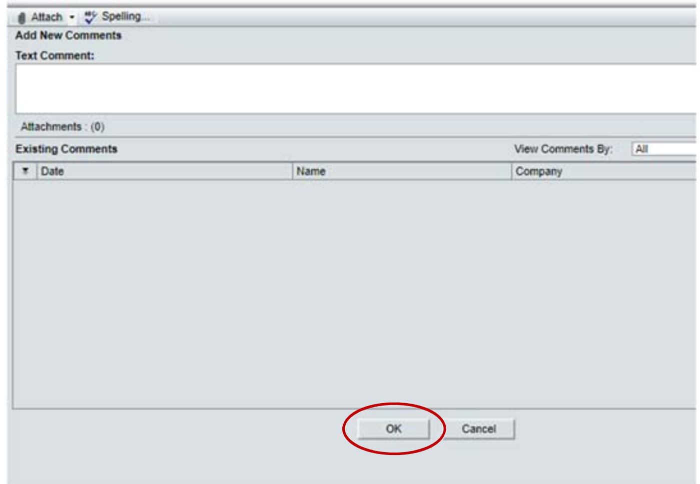


Action By: Project Team	Example

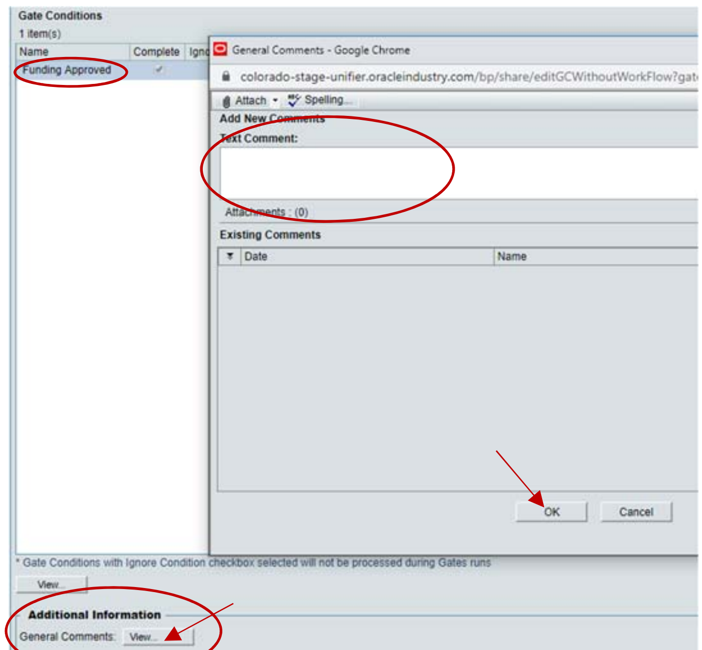
25. **Enter** comments in the text box as to why the condition was ignored.

    Note: It is good practice to note the condition that is the subject of your comment.

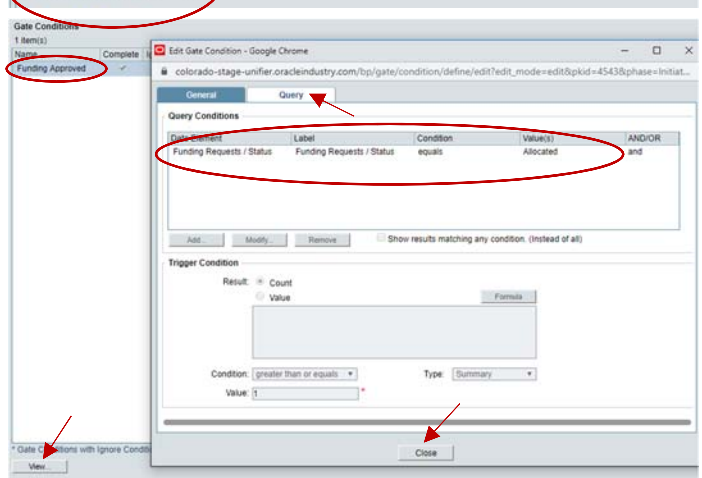
26. **Select** “OK”.
27. In the previous screen **select** “OK” to close the window.

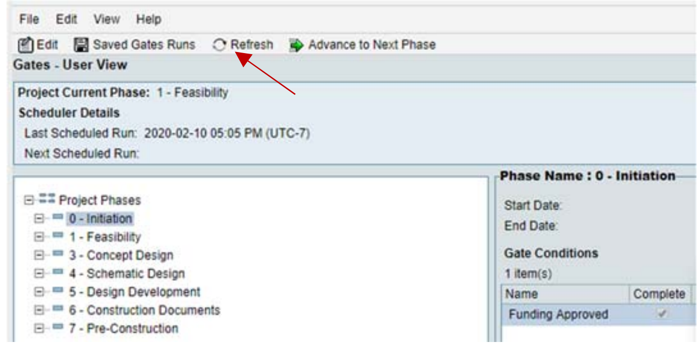
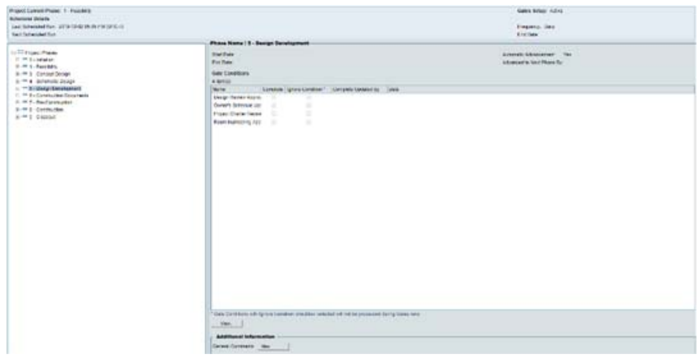


28. Optionally to enter comments for a specific gate item, **highlight** the item then **select** “View” under “Additional Information”.
29. **Note** a new window opens to enter your comments in “Text Comment” box.
30. **Select** “OK”
31. **Note** if comments have been added, an icon appears in the “Additional Information” field.



32. **Select** each gate to review conditions and requirements. Note that they are a combination of the checklist and the business processes.
33. **Highlight** a gate item.
34. **Select** “View” to open a new window.
35. **Select** “Query” tab to see the requirements.
36. **Select** “Close” to close the window



Action By: Project Team	Example
37. **Return** to each gate checklist or gate condition when close to completing phase deliverables or as a new phase starts. Note: Select on the “refresh” icon to update information more quickly than the system may update automatically.	
38. **Continue** to update and **monitor** as the project progresses. Note: Example on right shows a completed Design Development gate.	 END TASK

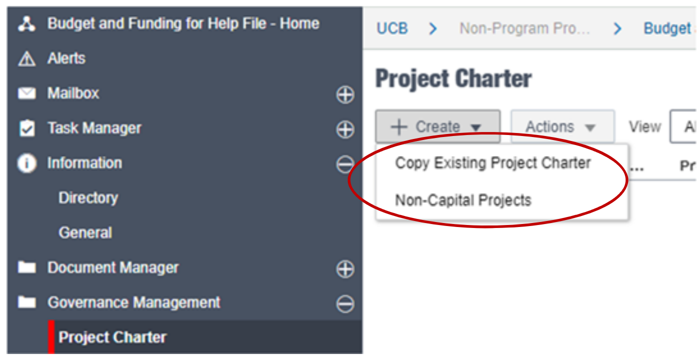
3.1.3 COMPLETING THE PROJECT CHARTER FOR NON-CAPITAL (UPDATED: 02/17/2020)

Goals	How to complete a non-capital project charter.
Navigation	Project>Governance Management>Project Charter
Action By	Project Team
Pre-requisites	Gate requirement depending on the project type
Related Files	None.

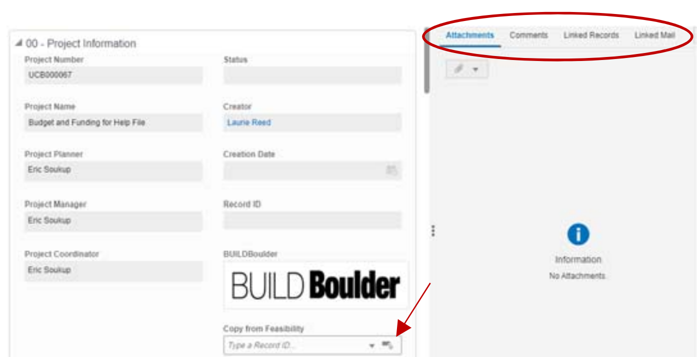
Action By: Project Team	Example

1. **Navigate** to Project>Governance Management>Project Charter.
2. **Select** “Create”.
3. **Select** “Non-Capital Projects” workflow.
4. Optionally, if you already have an approved charter and need to revise it, **select** “Copy Existing Project Charter”.

   Note: Every step other than a revision step will have a task duration of 3 days.



5. In 00 – Project Information, note greyed out fields will auto-populate as appropriate.
6. **Select** the desired feasibility record from the picker to auto-populate previous information in remaining blocks.
7. Optionally **add** “Notes”, “Attachments”, “Comments”, etc. using the buttons indicated to the right.



Action By: Project Team	Example

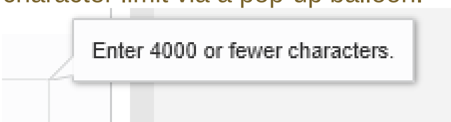
8. In block 01 – 05, **enter** data.
9. **Note** greyed-out fields are read-only and will auto-populate. "Approval Date" will auto-populate when workflow has reached Approved status.
    a. Red asterisk fields are required.

Note: For Non-Capital projects, some information will auto-populate from the feasibility phase initial consultation option that is selected in Block 00. Edit as necessary in the project charter.

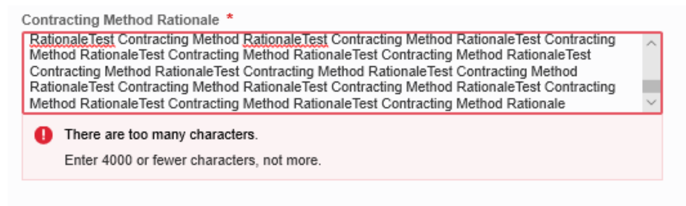
Action By: Project Team	Example
10. In block 06 -11, **enter** data for red asterisked fields. 11. **Select** the assumed contracting Method from the pull-down. a. Options are: Design/Bid/Build, CMGC, Design/Build-LS, and Design/Build-GMP.	

Action By: Project Team	Example

Note: Selecting the field will show character limit via a pop-up balloon.



These fields will allow you to keep typing even if the character limit is exceeded. If exceeded an error message will appear when out of the text box.

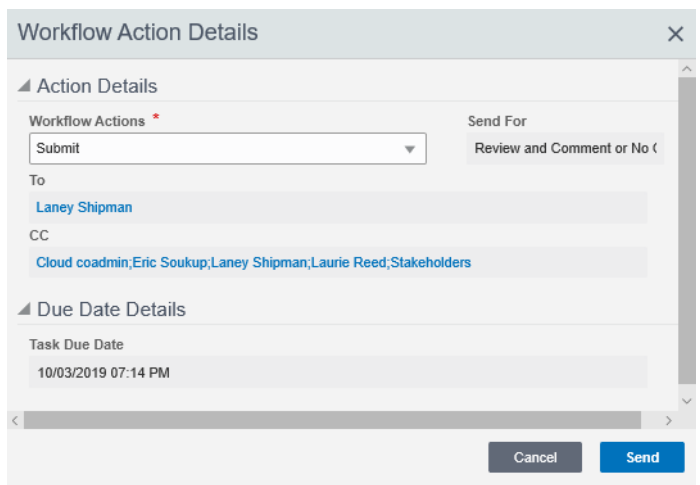


12. **Note** in Block 12 – "Additional Notes", is an editable field and can be filled in as needed.

13. **Select** "Send" in the upper right corner of the form for Workflow Action Details to appear.
    a. Optionally **select** "Save**"** to continue working on later.
14. **Review** Workflow Action Details and applicable CC'd users.
15. **Select** "Send".

Note: You will notice a task duration of 3 business days.

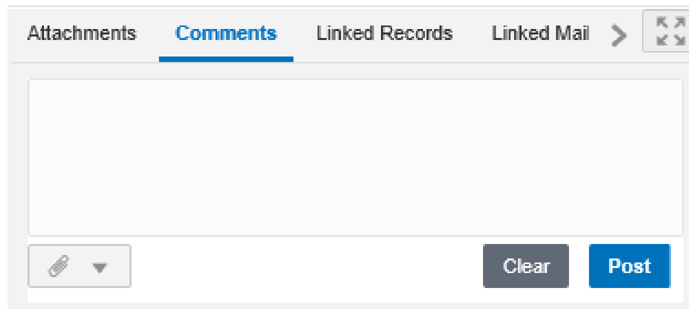
Note: This review step allows for a period of comments and edits prior to sending for final approvals. It is expected the charter is "correct" prior to send for approvals.



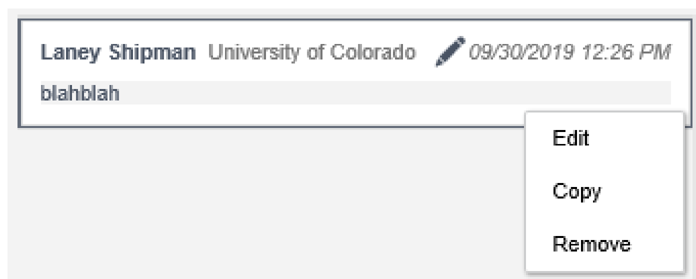
Action By: Project Team	Example

16. The assignee(s) will see the record in Tasks or under Project Charter. Select the record to open.

17. This is a review step; all fields are set to read-only.
18. In the upper right-hand corner of the form **select** “Comments”. Enter your comments in the “Comments” box. Attachments can also be added from pulling-down the contextual menu in the lower left-hand corner. **Select** “Post” to add comments.



19. The comment will appear below the “Comments” box. The pencil icon shows that your comment is in draft mode and editable. To edit, copy, or remove a comment select the comment (a dark grey border will appear around the comment) and right-click the pencil icon. A contextual menu will appear with the options listed above.



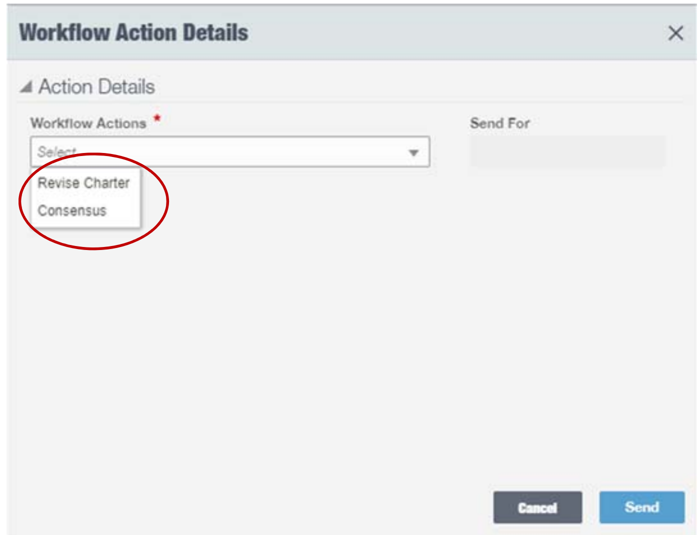
Note: When you add a new comment to a business process form, it remains as a draft until you send the form to the next step in the workflow.

Note: Attachments can be added from two options; Browse (from computer) or Document Manager.

Note: The Comments box does not recognize formatting. Even if you use the Enter key to create a new line it will not show up in the final comment.

Action By: Project Team	Example

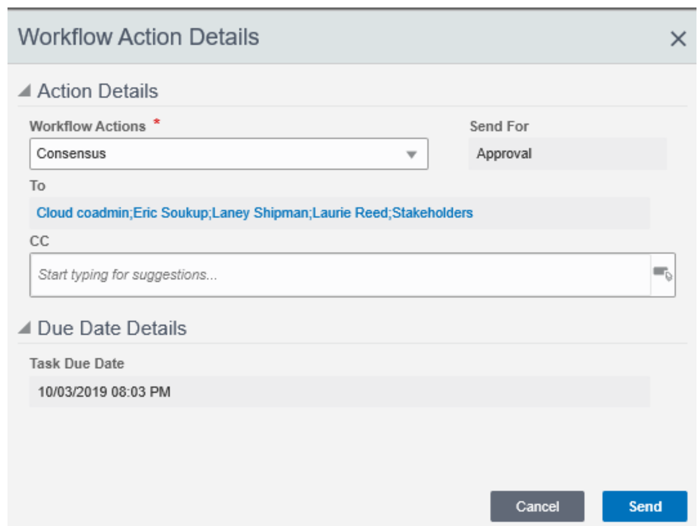
20. Send for Revise Charter or Consensus.
    a. If sent for “Revise Charter”, comments added in previously will be shown in the “Comments” box. The record can be resubmitted or cancelled.
    b. If resubmitted the record will route back to “Review and Comment” or “No Comment” step. If cancelled the record would be terminated.



21. **Open** the record in Tasks or under Project Charter.
22. **Review** comments under “Comments” box and add additional ones if needed.
23. **Send** for “Consensus”.

    Note: You will notice a task duration of 3 business days.

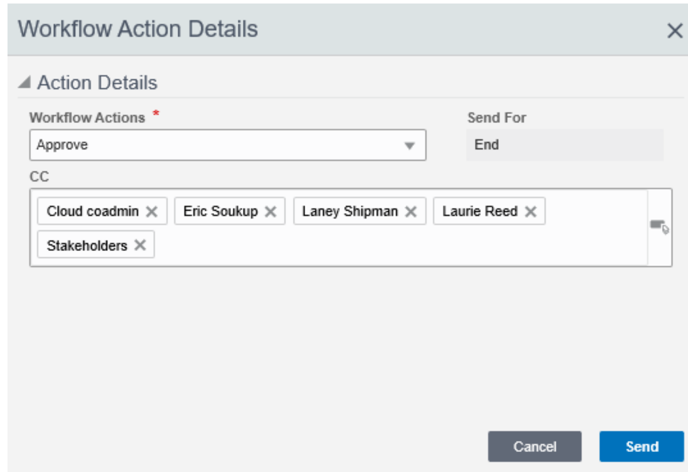
    Note: It is anticipated at this step that everyone involved has accepted the final edits and is now “approving” the final version. This step constitutes “signing -off” on the project charter.



Action By: Project Team	Example

24. Stakeholders can open the record in Tasks or under Project Charter.
25. In Workflow Action Details the record can be **sent** for “Approve” or “Reject with Comments”. If “Reject with Comments” the record will re-route to the “Revise Charter” step and sent through the workflow again or cancelled.
26. **Send** for “Approve”.

    Note: The **Approval Date** will auto-populate in the view form.



END TASK

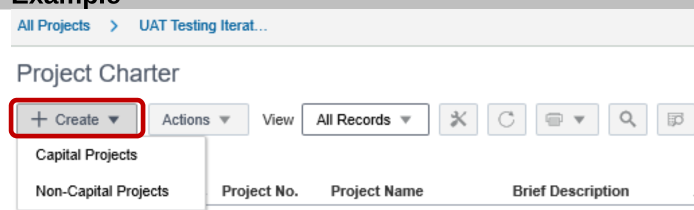
3.1.4 COMPLETING THE PROJECT CHARTER FOR CAPITAL (UPDATED: 10/24/2019)

Goals	How to complete a capital project charter.
Navigation	Project>Governance Management>Project Charter
Action By	Project Team
Pre-requisites	Gate requirement depending on the project type
Related Files	None.

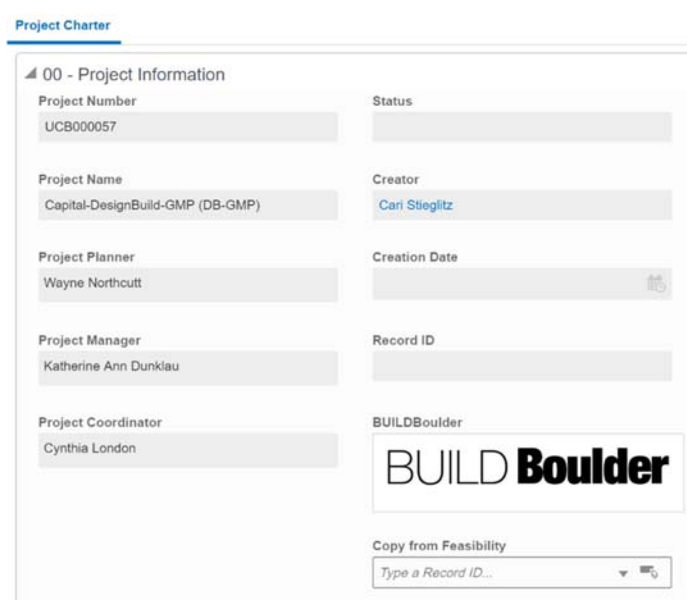
Action By: Project Team	Example

1. **Navigate** to Project>Governance Management>Project Charter. **Select** “Create”.
2. **Select** “Capital Projects” workflow.

   Note: Every step other than a revision step will have a task duration of 3 days.



3. In 00 – Project Information, **note** greyed out fields will auto-populate as appropriate.
4. **Select** the desired feasibility record from the picker to auto-populate previous information in remaining blocks.
   a. Optionally add Notes, Attachments, Comments, etc. using the buttons indicated to the right.

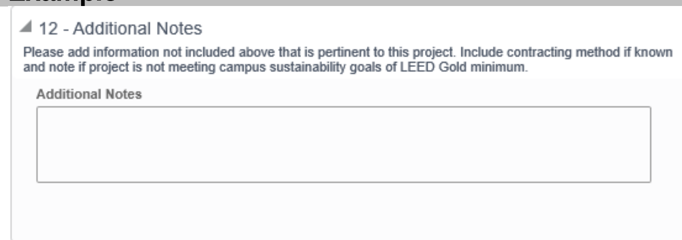


Action By: Project Team	Example
5. **Note** in block 01 – 05, greyed-out fields are read-only and will auto-populate. Red asterisk fields are required. 6. **Note** “Approval Date**”** will auto-populate when it has reached Approved status.	

Action By: Project Team	Example
7. **Enter** information in blocks 06 -11. Note: Hovering over a field will show character limit via a pop-up balloon. These fields will allow you to keep typing even if the character limit is exceeded. 8. **Select** the “Contracting Method”. a. **Note** the pull-down has the available options: Design/Bid/Build, CMGC, Design/Build-LS, and Design/Build-GMP.	

Action By: Project Team | **Example**

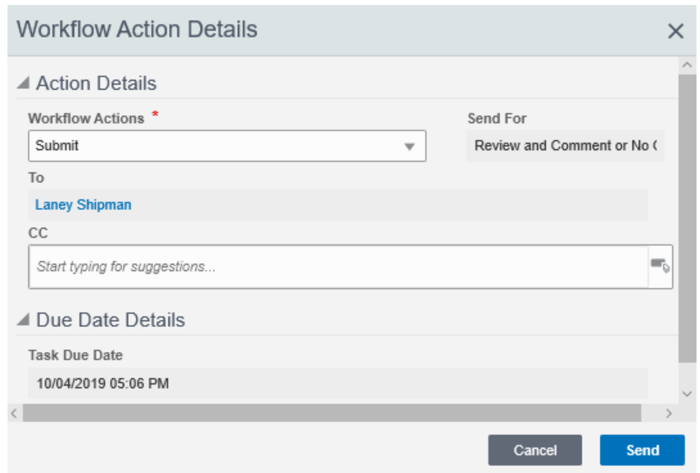
9. In Block 12 – Additional Notes, **add** additional information as needed.



10. Select **Send** in the upper right corner of the form for Workflow Action Details to appear or **Save** to continue working on later.
11. **Review** Workflow Action Details and applicable CC'd users. Select **Send**.

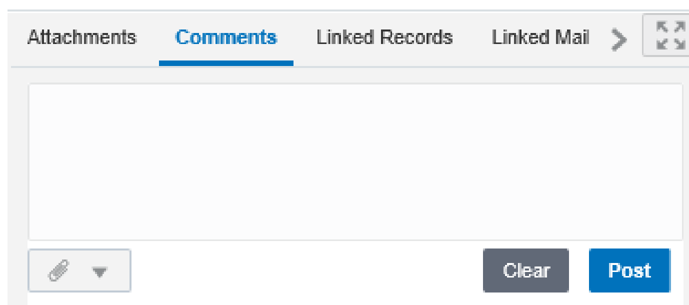
    Note: You will notice a task duration of 3 business days.

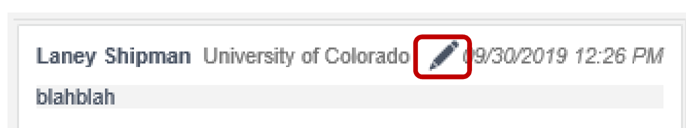
    Note: this review step allows for a period of comments and edits prior to sending for final approvals. It is expected the charter is "correct" prior to send for approvals.



12. The assignee(s) will see the record in Tasks or under Project Charter. Select the record to open.

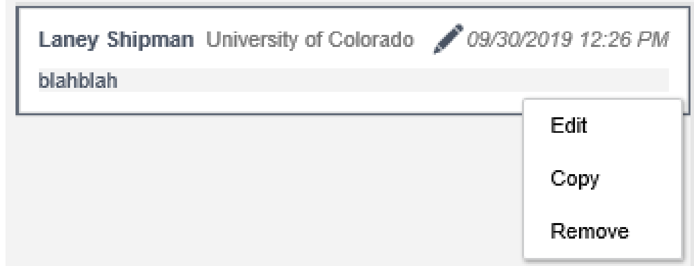
13. This is a review step; all fields are set to read-only.
14. In the upper right-hand corner of the form select **Comments.**
15. Enter comments in the **Comments** box.
    a. Attachments can also be added from pulling-down the contextual menu in the lower left-hand corner.
16. **Select** "Post" to add comments.





Action By: Project Team	Example

17. The comment will appear below the **Comments** box. The pencil icon shows that your comment is in draft mode and editable. To edit, copy, or remove a comment select the comment (a dark grey border will appear around the comment) and right-click the pencil icon.. A contextual menu will appear with the options listed above.



Note: When you add a new comment to a business process form, it remains as a draft until you send the form to the next step in the workflow.

Note: Attachments can be added from two options; Browse (from computer) or Document Manager.

Note: The Comments box does not recognize formatting. Even if you use the Enter key to create a new line it will not show up in the final comment.

18. **Send** for Revise Charter or Consensus.
    a. If sent for “Revise Charter”, comments added in previously will be shown in the “Comments” box. The record can be resubmitted or cancelled.
    b. If resubmitted the record will route back to “Review and Comment” or “No Comment” step. If cancelled the record would be terminated.

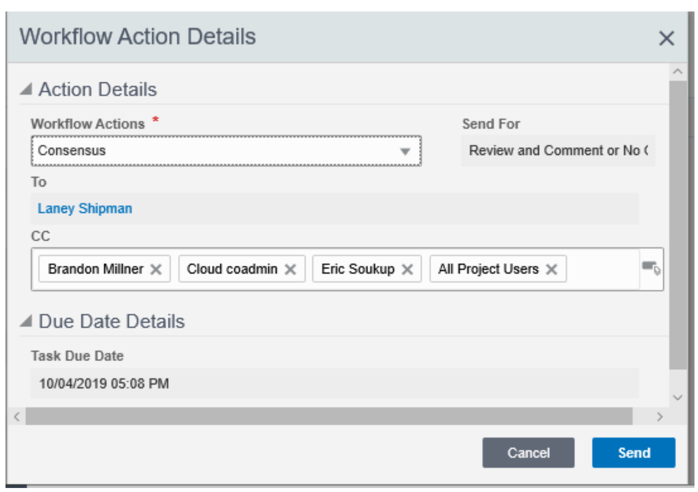
19. **Open** the record in Tasks or under Project Charter.

20. **Review** comments under Comments box and add additional ones if needed.

21. **Repeat** steps above for Review and Comment or No Comment 2

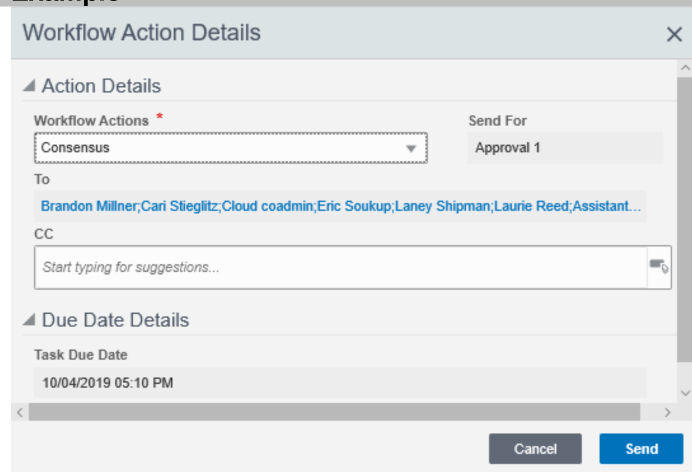
22. **Send** for Consensus.

Note: You will notice a task duration of 3 business days.



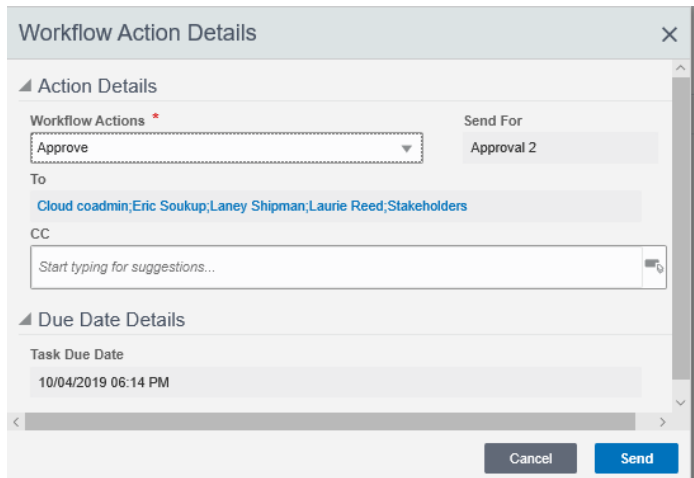
Action By: Project Team	Example

23. **Open** the record in Tasks or under Project Charter.
24. **Accept** the task and review the form for pending approval.
25. **Send** for “Approve” and route to the next approval or “Reject w/Comments” and re-route to the first revision step.
26. **Select** “Send”.



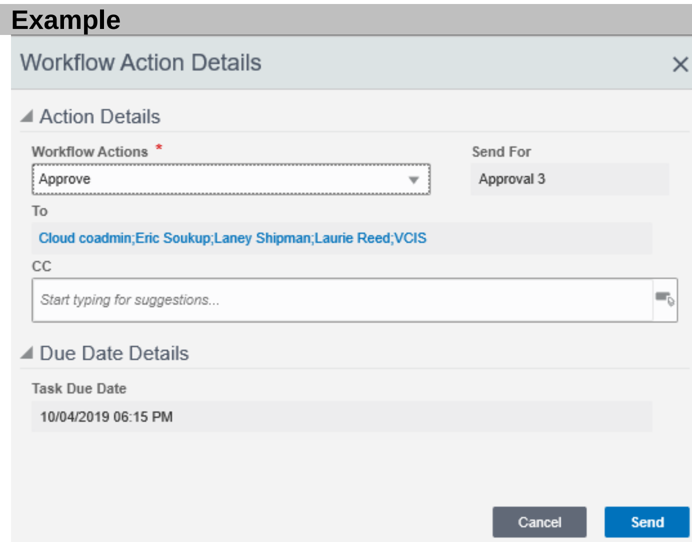
27. **Open** the record in Tasks or under Project Charter.
28. **Accept** the task and review the form for pending approval.
29. **Send** for “Approve” and route to the next approval.
    a. Optionally, **send** for “Reject w/Comments” and re-route to the first revision step.
30. **Select** “Send”.

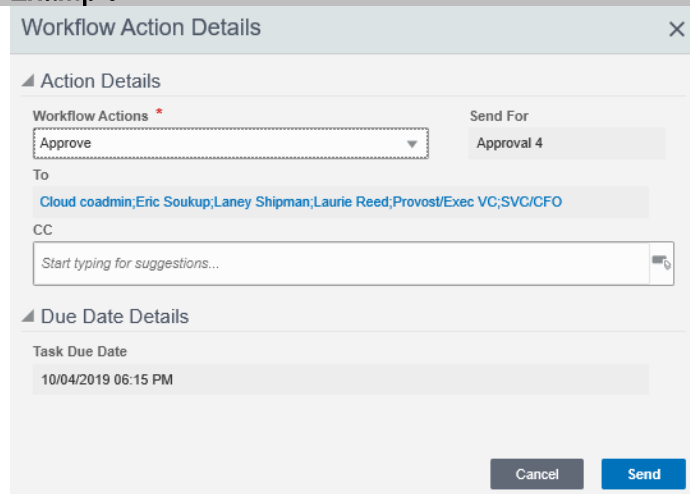
Note: it is generally expected by this step that VCIS and all other applicable reviewers have reviewed and commented until the project charter is sent for this approval and the following approvals.

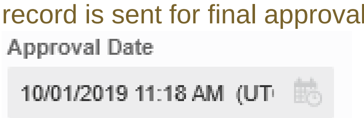
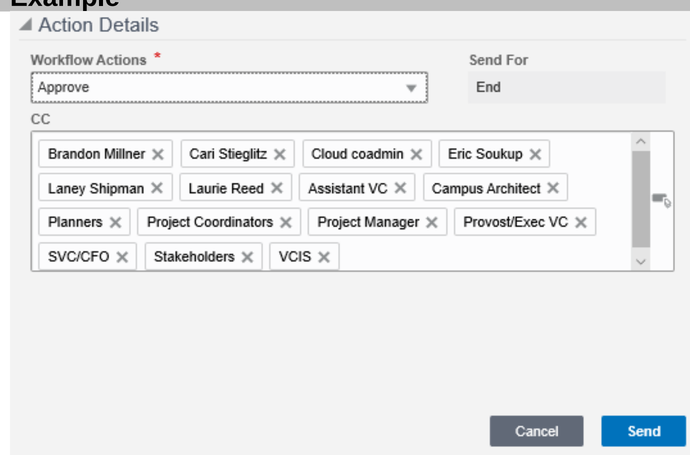


Action By: Stakeholders	Example

31. **Accept** the task and **review** the form for pending approval.
32. **Send** for “Approve” and route to the next approval.
    a. Optionally, **send** for “Reject w/Comments” and re-route to the first revision step.
33. **Select** “Send”.



Action By: VCIS	Example
34. **Accept** the task and **review** the form for pending approval. 35. **Send** for “Approve” and route to the next approval. a. Optionally, **send** for “Reject w/Comments” and re-route to the first revision step. 36. Select **Send**.	

Action By: Provost/Exec VC, SVC/CFO	Example
37. **Accept** the task and **review** the form for final approval. 38. **Send** for “Approve” and route to end. a. Optionally, **send** for “Reject w/Comments” and re-route to the first revision step. 39. **Select** “Send”. Note: Approval Date will auto-populate in the View Form once record is sent for final approval. 	

END TASK

3.2 BUDGET & FUND MANAGEMENT

3.2.0 INTRODUCTION

Budgets are created for the entire lifecycle where funding is the “cash” in the bank. There is no restriction on which is created first but there needs to be enough budget and funding approved in order to issue a consultant or construction contract.

Budget and funding represent the ability to make sure your project has both an approved budget and allocated funding to complete the project. As changes occur, updates to funding need to also occur.

To enable a consistent way of tracking all our cost, budget and funding also begin the cost breakdown structure to which you will manage the remainder of your project. You’ll notice that the costs are more oriented to how we deliver the work and award our contracts. This new structure works in the background to map our projects to our financial and funding tracking, so you don’t have to!

A summary of your budget and funding against your other costs can be found in the cost sheet. Changes are found in Section 3.4 Change Management except for Funding, which maintains the same steps whether it is the first funding or changes to funding.

Please note an important change to how we do business is represented in this system. We are now requiring our clients give us a speed type at the point of an initial request. (Note: For Facilities this will be done at Project Charter).

For projects that start with free consultation speed type that will then be funded by client, you will need to:

1. Send a funding request to Director of Design and Construction to deduct the amount of seed money provided, and
2. Send funding request to the client for the cost of the project including the actual expenses incurred to date under the free consultation

3.2.1 REQUESTING FUNDS FOR NON-CAPITAL PROJECTS (UPDATED: 11/26/2019)

Goals	How to request funds and allocate them to the cost level.
Navigation	Project>Budget Funding Management>Funding Requests
Action By	Project Team
Pre-requisites	Feasibility Study is approved, and management has directed funding should be assigned to the project.
Related Files	None.

Action By: Project Team	Example

1. **Navigate** to Project>Budget Funding Management>Funding Requests

   Note: Project Type; Capital or Non-Capital, is determined early in the Request Application.

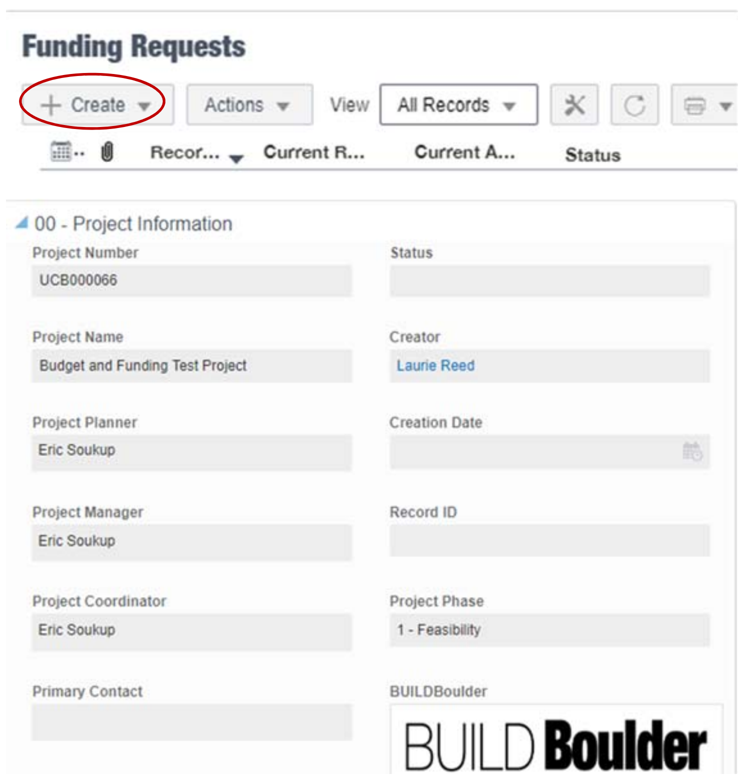
   Project workflow will follow the selected project type automatically.

   Forms and workflow will guide you through each step and what information is needed.

2. **Select** "Create" to start a new funding request.

   a. Greyed fields will auto-populate when the record is submitted to the workflow.

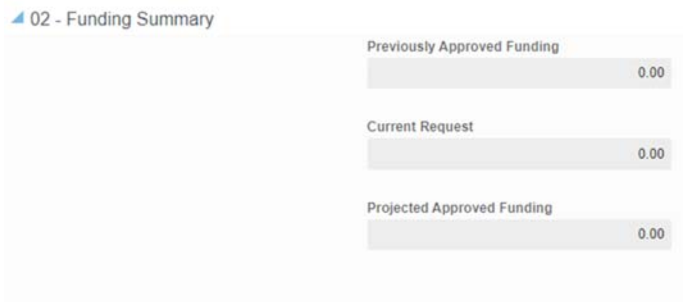
   b. Red asterisked fields are required.



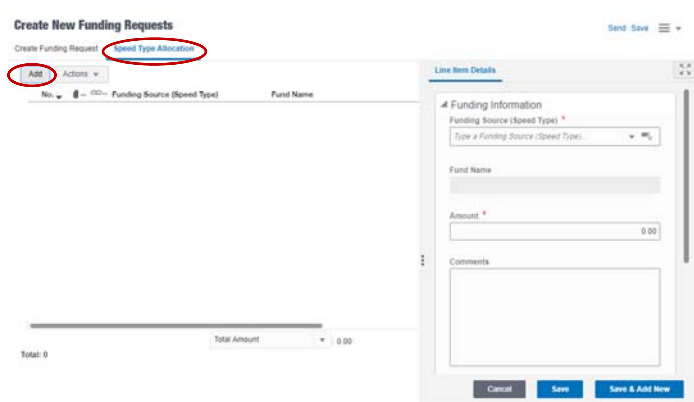
Action By: Project Team	Example

3. In 01 – Funding Description **enter** the following information:
    a. A brief description of the funding request. Some Examples: For Feasibility Phase, For Presentation Materials, For work through Construction Documents.
    b. Additional description of funding if needed.

4. Under 02 – Funding Summary, **note** the fields auto-populate when there is approved funding.
    a. Previously Approved Funding: All funding approved prior to current request.
    b. Current Request: Current requested amount.
    c. Projected Approved Funding: The total of previously approved funding and current request.



5. Next, **select** on the "Speed Type Allocation" tab to allocate the request in more detail to the Speed Type.
    a. If the Speed Type is not available, save your record as a draft in Unifier and navigate to the example template at: DC-FIN-FA-UNIFIER SPEED TYPE REQUEST.
    b. Use the attached email template to request the speed type from FM Accounting
    c. When notified that the speed type has been added, finish your Unifier record.



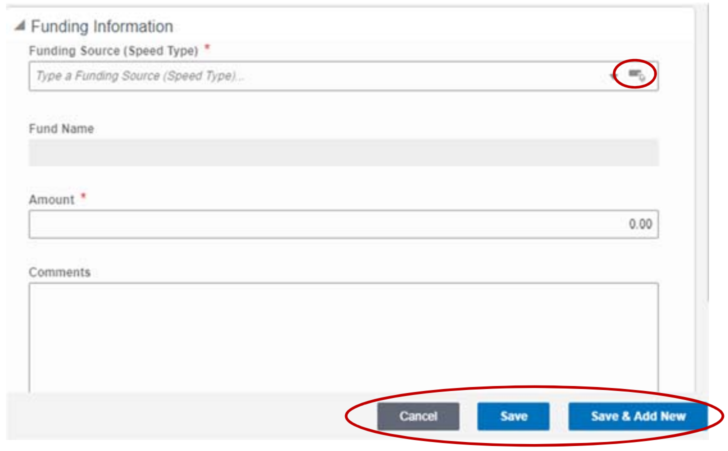
6. **Select** "Add" to start allocating the funding source(s).

Note: Previously allocated funding sources can be found on the project funding sheet at Budget Funding Management>Fund Sheet.

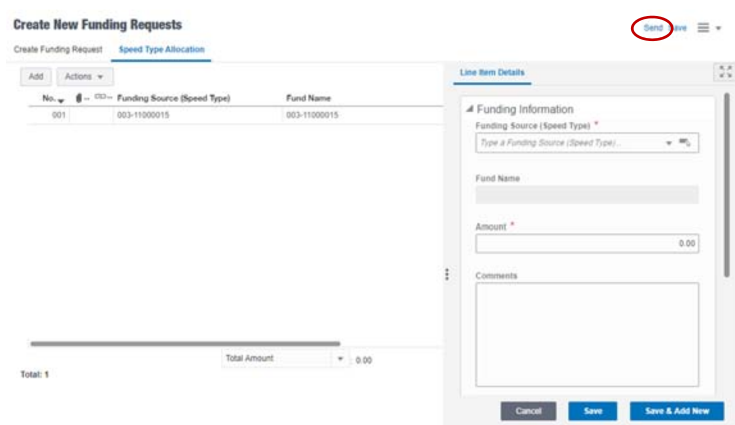
Action By: Project Team	Example

7. **Select** a Funding Source (Speed Type) from the drop-down options.
   a. You can also type in a number and the options will narrow down to the one you typed.
8. **Enter** the Amount of funding that will be charged to the selected speed type.
9. Optionally, **add** Comments.
10. **Select** "Save" to enter the line item.

Note: Only one Speed Type Allocation (Funding Source) per Funding Request. If your project has more than one Funding Source, you must do a separate Funding Request for each Speed Type.

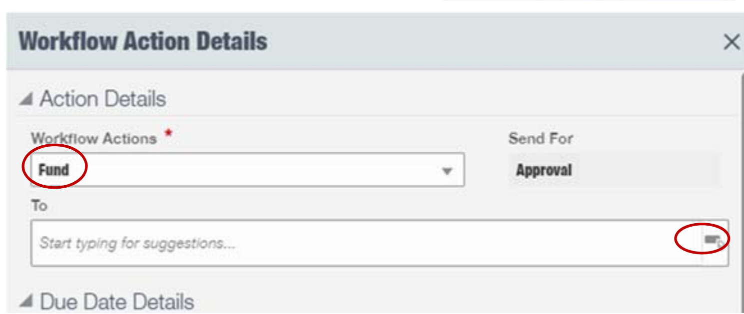


11. **Select** "Send".



12. **Note** "Fund" is the only Workflow Action at this step for non-capital projects.

Note: Capital projects have an additional option for Budget Office Funding. Steps are similar and workflow will drive capital-specific requirements.

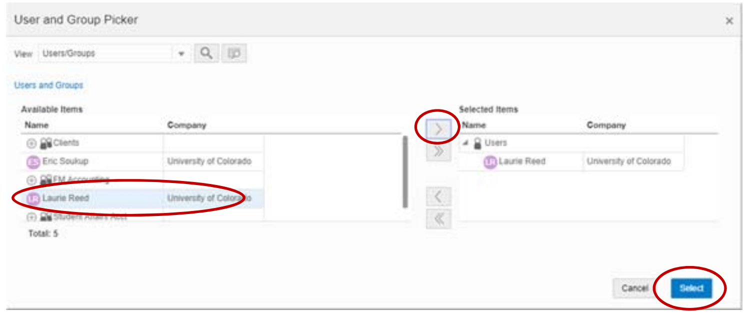


Action By: Project Team | **Example**

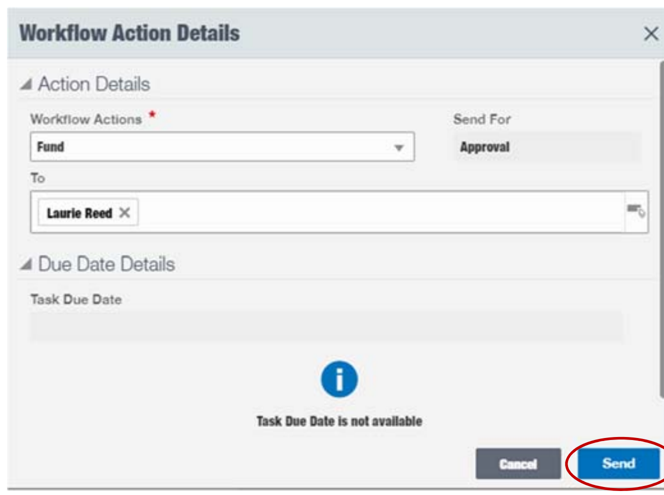
13. A User is selected from the "Available Item" column and brought over to the "Selected Items" column. Highlight the selected user and select the > icon.
    a. Optionally, you can start typing the name in the box.

    Note: Initial consultations/estimates – send to Director of Design and Construction for initial funding.

14. **Select** "Select"



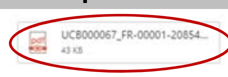
15. **Select** "Send" to open the Workflow Action Details screen.

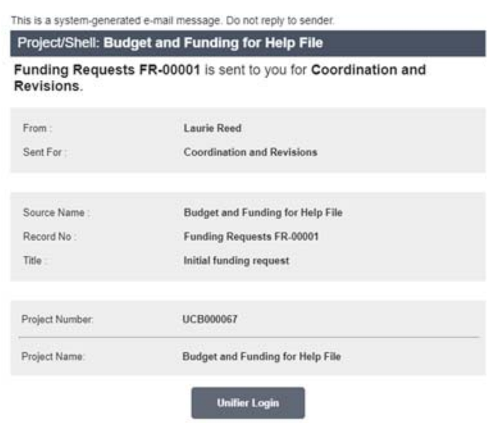


Action By: Client | **Example**

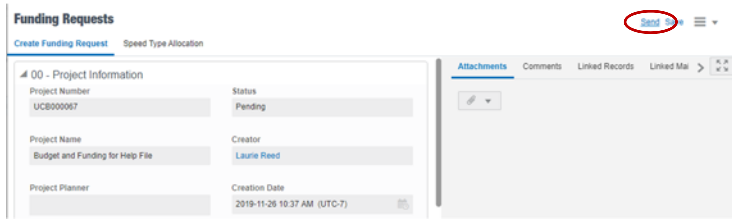
Note: This section is completed by the client.

16. An email will be received, including a pdf of the request details.
17. **Open** the PDF attachment to review the information provided as part of the funding request.
18. **Select** "Approve" if no more changes are needed.
    a. Optionally, **select** "Approve with Modifications" if changes are needed but you don't need to review again.
    b. Optionally, **select** "Decline" to reject the request and start the process over.

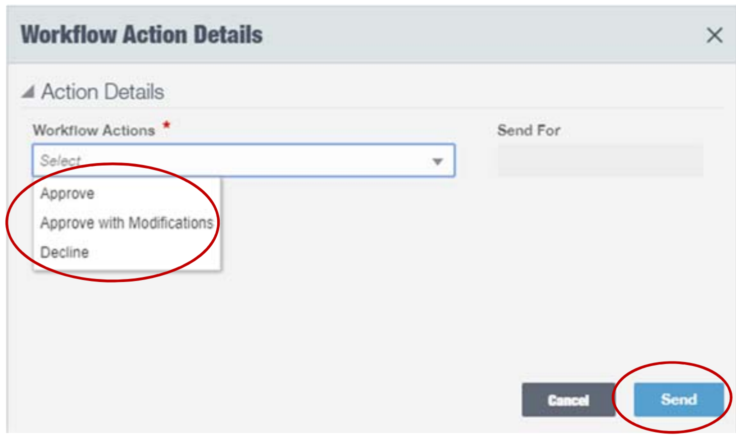




19. **Send** the email for the response.



20. To complete the task in Unifier instead of email, **select** on the Unifier Login link and Accept the task.
21. **Review** all details in Unifier.
22. **Select** “Send”.



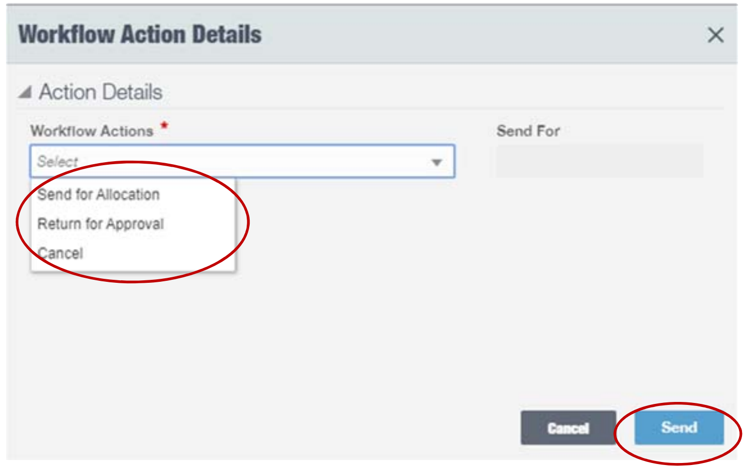
23. **Select** Workflow Action
24. **Select** “Approve” if no more changes are needed.
25. Optionally, **select** “Approve with Modifications” if changes are needed but you don’t need to review again.
26. Optionally, **select** “Decline” to reject the request and start the process over.

    Note: If “Approve with Modifications” or “Decline” is selected, include instructions as to the action requested in Comments.
27. **Select** “Send”.

Action By: Project Team	**Example**

Note: If modifications are needed, the request is sent to Coordination and Revisions. Coordination and Revisions is notified of the client’s response.

28. **Finds**, opens and accepts the task.
29. **Reviews** Comments tab to see any comments made by the client.
    a. If changes requested by the Client, update prior to sending.
30. **Select** “Send” to open the Workflow Action Details screen.



31. **Select** “Send for Allocation” to Send For Cost Code Allocation.
    a. Optionally, if another round of approval is needed, **select** “Return for Approval” to Send For Approval.
    b. Optionally, if the client declined the request, **select** “Cancel”, if the Client declined the request, to Send For Cancel: terminal step for the request.
32. **Select** “Send”.

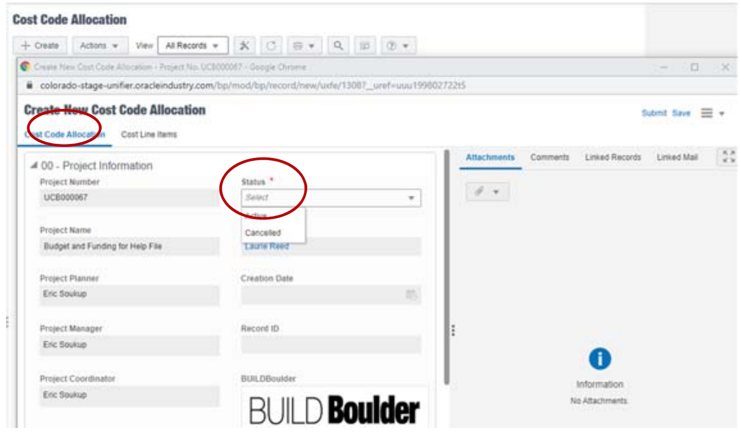
    Note: In Capital Funding Requests there are several approval steps necessary before a request may reach the “Send for Allocation” step.

    Note: After a funding request is approved by a client and before cost code allocation of that funding, FM Accounting needs to add funding to the company level in Unifier (where project funding across all projects is tracked). In order to accommodate this need, the creator of the funding request will need request that this be done by FM Accounting. See directions in Meridian:

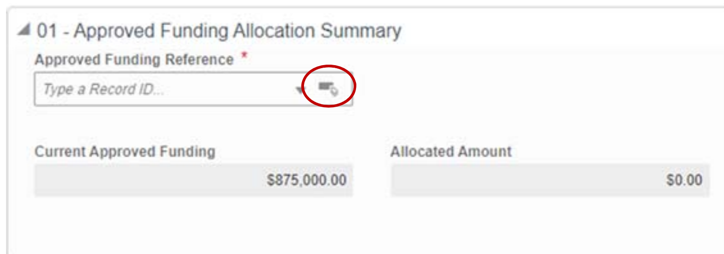
    DC-WM-UNI-FUNDING REQUEST-ADDING FUNDING TO COMPANY LEVEL.docx
33. When the request is approved and reaches the Cost Code Allocation step, create a Cost Code Allocation record.
34. **Navigate** to Project>Budget Funding Management>Cost Code Allocation.

35. **Select** “Edit” to start updating the Cost Code Allocation.
    a. If this is the first time setting up the Cost Code Allocation (no previous one exists), **select** “Create”.
36. **Confirm** “Active” is the Status in this step.

    Note: A Status of “Cancelled” is rarely used and typically performed by the Project Admin for a special instance.
37. Greyed fields will be auto populated.

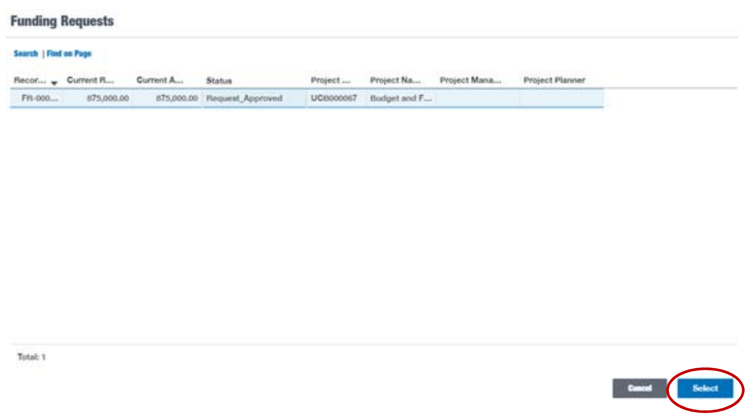


38. **Locate** the Funding Request by opening the picker box or typing the Record ID.
39. **Note** “Current Approved Funding” auto-populates.

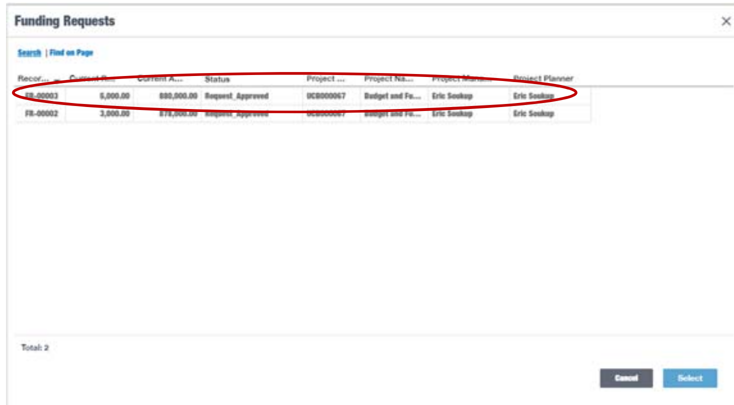


40. **Highlight** the Funding Request then double select on the Funding Request to select.

    Note that this should be changed if a more recent funding request has been issued since the last Cost Code Allocation. If there have been no updates and the just the allocation is changing, this can remain the same.



NOTE: Special consideration when processing multiple Funding Requests that reach the Cost Code Allocation step at the same time:



System will validate that the allocated amount equals the current approved funding, which will include multiple requests in this scenario; allocation only needs to be completed once; Example:

FR-00002 is submitted and approved for $3,000 reaching the Cost Code Allocation step

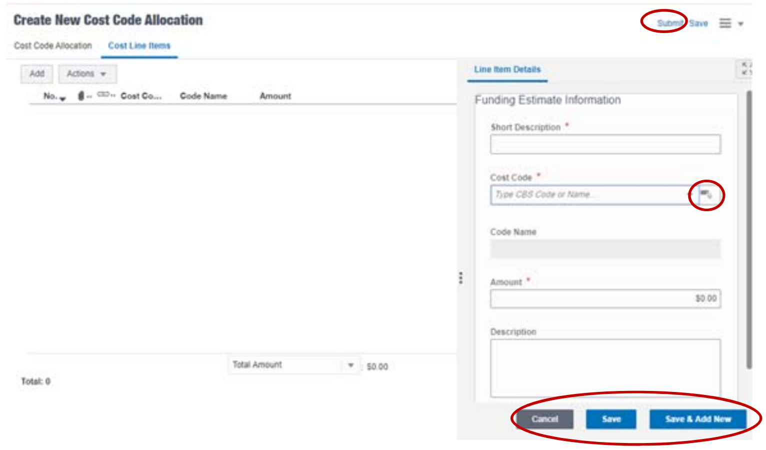
FR-00003 is submitted and approved for $5,000 as well before the user can complete the Cost Code Allocation step for FR-00002

User creates the Cost Code Allocation record and allocates $8,000 referencing the most recent Funding Request (although system validates against full current funding amount regardless of which record is selected)

User completes Cost Code Allocation step for both FR-00002 and FR-00003

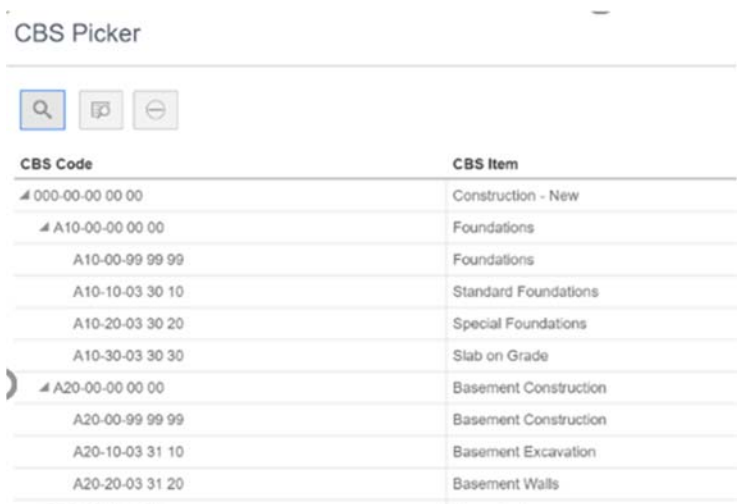
If a user needs to reallocate Funding (no increase/decrease to funding), they may do so without a Funding Request but will be restricted to the current approved funding amount and will not be able to reduce funding amounts below committed amounts for cost codes with commits

41. **Open** Cost Line Items”
42. **Select** “Add”
    a. Red asterisked fields are required.

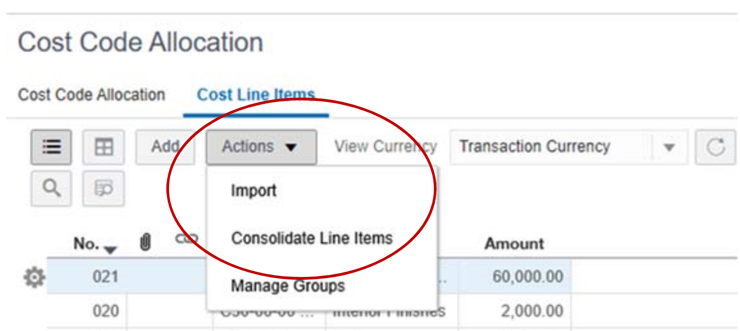


43. **Select** a Cost Code by typing the CBS Code or Name, or by selecting from the CBS Picker.
44. **Select** “Save” to save the current entry.
45. **Select** “Save & Add New” to save the current entry and add another Cost Line Item.
46. **Select** “Cancel” to cancel the current entry.
47. **Select** “Submit”.

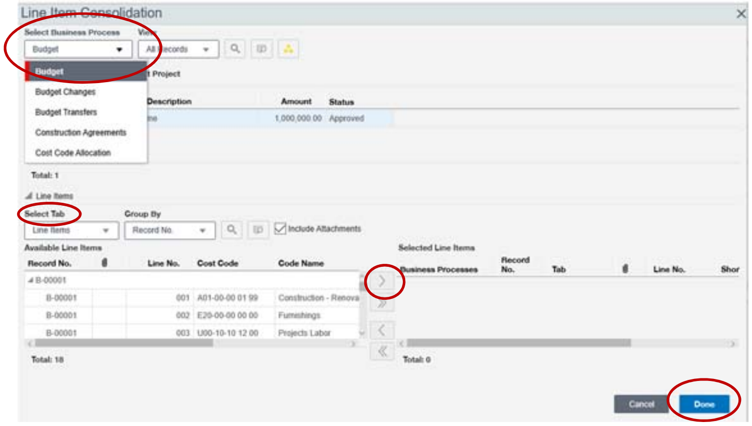
    Note: Cost allocations cannot exceed current approved funding.



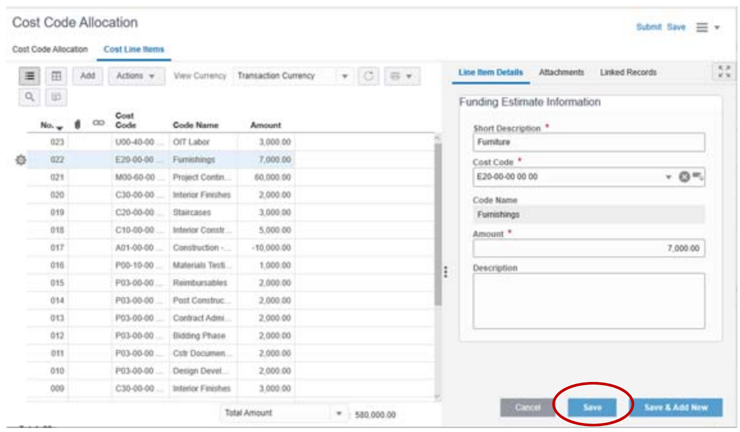
48. Optionally, **select** “Consolidate Line Items: from the Actions drop-down menu.



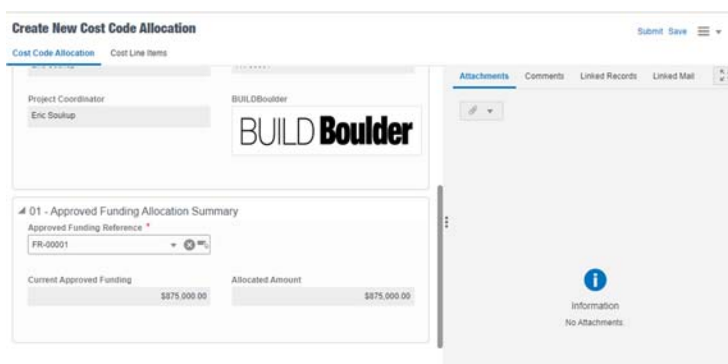
49. A new window opens.
50. **Select** the Business Process from the drop-down menu
51. **Select** "Line Items" from the "Select Tab"
52. **Highlight** the desired line and select the > symbol
53. Note: Multiple lines may be chosen by using your Ctrl key and highlighting all the rows you want to bring over.
54. **Select** "Done"



55. Cost Line Items added via consolidation, plus all previously allocated Cost Codes, are now visible.
56. **Edit** the Cost Line Items so that "Total Amount" equals "Current Approved Funding" in the "Cost Code Allocation" tab.
57. **Select** "Save" after each edit is made.

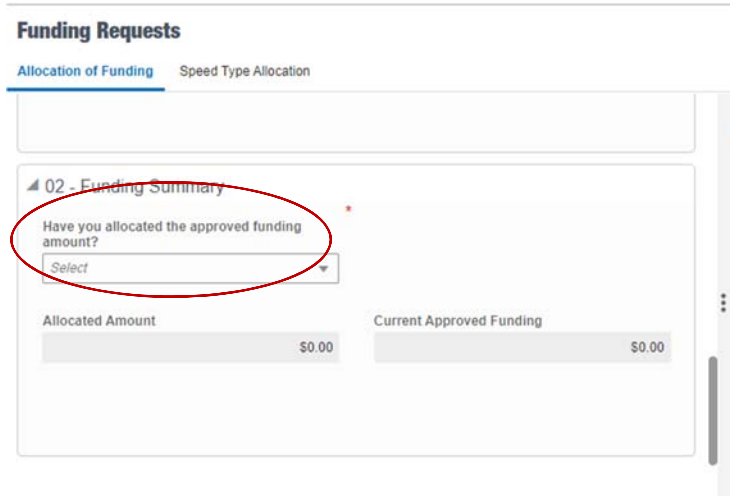


58. Allocated Amount is populated.
59. **Select** "Submit". There is no workflow to Cost Code Allocation. The allocation is complete when submitted.

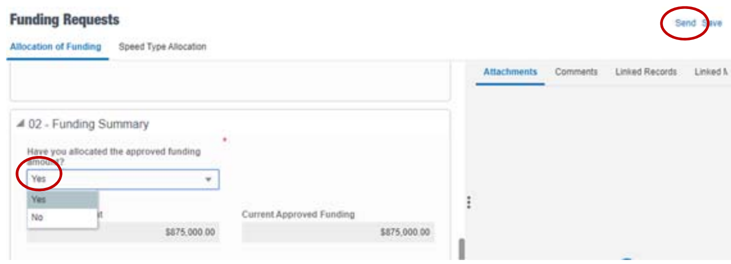


60. **Return** to the funding request by navigating to Project>Budget & Funding Management>Funding Request)
61. There is now a required response to "Have you allocated the approved funding amount?"

    Note: Do not proceed if you have not yet allocated the funds in "Cost Code Allocation".

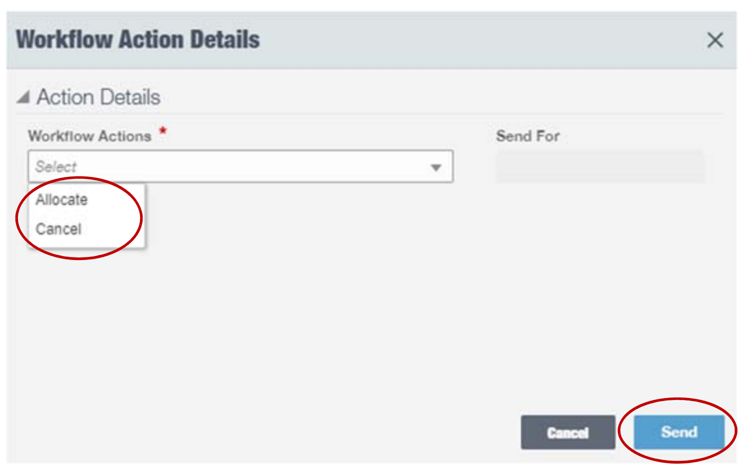


62. **Select** "Yes" if Cost Code Allocation is complete.
63. Note that "Allocated Amount" and "Current Approved Funding" are now populated. (values should match)
64. **Select** "Send".



65. In the Workflow Actions detail screen, **select** "Allocate" to finalize the funding request. This is a terminal step.
    a. Selecting "Cancel" negates the funding request and is also a terminal step.
66. **Select** "Send".

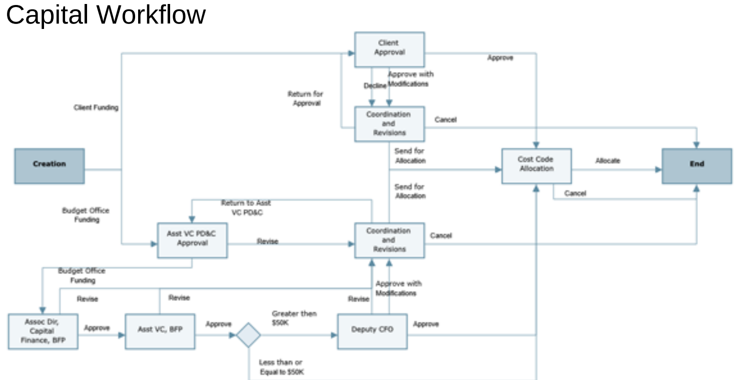
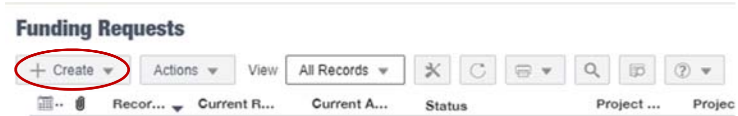
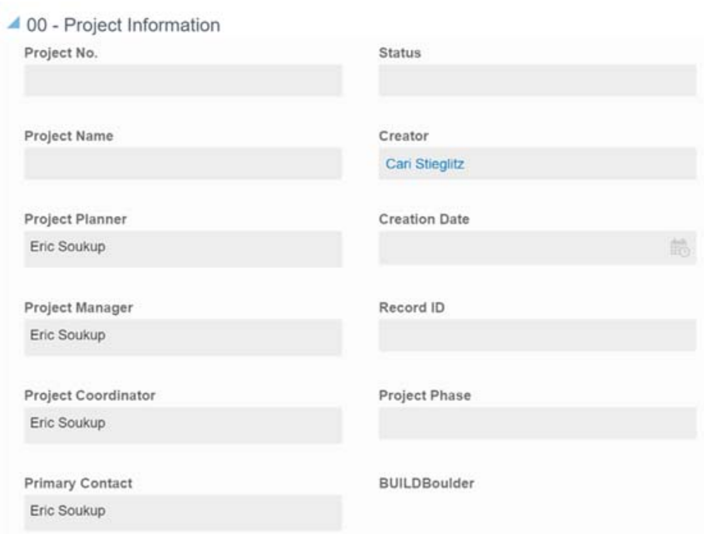
    Note: FM Accounting is copied.



END TASK

3.2.2 REQUESTING FUNDS FOR CAPITAL PROJECTS (UPDATED: 11/26/2019)

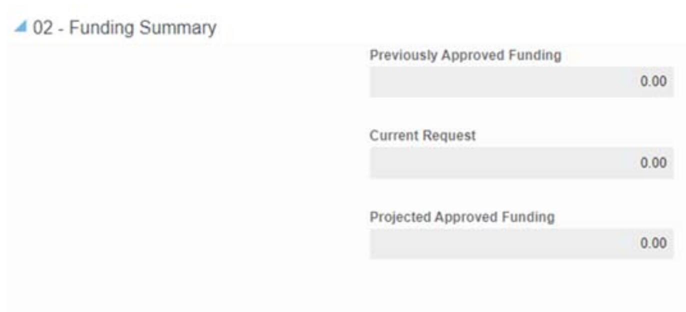
Goals	How to request funds and allocate them to the cost level.
Navigation	Project>Budget Funding Management>Funding Requests
Action By	Project Team
Pre-requisites	Feasibility Study is approved, and management has directed funding should be assigned to the project. NOTE: There is one funding request per one speedtype. If multiple speedtypes, repeat for each.
Related Files	3.2.1 Requesting Funds for Non-Capital Projects

Action By: Project Team	Example
1. **Navigate** to Project>Budget Funding Management>Funding Requests Note: Project Type; Capital or Non-Capital, is determined in the Request Application. Project workflow will follow the selected project type automatically. Forms and workflow will guide you through each step and what information is needed.	Capital Workflow 
2. **Select** “Create”.	
3. **Note** that greyed fields will auto-populate when the record is submitted to the workflow and red asterisked fields are required.	

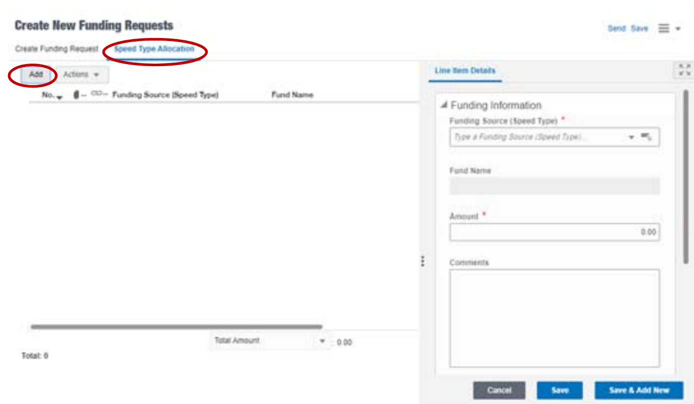
Action By: Project Team	Example

4. In 01 – Funding Information **enter** the following information:
   a. Brief Description: To show in reporting.
   b. Description: Enter description of the funding request.

5. **Note** the fields auto-populate when there is approved funding.
   a. Previously Approved Funding: All funding approved prior to current request.
   b. Current Request: Current requested amount.
   c. Projected Approved Funding: The total of previously approved funding and current request.



6. Next, **select** on the “Speed Type Allocation” tab to allocate the request in more detail to the Speed Type.
   a. If the Speed Type is not available, save your record as a draft in Unifier and navigate to the example template at: DC-FIN-FA-UNIFIER SPEED TYPE REQUEST.
   b. Use the attached email template to request the speed type from FM Accounting

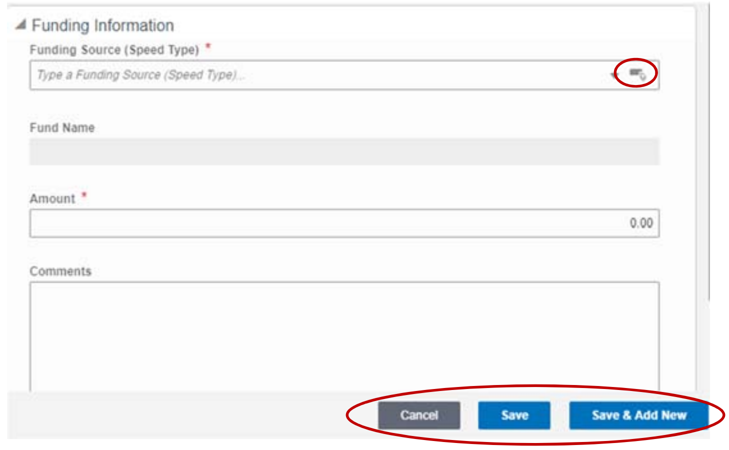


7. **Wait** to be notified that the speed type has been added, then log back into Unifier to finish your Unifier record.

8. **Select** “Add” to start allocating the funding source(s). Previously allocated funding sources can be found on the project funding sheet.

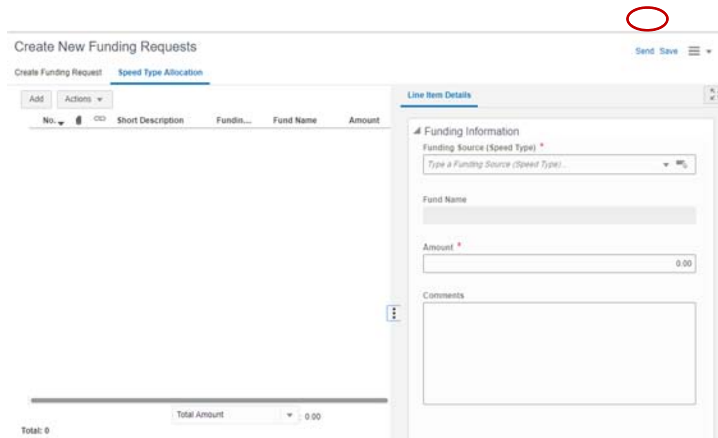
Action By: Project Team	Example

9. **Select** a Funding Source (Speed Type) from the drop-down options. You can also type in a number and the options will narrow down to the one you typed.
10. **Enter** the Amount of funding that will be charged to the selected speed type.
    a. Optionally, **add** Comments if, for example, may note other funding sources and amounts.
11. **Select** "Save" to enter the line item.

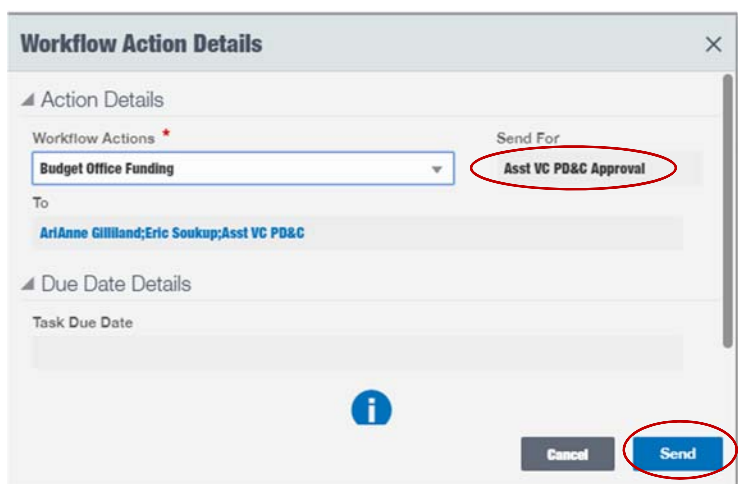


Note: Only one Speed Type Allocation (Funding Source) per Funding Request. If your project has more than one Funding Source, you must do a separate Funding Request for each Speed Type.

12. **Select** "Send" to open the Workflow Action Details screen.

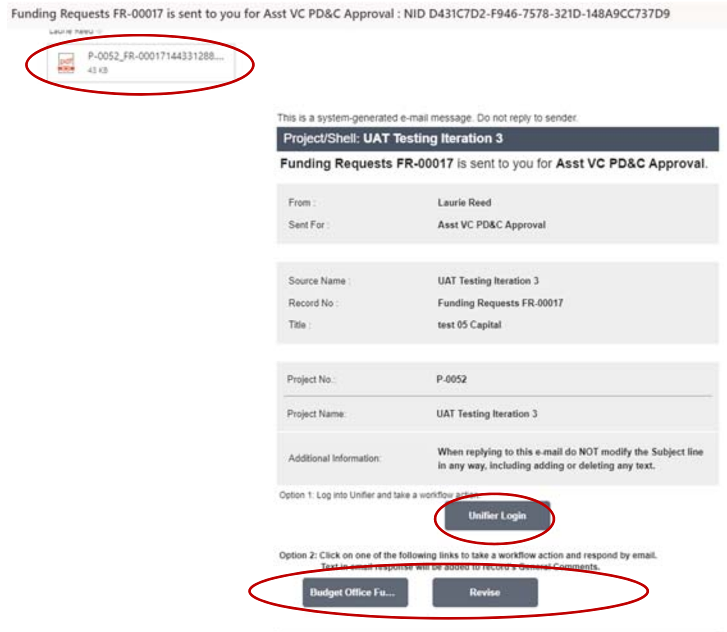


13. **Select** "Budget Office Funding".
    a. Optionally, select "Client Funding" and workflow will route to client and other approvers in following steps.
14. "To" field is auto populated to send for Asst. VC PD & C for approval
15. **Select** "Send"

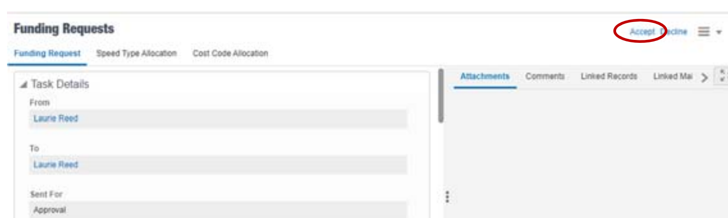


Action By: Project Team	Example

16. The request will be in the Asst. VC PD & C inbox, including a pdf of the request details. Asst. VC PD & C reviews pdf details.
17. The Asst. VC PD & C may approve via email by selecting one of the two options at the bottom, a reply email will be initiated. Asst. VC PD & C will indicate in their email any comment regarding their approval or requested modifications. The email response will be saved in the record's General Comments
    a. Selecting "Budget Office Funding" sends the request for Assoc Dir, Capital Finance, BFP
    b. Selecting "Revise" sends the request for Coordination and Revisions to make requested revisions and resubmit to Asst. VC PD & C.
    c. Coordination and Revisions will Cancel the request if instructed to do so by the Asst. VC PD & C. This is a terminal step for the request.
18. The Asst. VC PD & C may decide to log in to Unifier by selecting Unifier Login. The request task opens.

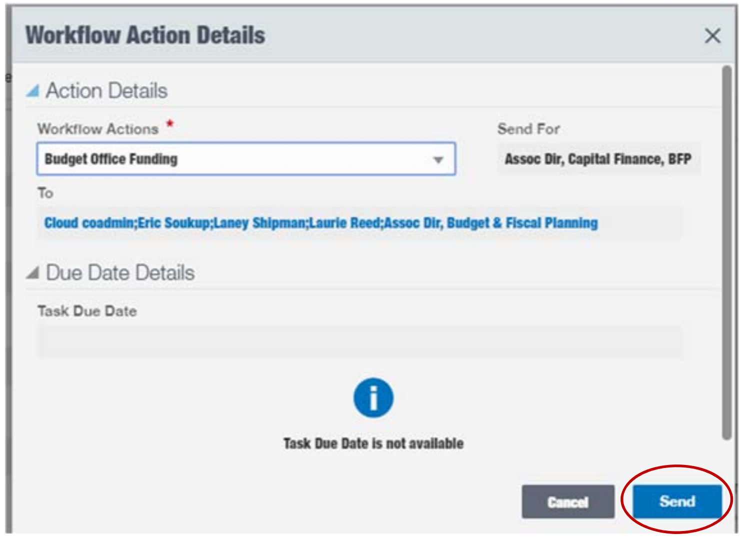


19. Asst. VC PD & C Accepts the task

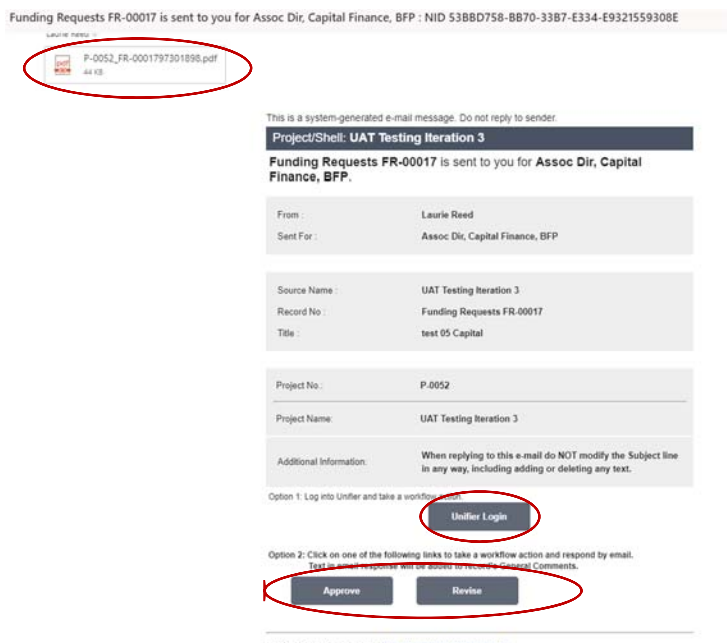


Action By: Project Team | **Example**

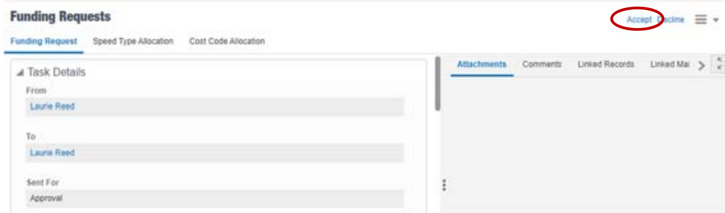
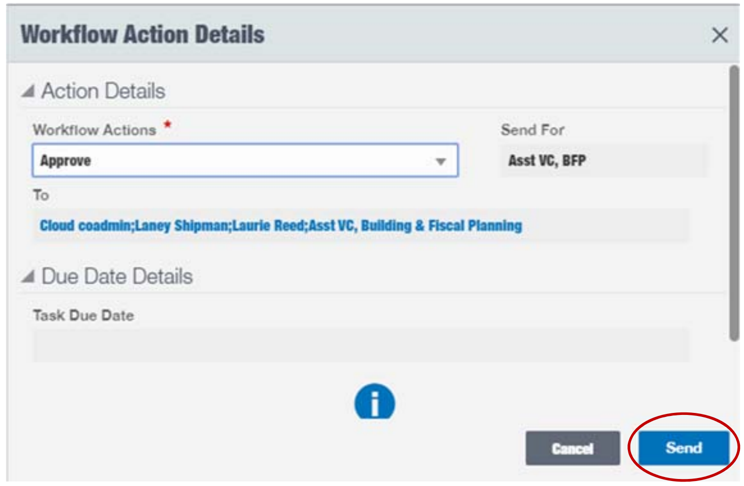
20. **Review** all details in Unifier.
    a. Selecting “Budget Office Funding” sends the request for Assoc Dir, Capital Finance, BFP
    b. Selecting “Revise” sends the request for Coordination and Revisions to make requested revisions and resubmit to Asst. VC PD & C.
    c. Coordination and Revisions will Cancel the request if instructed to do so by the Asst. VC PD & C. This is a terminal step for the request.
21. **Select** “Send”.



22. The request will be in the Assoc Dir, Capital Finance, BFP inbox, including a pdf of the request details. Assoc Dir, Capital Finance, BFP reviews pdf details.
23. The Assoc Dir, Capital Finance, BFP may approve via email by selecting one of the two options at the bottom, a reply email will be initiated. Asst. VC PD & C will indicate in their email any comment regarding their approval or requested modifications. The email response will be saved in the record’s General Comments
    a. Selecting “Approve” sends the request for Asst VC, BFP
    b. Selecting “Revise” sends the request for Coordination and Revisions to make requested revisions and resubmit to Asst. VC PD & C.
    c. Coordination and Revisions will Cancel the request if instructed to do so by the Assoc Dir, Capital Finance, BFP. This is a terminal step for the request.

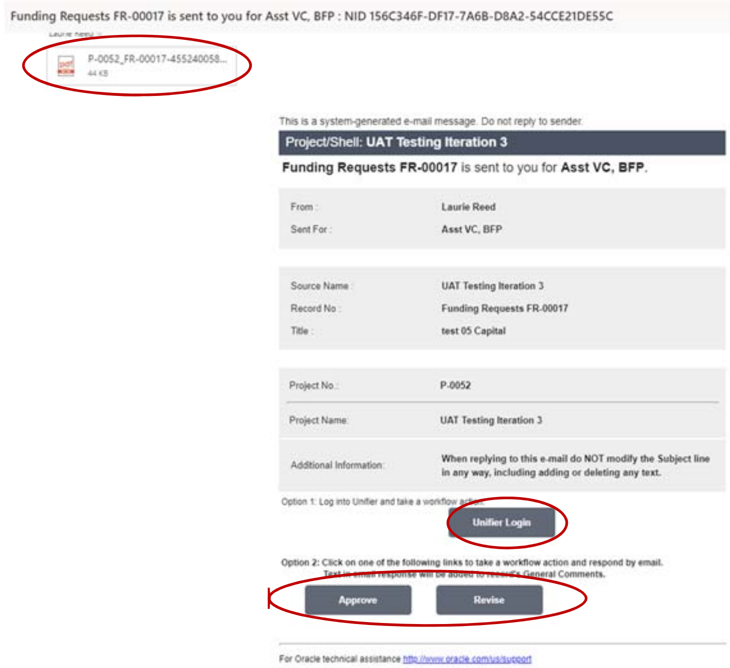


24. The Assoc Dir, Capital Finance, BFP may decide to log in to Unifier by selecting Unifier Login. The request task opens.

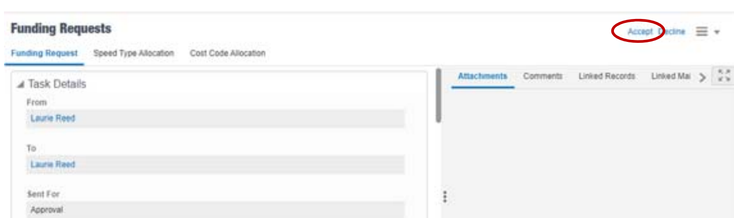
Action By: Project Team	Example
25. Assoc Dir, Capital Finance, BFP **accepts** the task	
26. **Review** all details in Unifier. a. Selecting "Approve" sends the request for Asst VC, BFP b. Selecting "Revise" sends the request for Coordination and Revisions to make requested revisions and resubmit to Asst. VC PD & C. c. Coordination and Revisions will Cancel the request if instructed to do so by the Assoc Dir, Capital Finance, BFP. This is a terminal step for the request. 27. **Select** "Send".	

Action By: Project Team	Example

28. The request will be in the Asst VC, BFP inbox, including a pdf of the request details. Asst VC, BFP reviews pdf details.

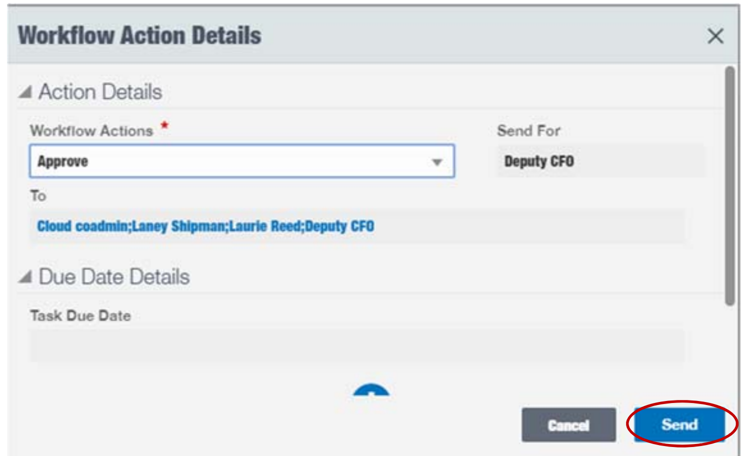


29. The Asst VC, BFP may approve via email by selecting one of the two options at the bottom, a reply email will be initiated. Asst. VC PD & C will indicate in their email any comment regarding their approval or requested modifications. The email response will be saved in the record's General Comments
    a. Selecting "Approve" sends the request for Deputy CFO, if the request is greater than $50K. If the request is less than or equal to $50K, the request will be sent for Cost Code Allocation.
    b. Selecting "Revise" sends the request for Coordination and Revisions to make requested revisions and resubmit to Asst. VC PD & C.
    c. Coordination and Revisions will Cancel the request if instructed to do so by the Asst VC, BFP. This is a terminal step for the request.
30. The Asst VC, BFP may decide to log in to Unifier by selecting Unifier Login. The request task opens.
31. Asst VC, BFP Accepts the task

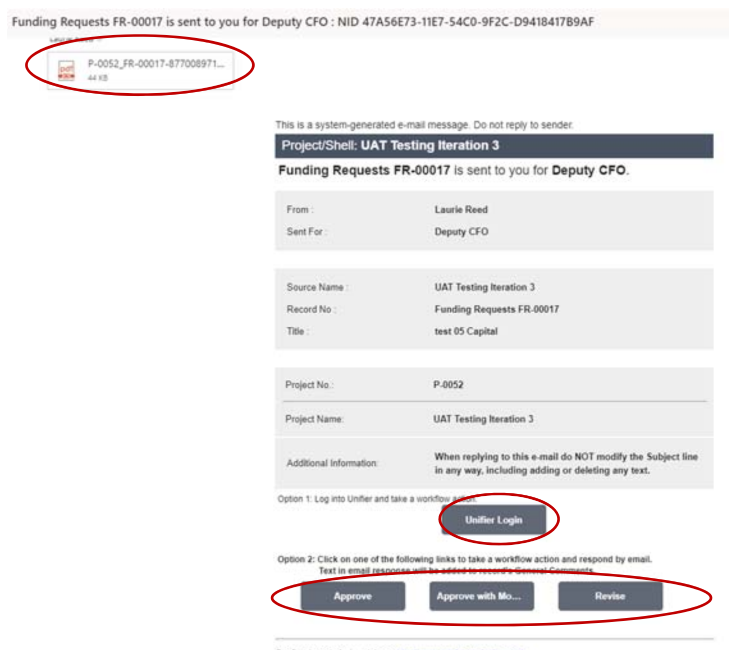


Action By: Project Team	Example

32. **Review** all details in Unifier.
    a. Selecting “Approve” sends the request for Deputy CFO, if the request is greater than $50K. If the request is less than or equal to $50K, the request will be sent for Cost Code Allocation.
    b. Selecting “Revise” sends the request for Coordination and Revisions to make requested revisions and resubmit to Asst. VC PD & C.
    c. Coordination and Revisions will Cancel the request if instructed to do so by the Asst VC, BFP. This is a terminal step for the request.
33. **Select** “Send”.



34. The request will be in the Deputy CFO inbox, including a pdf of the request details. Deputy CFO reviews pdf details.
35. The Deputy CFO may approve via email by selecting one of the three options at the bottom, a reply email will be initiated. Deputy CFO will indicate in their email any comment regarding their approval or requested modifications. The email response will be saved in the record’s General Comments
    a. Selecting “Approve” sends the request for Cost Code Allocation.
    b. Selecting “Approve with Modifications” sends the request for Coordination and Revisions to make requested revisions and resubmit to Asst. VC PD & C. Asst. VC PD & C will approve if the requested modifications were made correctly.



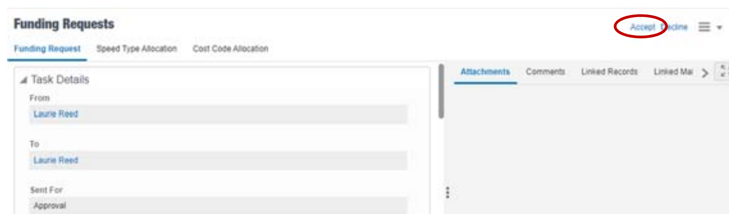
Action By: Project Team	Example

c. Coordination and Revisions will Cancel the request if instructed to do so by the Deputy CFO. This is a terminal step for the request.

d. Selecting “Revise” sends the request for Coordination and Revisions to make requested revisions and resubmit to Asst. VC PD & C.

36. The Deputy CFO may decide to log in to Unifier by selecting Unifier Login. The request task opens.

37. Deputy CFO **Accepts** the task



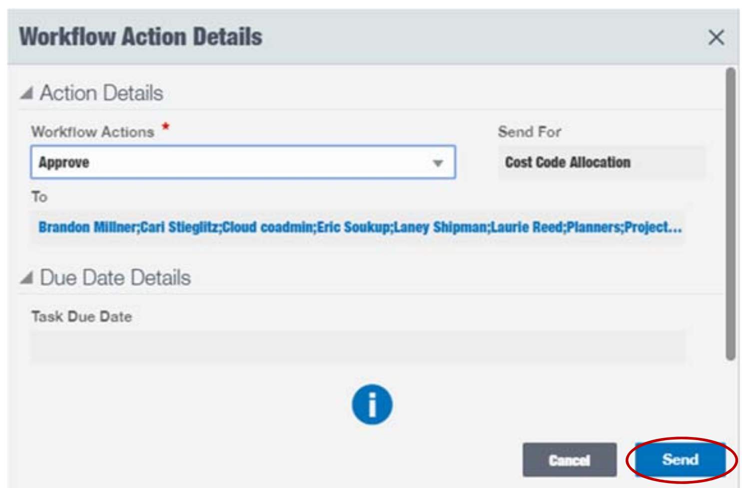
38. **Review** all details in Unifier.

a. Selecting “Approve” sends the request for Cost Code Allocation.

b. Selecting “Approve with Modifications” sends the request for Coordination and Revisions to make requested revisions and resubmit to Asst. VC PD & C. Asst. VC PD & C will approve if the requested modifications were made correctly.

c. Coordination and Revisions will Cancel the request if instructed to do so by the Deputy CFO. This is a terminal step for the request.

d. Selecting “Revise” sends the request for Coordination and Revisions to make requested revisions and resubmit to Asst. VC PD & C.



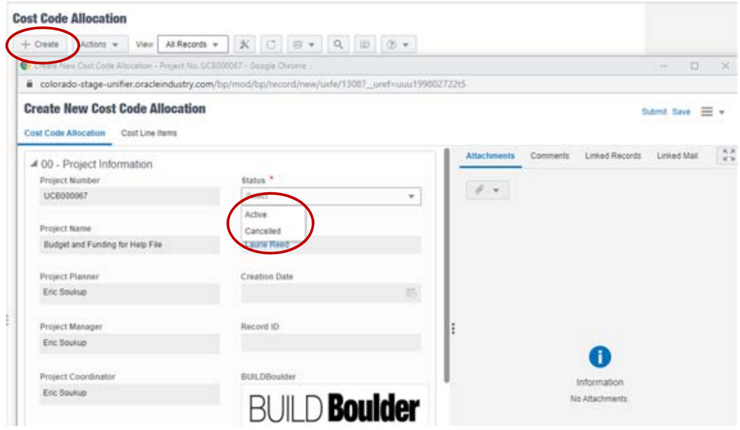
39. **Select** “Send”.

Action By: Project Team	Example

Note: In Capital Funding Requests there are several approval steps necessary before a request may reach the “Send for Allocation” step.

Note: After a funding request is approved and before cost code allocation of that funding, FM Accounting needs to add funding to the company level in Unifier (where project funding across all projects is tracked). In order to accommodate this need, the creator of the funding request will need request that this be done by FM Accounting.

See directions in Meridian at: DC-WM-UNI-FUNDING REQUEST-ADDING FUNDING TO COMPANY LEVEL.docx



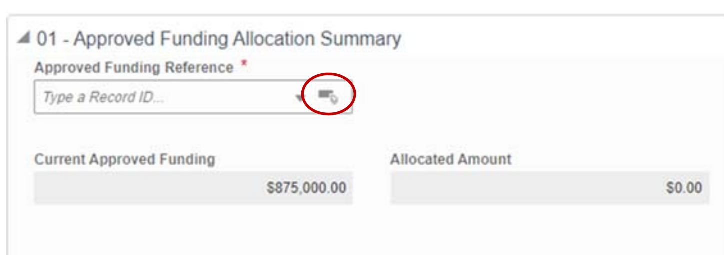
40. When the request is approved and reaches the Cost Code Allocation step, create a Cost Code Allocation record.
41. **Navigate** to Project>Budget Funding Management>Cost Code Allocation
42. **Open** existing Cost Code Allocation and **select** “Edit”.
43. **Confirm** “Active” is the Status in this step.

    Note: A Status of “Cancelled” is rarely used and typically performed by the Project Admin for a special instance.

44. Greyed fields will be auto populated.

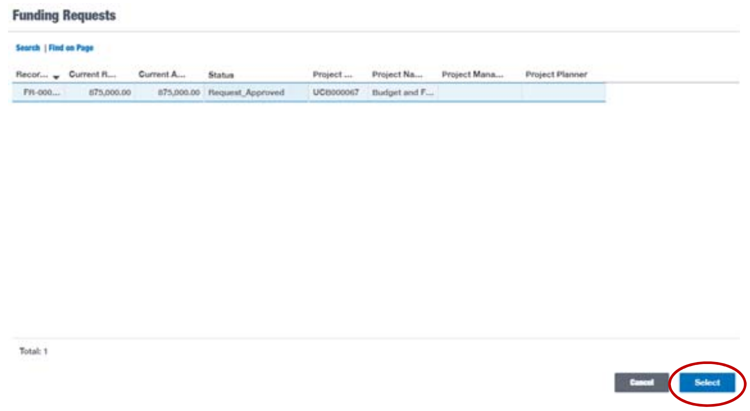
    Note: “Create” is only used for the first Funding Request. Cost Code Allocations for following Funding Requests are performed by accessing and opening the existing record.

45. **Locate** the Funding Request by opening the picker box or typing the Record ID.
    a. Current Approved Funding auto-populates.



Action By: Project Team	Example

46. **Highlight** the Funding Request then "Select", or double select on the Funding Request.



NOTE: Special consideration when processing multiple Funding Requests that reach the Cost Code Allocation step at the same time:

System will validate that the allocated amount equals the current approved funding, which will include multiple requests in this scenario; allocation only needs to be completed once; Example:

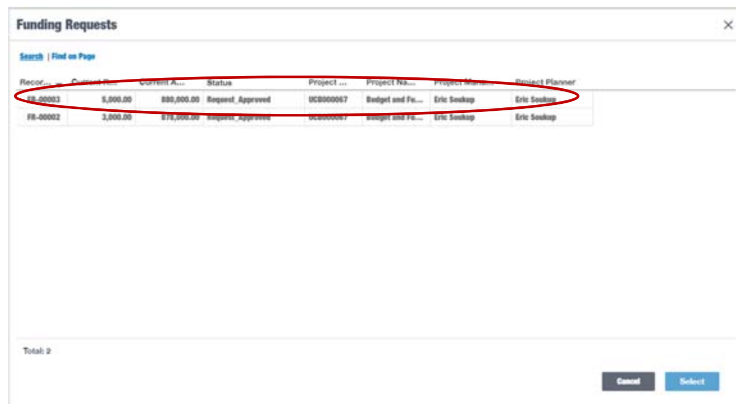
FR-00002 is submitted and approved for $3,000 reaching the Cost Code Allocation step

FR-00003 is submitted and approved for $5,000 as well before the user can complete the Cost Code Allocation step for FR-00002

User creates the Cost Code Allocation record and allocates $8,000 referencing the most recent Funding Request (although system validates against full current funding amount regardless of which record is selected)

User completes Cost Code Allocation step for both FR-00002 and FR-00003

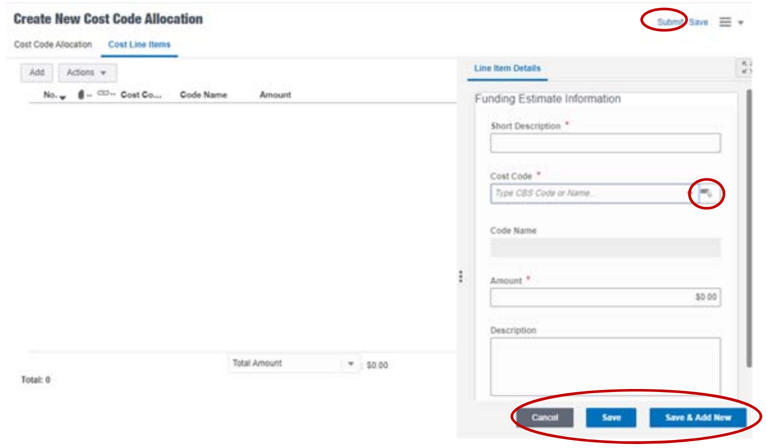
If a user needs to reallocate Funding (no increase/decrease to funding), they may do so without a Funding Request but will be restricted to the current approved funding amount and will not be able to reduce funding amounts below committed amounts for cost codes with commits

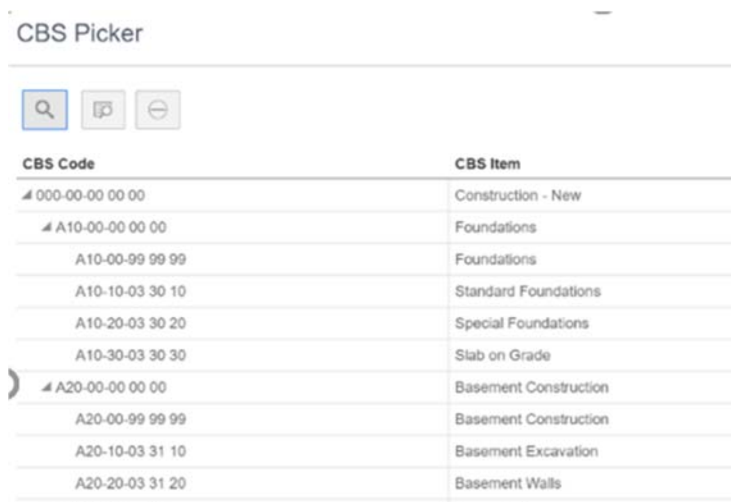


Action By: Project Team | **Example**

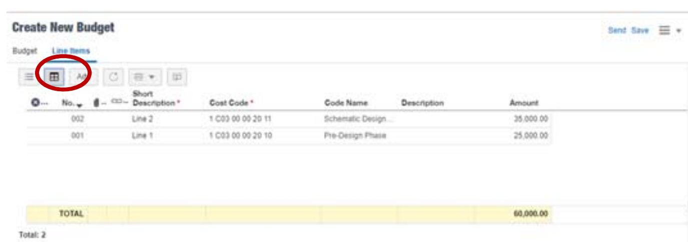
47. **Open** “Cost Line Items” and **select** “Add”.
    a. Note red asterisked fields are required.
48. **Select** a Cost Code by typing the CBS Code or Name, or by selecting from the CBS Picker.
49. **Select** “Save” to save the current entry.
50. **Select** “Save & Add New” to save the current entry and add another Cost Line Item.
51. **Select** “Cancel” to cancel the current entry.
52. **Select** “Submit”.

Note: Cost allocations cannot exceed current approved funding.

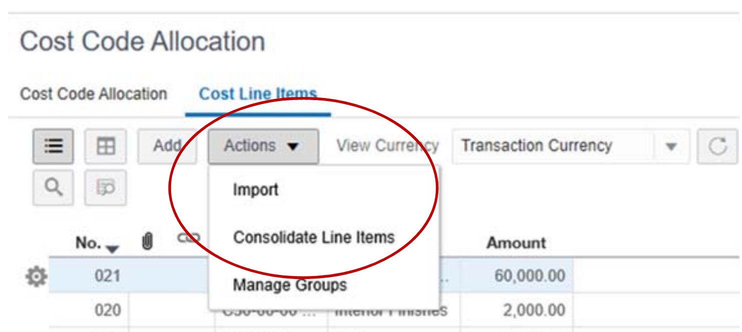




53. Using the Grid View is a quick method for updating existing line items.



54. Optionally, **select** “Consolidate Line Items: from the Actions drop-down menu.
    a. A new window opens.

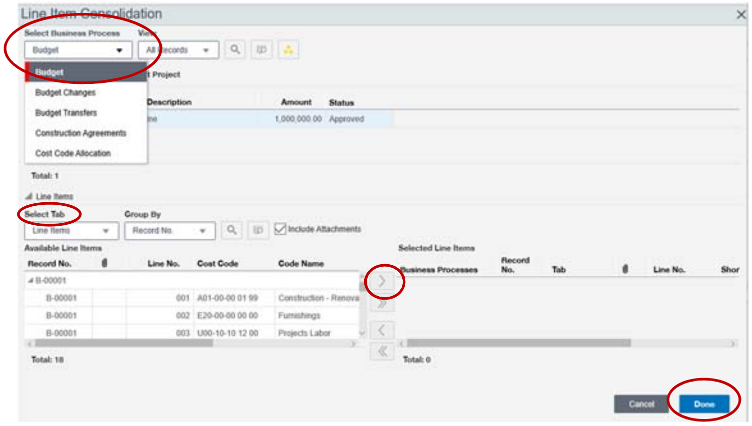


BUILD Boulder

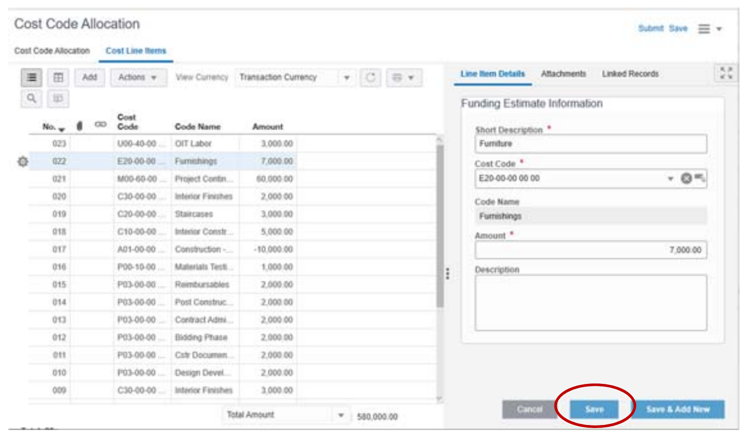
Action By: Project Team	Example

55. **Select** the Business Process from the drop-down menu
56. **Select** "Line Items" from the "Select Tab"
57. **Highlight** the desired line and select the > symbol

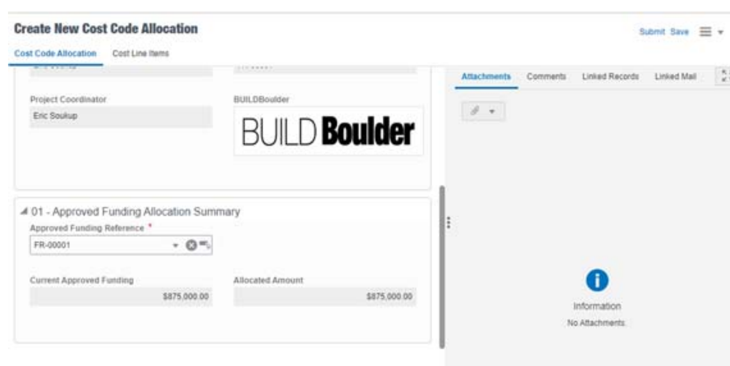
    Note: Multiple lines may be chosen by using your Ctrl key and highlighting all the rows you want to bring over.
58. **Select** "Done"



59. **Note** Cost Line Items added via consolidation, plus all previously allocated Cost Codes, are now visible.
60. **Edit** the Cost Line Items so that "Total Amount" equals "Current Approved Funding" in the "Cost Code Allocation" tab.
61. **Select** "Save" after each edit is made.



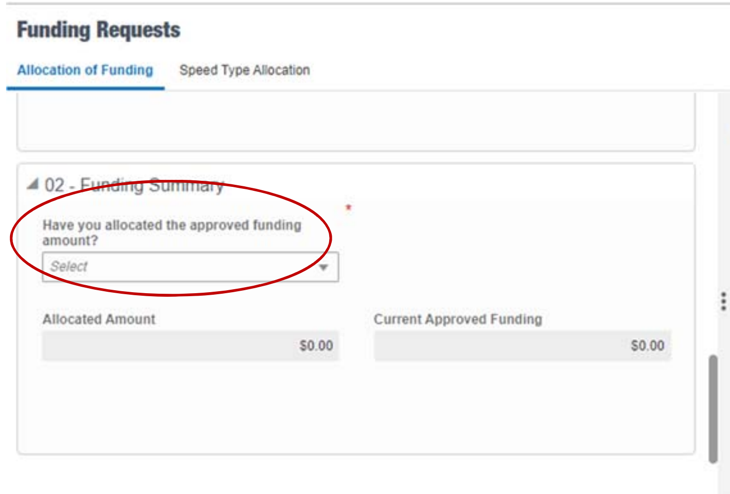
62. **Note** "Allocated Amount" is populated.
63. **Select** "Submit". There is no workflow to Cost Code Allocation. The allocation is complete when submitted.



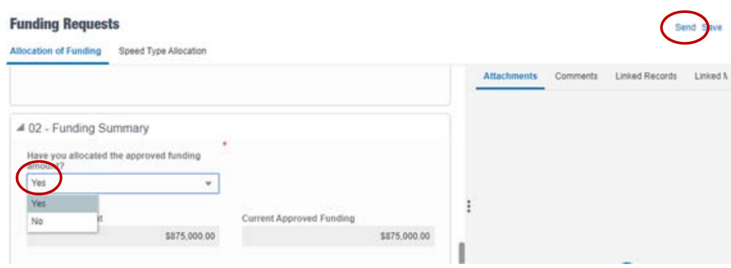
Action By: Project Team	Example

64. **Return** to, open and Accept the Funding Request.
65. There is now a required response to "Have you allocated the approved funding amount?"

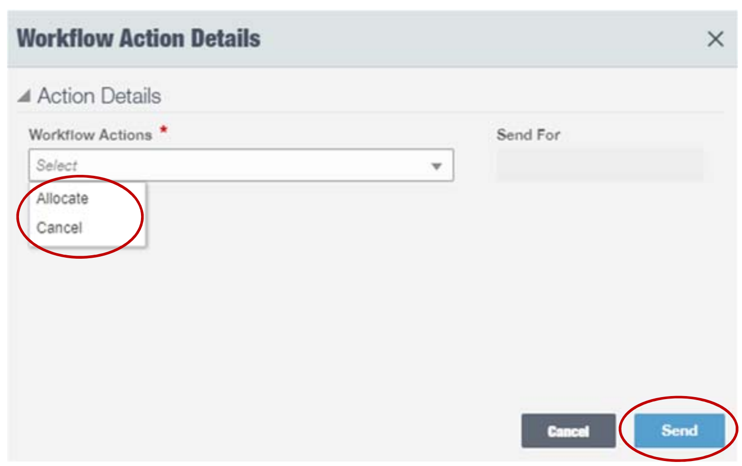
    Note: Do not proceed if you have not yet allocated the funds in "Cost Code Allocation".



66. **Select** "Yes" if Cost Code Allocation is complete.
67. **Note** "Allocated Amount" and "Current Approved Funding" are now populated and numbers should match.
68. **Select** "Send" to open the Workflow Action Details screen.



69. **Select** "Allocate" to finalize the funding request. This is a terminal step.
    a. Optionally, select "Cancel" to negate the funding request and restart the process (it is a terminal step).
70. **Select** "Send".



END TASK

3.2.3 CREATING AND MANAGING A BUDGET (UPDATED: 03/11/2020)

Goals	How to create and update a budget.
Navigation	Project>Budget Funding Management>Budget
Action By	Project Team
Pre-requisites	Approved Funding
Related Files	3.2.1 Requesting Funds for Non-Capital Projects 3.2.2 Requesting Funds for Capital Projects

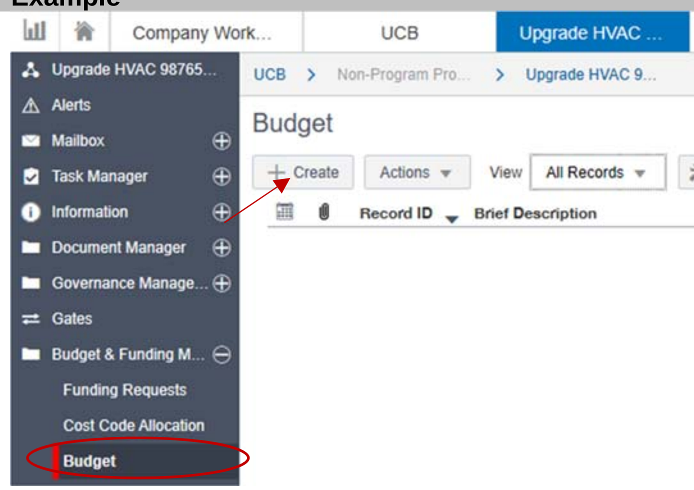
Action By: Project Team | **Example**

1. **Navigate** to Project>Budget Funding Management>Budget.

   Note that budget prior to schematic design is considered a working budget. The budget can be formally baselined at Schematic Design approval.

   Note: If a working budget exists, a new budget cannot be created. If an update is needed (prior to baseline budget), the change is made in the existing record.

   Note: Leave the budget in "Hold for Updates" Don't accept the task until you are going to do an update.



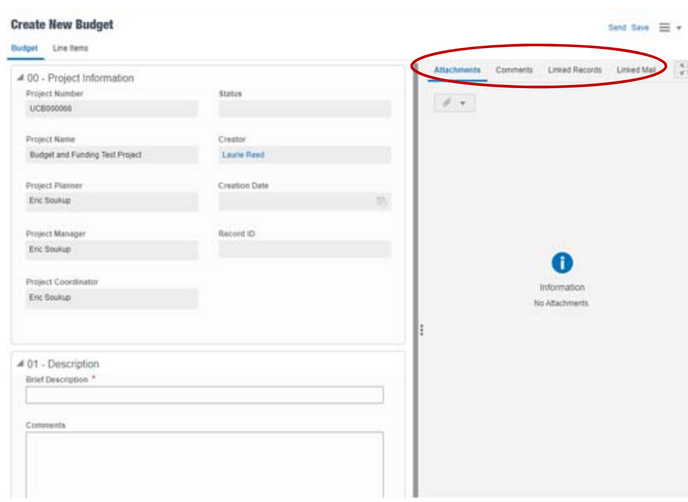
2. **Select** Create and note:

   a. Project Information fields auto-populate.

   b. Red asterisked fields are required.

3. **Enter** "Brief Description" to identify type of budget, for example: Working Project Budget, Concept Phase Budget, Schematic Design Budget – Baseline, etc.

4. **Add** any Attachments, Comments or Linked Records.

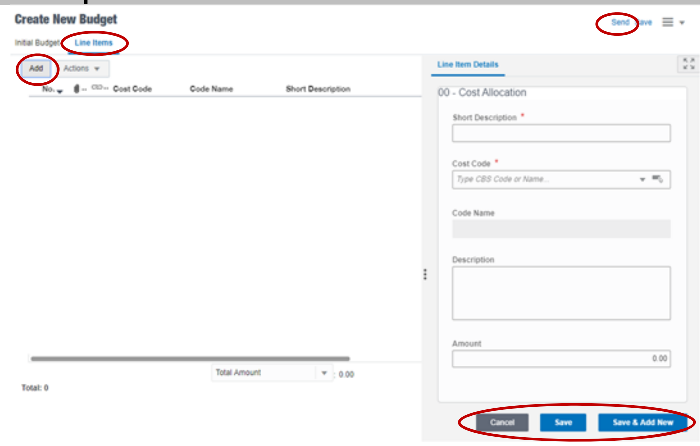


Action By: Project Team	Example

5. **Select** “Line Items” tab
6. **Select** “Add” to open Line Item Details.
7. Begin adding line items to your budget.

   Note: Short Description can be same text as cost code name or can be more specific.

   a. Red asterisked fields are required.

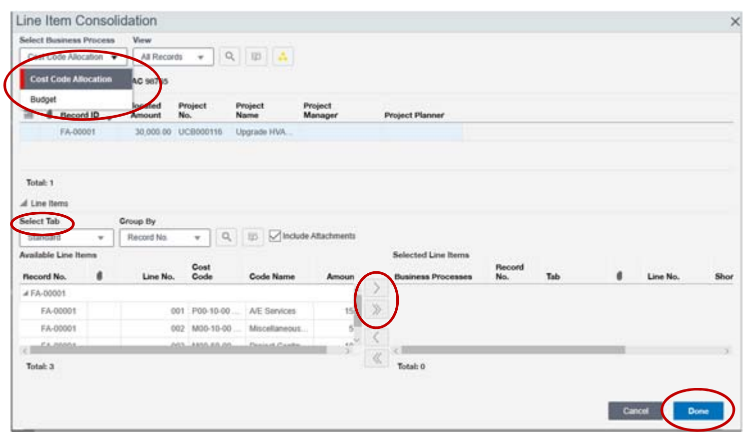


8. **Select** “Cancel” to cancel current entry, “Save” to save current entry, or “Save & Add” New to save current entry and add another.
9. Optionally, **import** your line items from a funding request you have previously created.
10. **Select** “Actions>Consolidate Line Items”.

11. A new window opens.
12. **Select** the Business Process from the drop-down menu. In this case it will be Cost Code Allocation which was completed as part of the funding steps.
13. **Select** “Standard” from the “Select Tab”
14. **Highlight** the desired line and select the > symbol

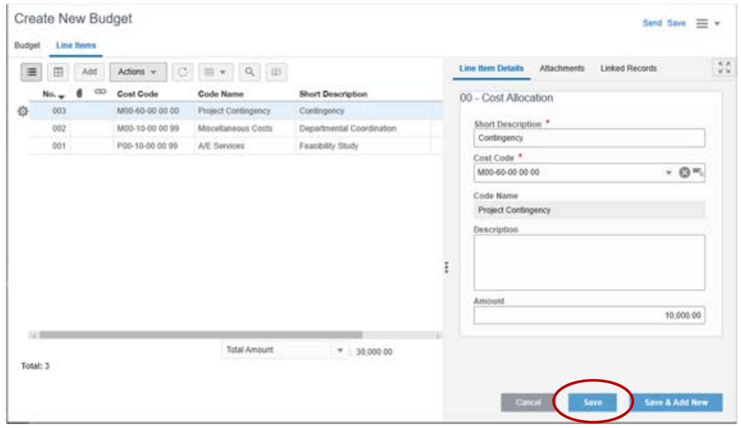
    Note: Selecting >> will bring over all lines.

    Note: Multiple lines may be chosen by using your Ctrl key and highlighting all the rows you want to bring over.
15. **Select** “Done”

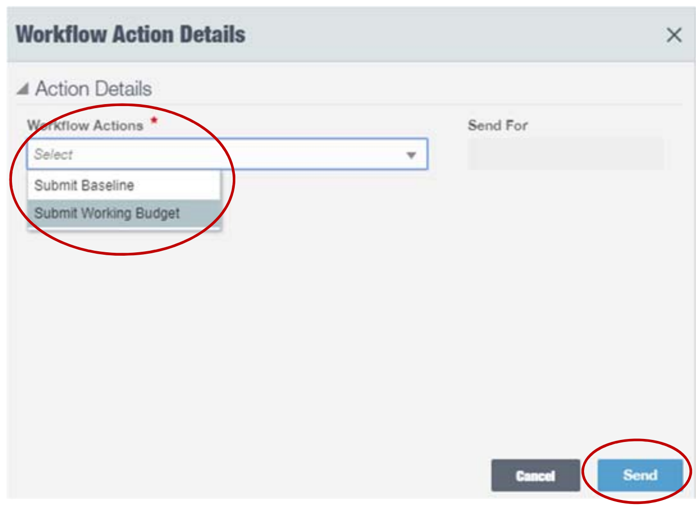


Action By: Project Team	Example

16. Cost Line Items added via consolidation are now visible.
17. **Edit** the Cost Line Items if needed.
18. **Select** "Save" after each edit is made.



19. **Select** Submit Working Budget sends the budget for Hold for Updates. This step is for any budget prior to baseline at SD approval.
20. **Select** Submit Working Budget if the budget will change prior to submitting the baseline budget. This can be done as often as needed, prior to establishing the baseline budget.
21. **Select** Submit Baseline sets the baseline budget. This option is only available at a project level (not program level or feasibility). This is a terminal step for the Initial Budget. If further changes are needed See "Budget Change" and "Budget Transfer".
22. **Select** "Send".
23. **Wait** until the Budget is ready for baseline. (See 3.2.4 Baselining the Budget)

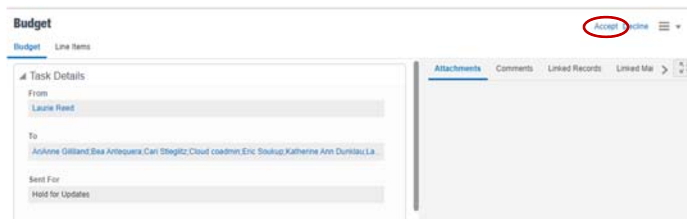


END TASK

3.2.4 BASELINING THE BUDGET (UPDATED: 02/18/2020)

Goals	How to baseline a budget and begin using Budget Transfers and Budget changes.
Navigation	Project>Budget Funding Management>Budget
Action By	Project Team
Pre-requisites	Budget is created and design is approved as final.
Related Files	3.2.3 Creating and Managing a Budget

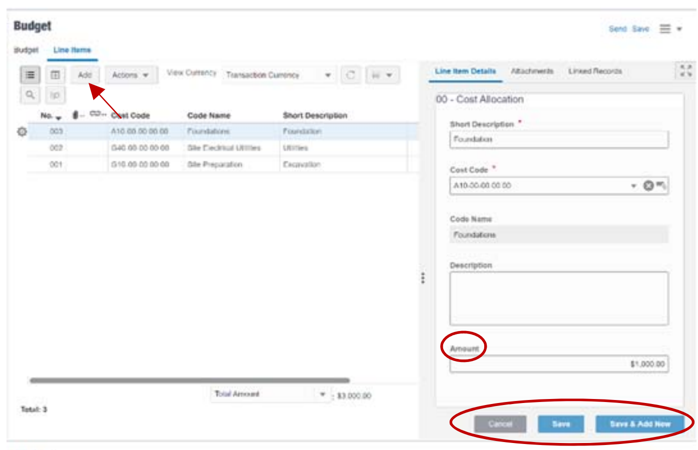
1. **Locate** the existing budget record in Tasks, **open** and **select** “Accept”.



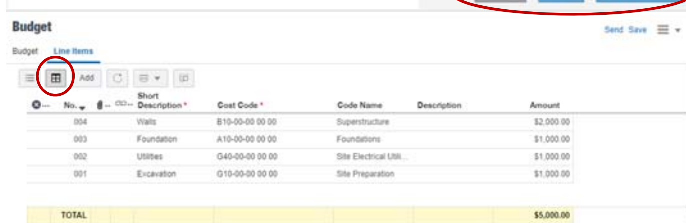
2. **Update** previously entered data as needed on the Initial Budget and Line Items tabs. Additional line items may be added if needed.

   Note: Updates to an existing working budget are made in the existing record.

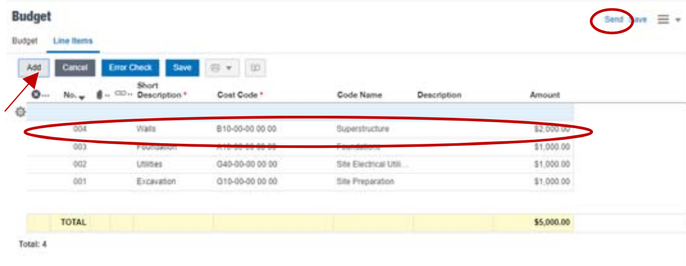
3. “Amount” updates to existing line items can be done in the “00 – Cost Allocation” pane.
4. Additional line items can be added by **selecting** “Add” as done previously.
5. **Select** “Cancel” to cancel current entry, “Save” to save current entry, or “Save & Add” New to save current entry and add another.
6. **Select** “Send”.



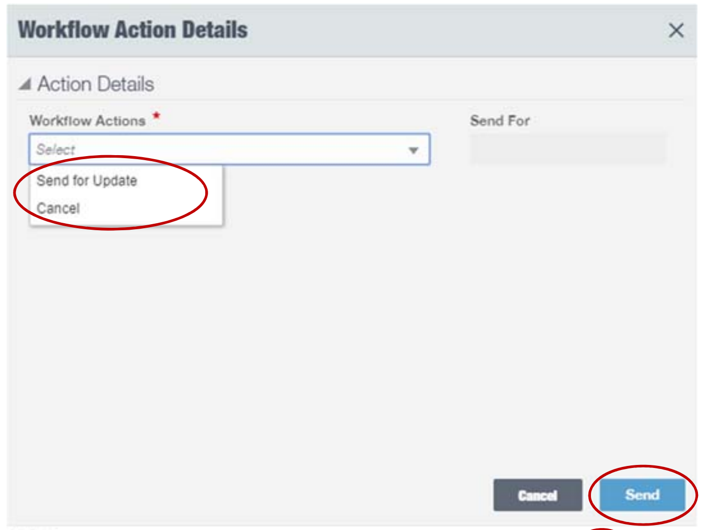
7. Optionally, changes to line items may be done in the grid view by selecting the grid view icon



8. Changes to existing line items are done by **double-**clicking in the field you want to change.
9. Additional lines may be added by **selecting** "Add". **Double-click** in each field of the new line to add the required data.
10. **Select** "Cancel" to cancel current entry, "Save" to save current entry.
11. **Select** "Send".

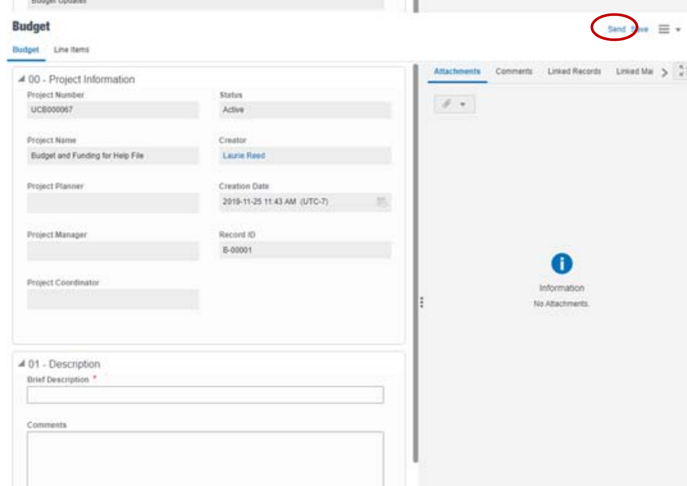


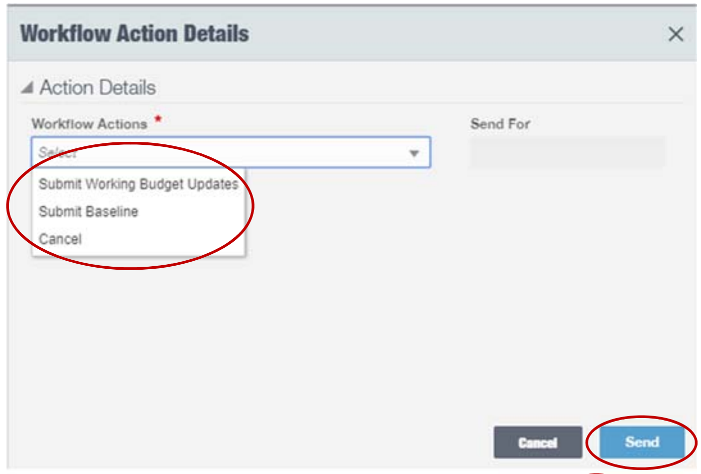
12. **Select** "Send for Update" to update the working budget.
13. **Select** "Cancel" to cancel the budget. This is a terminal step for the project budget.
14. **Select** "Send".



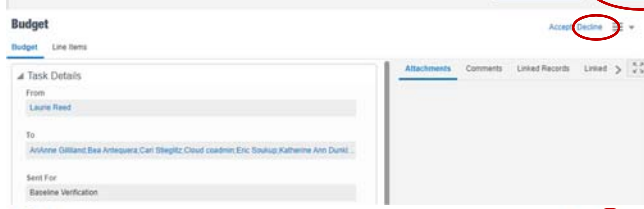
15. **Locate** the record in Tasks, **open** and **select** "Accept".

16. **Enter** a new "Brief Description regarding this update.
17. **Update** previously entered data as needed in the Line Items tabs. Additional line items may be added if needed.
18. **Select** "Send".

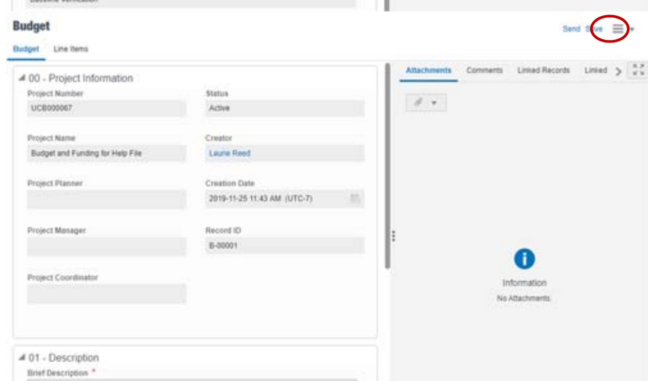




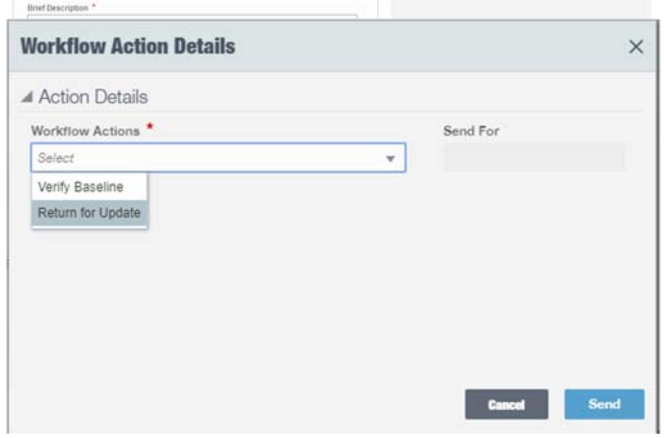
19. **Select** "Submit Working Budget Updates" to send for "Hold for Updates".
20. **Select** "Submit Baseline" to send for "Baseline Verification". See Baseline Budget below.
21. **Select** "Cancel" to cancel the budget. This is a terminal step for the project budget.
22. **Select** "Send".
23. **Wait** until the budget needs to be updated.



24. **Locate** the record in Tasks, **open** and **select** "Accept".



25. **Review** the budget and make any needed changes to Line Items.
26. **Select** "Send" to open the Workflow Action Details screen.



27. If you are ready to formally baseline the budget, **select** "Verify Baseline" to set the baseline budget. This is a terminal step to the "1 – Working or Baseline Budget" workflow.
    a. Optionally, **select** "Return for Update" to keep informally updating.

    Note: Baselining the budget normally occurs after design is approved but must be completed by the end of schematic design. To make changes after baseline, use the Budget Change or Budget Transfer business processes.
28. **Select** "Send".

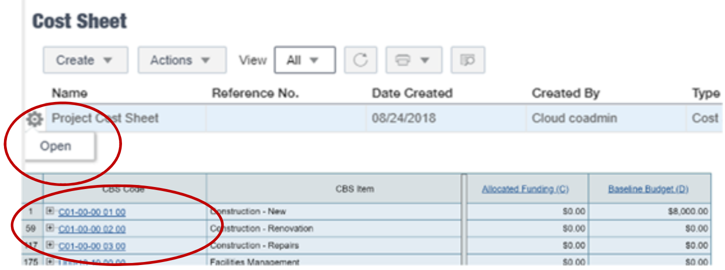
END TASK

3.2.5 VIEWING THE COST BREAKDOWN STRUCTURE AND COST SHEET (UPDATED 02/18/2020)

Goals	How to view the cost breakdown structure and the cost sheet.
Navigation	Project>Budget Funding Management>Cost Sheet
Action By	Project Team
Pre-requisites	Approved Funding.
Related Files	None.

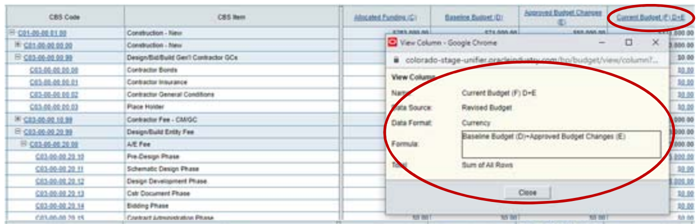
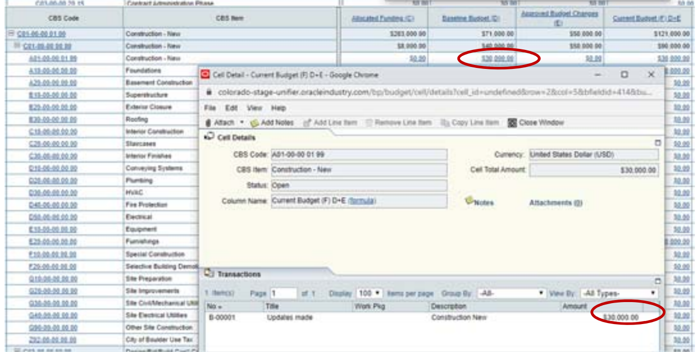
Action By: Project Team | **Example**

1. **Navigate** to Project>Budget Funding Management>Cost Sheet



2. **Select** “Open” or double-click on the Name
3. **Note** the following:
   a. All Cost Codes and the names allocated will appear.
   b. Base Cost Codes appear upon opening.
   c. Value at the base cost code a sum of the sub-cost codes.
   d. Clicking on the plus (+) symbol expands the field to show all cost codes under the base cost code.
   e. Clicking on the minus (-) symbol will collapse the field.

   f. Cost items are displayed across the top bar of the Cost Sheet. Values for each column are populated by project business processes.

Action By: Project Team	Example
4. **Select** a link of the column name to open a window displaying column details, including the formula for value calculations.	
5. **Select** the value link to expand cost code opens a window displaying all the business processes that equal the value of the cost code.	
6. **Note** the example of the cost code structure and that base cost codes can be expanded to drill down further into the cost code.	

CBS Code	CBS Item
C01-00-00 01 00	Construction - New
C01-00-00 00 00	Construction - New
C03-00-00 00 99	Design/Bid/Build Gen'l Contractor GCs
C03-00-00 00 00	Contractor Bonds
C03-00-00 00 01	Contractor Insurance
C03-00-00 00 02	Contractor General Conditions
C03-00-00 00 03	Place Holder
C03-00-00 10 99	Contractor Fee - CM/GC
C03-00-00 20 99	Design/Build Entity Fee
C03-00-00 20 00	A/E Fee
C03-00-00 20 10	Pre-Design Phase
C03-00-00 20 11	Schematic Design Phase
C03-00-00 20 12	Design Development Phase
C03-00-00 20 13	Cstr Document Phase
C03-00-00 20 14	Bidding Phase
C03-00-00 20 15	Contract Administration Phase
C03-00-00 20 16	Post Construction Phase
C03-00-00 20 17	Reimbursables
C03-00-00 20 16	D/B Fee
C04-00-00 00 00	Place Holder
C05-00-00 00 00	Place Holder
C01-00-00 02 00	Construction - Renovation

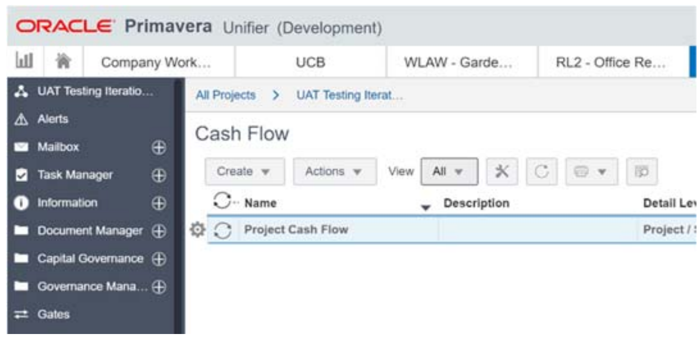
END TASK

3.2.6 VIEWING CASH FLOW (UPDATED: 10/24/2019)

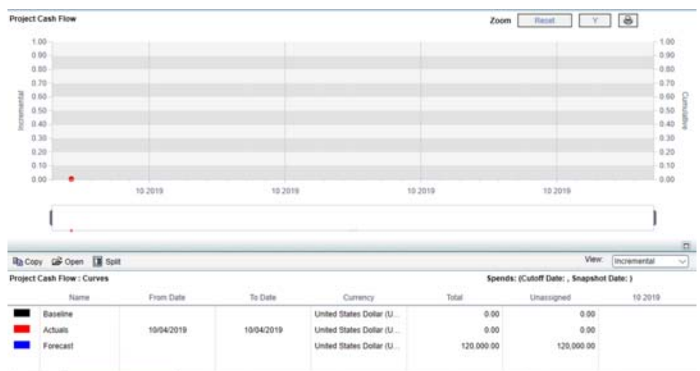
Goals How to view the cash flow. (Capital)
Navigation Project>Budget Funding Management>Cash Flow
Action By Project Team
Pre-requisites None.
Related Files None.

Action By: Project Team	Example

1. **Navigate** to Project>Budget Funding Management>Cash Flow.
2. **Note** that a default cash flow is created.



3. **Double-click** to open Project Cash Flow.
4. **Note** that the schedule dates create the cash flow start and end.
5. **Returns** to cash flow as project progresses to see recalculations based on actuals.



6. **Closes** cash flow.

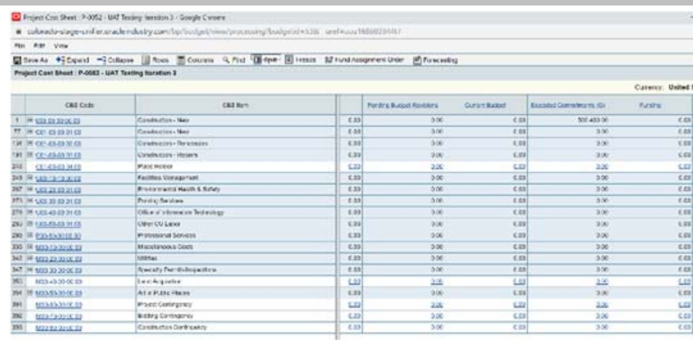
END TASK

3.2.7 REQUESTING CHANGES TO FUNDS (UPDATED: 11/26/2019)

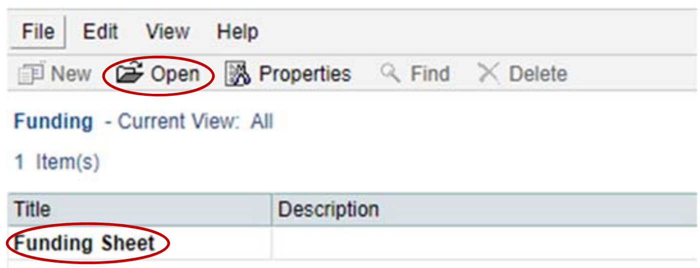
Goals	How to request changes to funds and reallocate them to the cost code breakdown.
Navigation	Project>Budget Funding Management>Cost Sheet & Funding Sheet
Action By	Project Team
Pre-requisites	Approved funding
Related Files	3.2.1 Requesting Funds for Non-Capital Projects 3.2.2 Requesting Funds for Capital Projects

Action By: Project Team	Example

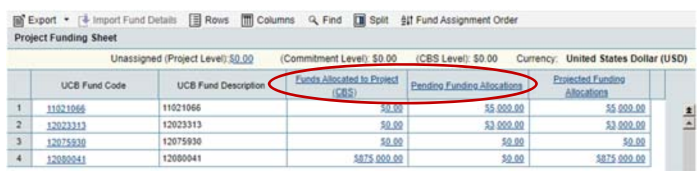
1. **Navigate** to Project>Budget Funding Management>Cost Sheet and reviews the budget to funding numbers.
2. **Notes** gaps and determines more information is needed.



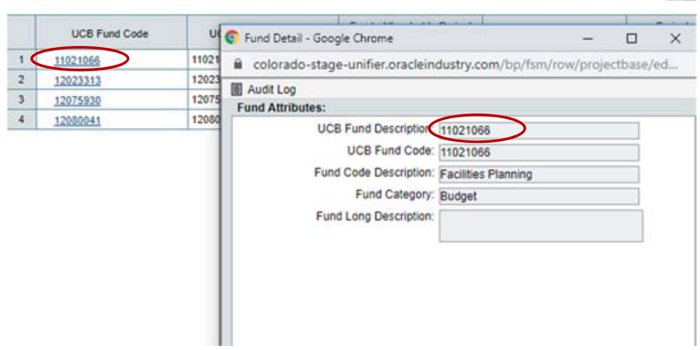
3. **Navigate** to Project>Budget Funding Management>Funding Sheet to find out more detail on current funding situation.
4. **Open** the Funding Sheet by clicking "Open" or double clicking on "Funding Sheet".

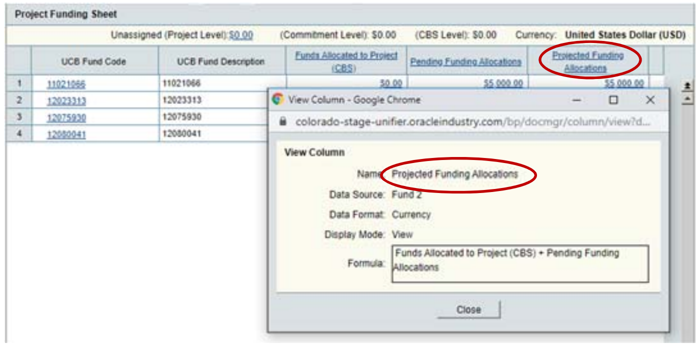


5. **Note** all allocated and pending funding is displayed



6. **Clicking** on a "UCB Fund Code" opens a window displaying fund attributes.

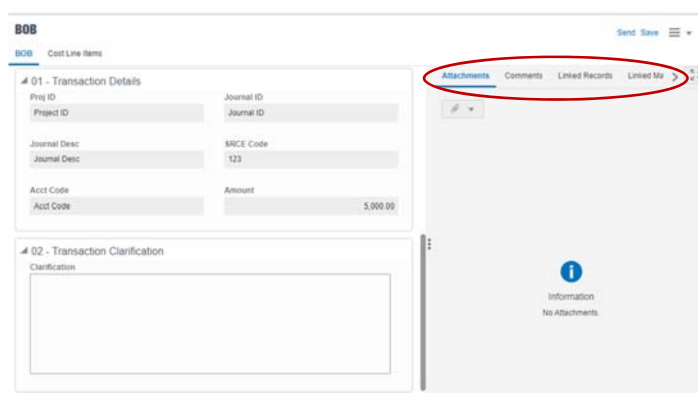


Action By: Project Team	Example
7. **Clicking** on a column title opens a window displaying column attributes.	
8. If more funding needed, **completes** additional funding requests. (See help files 3.2.1 Requesting Funds for Non-Capital Projects or 3.2.2 Requesting Funds for Capital Projects)	

END TASK

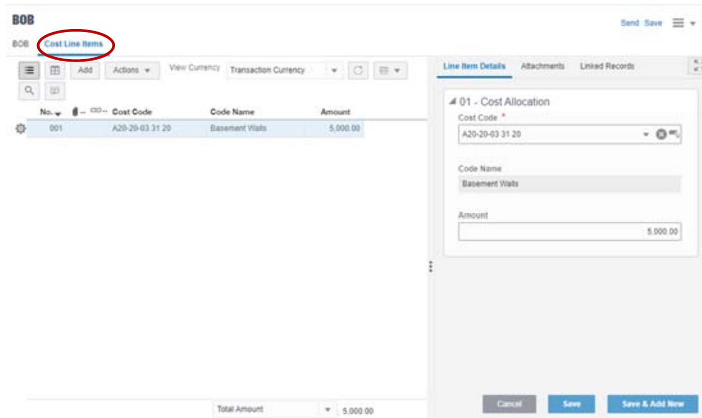
3.2.8 VIEWING BOB (ACTUALS) IN UNIFIER (UPDATED: 4/9/2020)

Goals	How to view and update BOB (actuals) for the project. BOB brings in actuals from PeopleSoft for allocation to the cost sheet.
Navigation	Project>Budget & Funding Management>BOB
Action By	FM Accounting / Project Manager (PM) / Planner
Pre-requisites	Notification of a new BOB record.
Related Files	None.

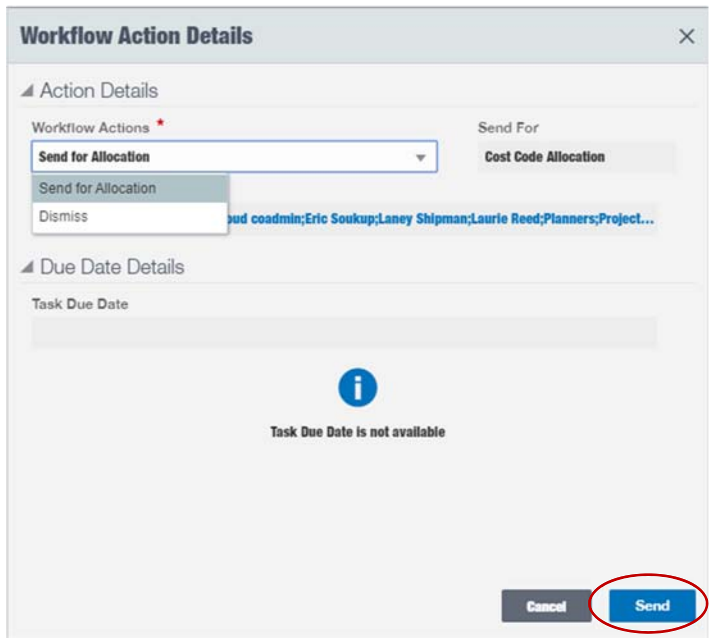
Action By: FM Accounting	Example
1. **Receive** notification of a new BOB record. Note: Any actuals allocated to Parking or OIT will automatically appear without a task. Actuals that need allocation will come in as a miscellaneous cost and will need to be allocated by the project team.	
2. **Navigate** to Project>Budget & Funding Management>BOB a. Optionally, **locate** the record in their Tasks, 3. **Open** and **accept** the task.	
4. **Review** the data. Transaction details will be populated via the integration process. These cannot be edited. 5. **Add** Transaction Clarification as needed a. Optionally, **add** Notes, Attachment, Comments, etc. as needed.	

Action By: FM Accounting	Example

6. **Review** Cost Allocation allocated to miscellaneous. This will be updated by the project team in the next step.
7. **Select** "Send" to open the Workflow Action details screen.

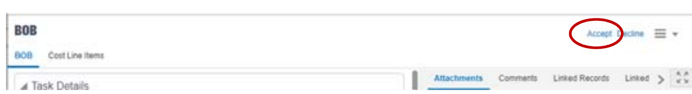


8. **Select** "Send for Allocation" to send the record to the PM, or Planner for Cost Code Allocation.
    a. Optionally, **select** Dismiss to send the record to End and is a terminal step. Dismiss would be chosen if FM Accounting determines the cost should not be allocated to the project
9. **Select** "Send."



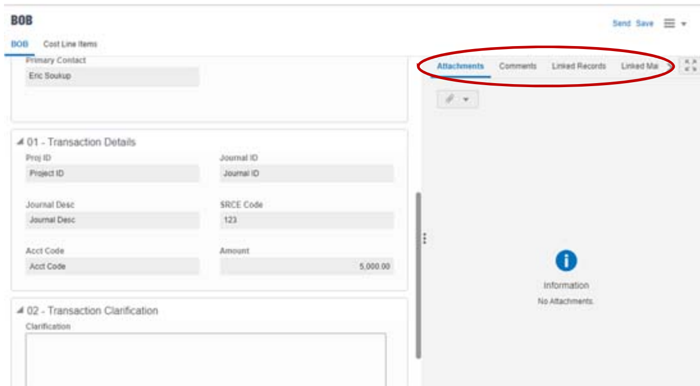
Action By: PM / Planner	Example

10. Recipient **receives** notice of a task for Cost Code Allocation.
11. **Navigate** to Project>Budget & Funding Management>BOB
    a. Optionally, **locate** the record in their Tasks,
12. **Open** and **accept** the task.



Action By: PM / Planner	Example

13. **Review** all data including any additional transaction clarifications from FM Accounting.
14. **Add** Notes, Attachment, Comments, etc. using the buttons indicated.



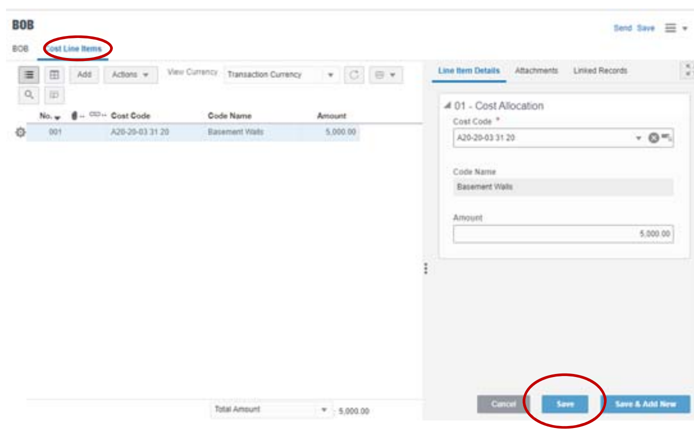
15. Optionally, **navigate** to the cost sheet to ensure you have funds available in the destination line item prior to reallocating.

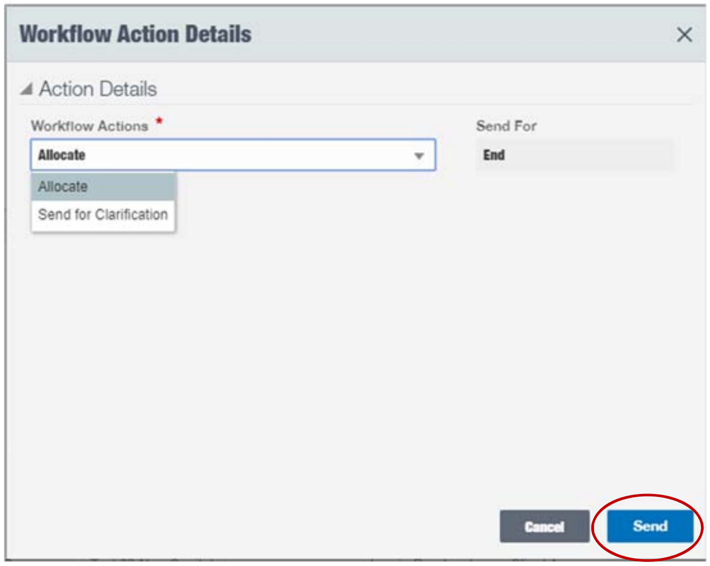
    Note: This would not stop you from allocating but would cause a negative number that would need to be corrected.

16. **Select** "Cost Line Items" at the top of the window to allocate cost codes.

    Note: The actual expense came in at miscellaneous and needs to be updated to the correct code.

17. **Select** the line item by clicking on it once.
18. In the cost code allocation screen, **clear** the current cost code.
19. **Select** the new cost code.
20. **Select** "Save".
21. **Select** "Send" to open Workflow Actions window.

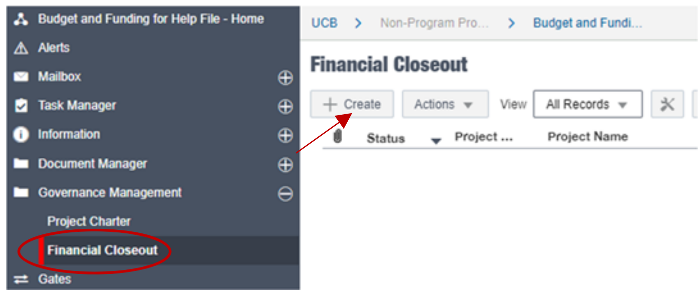
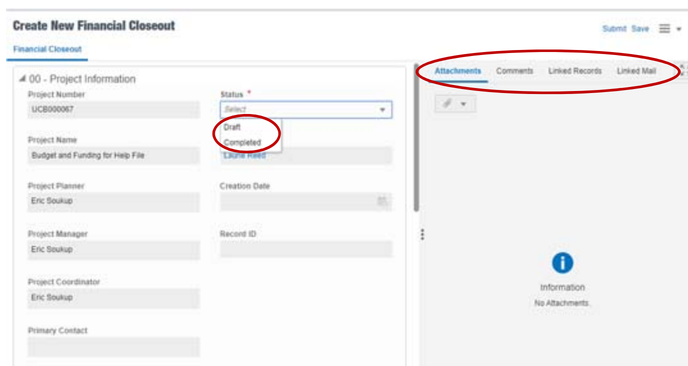


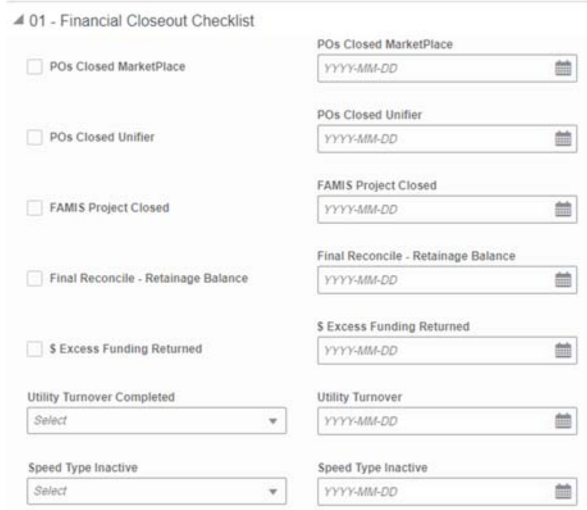
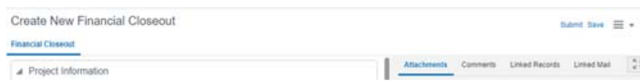
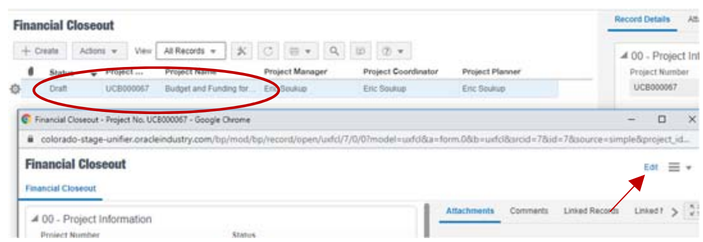
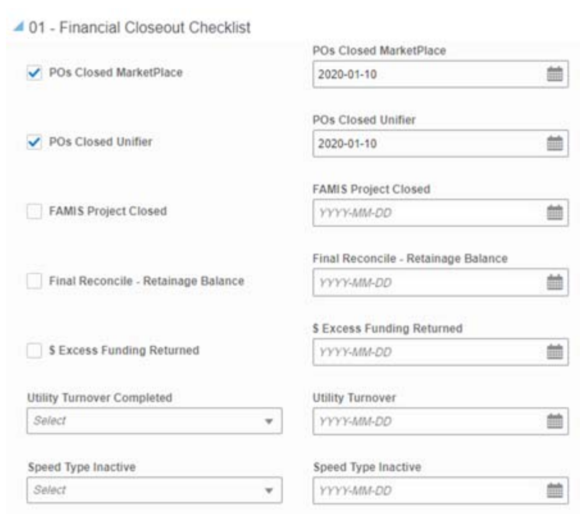
Action By: PM / Planner	Example
22. **Select** "Allocate" to send the record to End. Note this is a terminal step. a. Optionally, **select** "Send for Clarification" to send the record to FM Acct Clarification for clarification and b. FM Accounting could then resubmit to the PM / Planner. Resubmit.	

END TASK

3.2.9 COMPLETING FINANCIAL CLOSEOUT (UPDATED 4/9/2020)

Goals	How to complete a financial closeout.
Navigation	Project>Governance Management>Financial Closeout
Action By	FM Accounting
Pre-requisites	None.
Related Files	None.

Action By: FM Accounting	Example
1. **Navigate** to Project> Governance Management>Financial Closeout 2. **Select** “Create”.	
3. In 00 – Project Information **note** greyed fields will auto-populate as appropriate. 4. **Enter** data for red asterisk fields. 5. **Choose** “Status” from the drop down. Note: This record will remain in Draft until it is complete. Draft will only be visible to the Creator. 6. **Add** attachments, Comments, etc. using the buttons on the right-hand side.	

Action By: FM Accounting	Example
7. In 01 – Financial Closeout Checklist, **enter** data for all fields applicable. Note: Check the boxes when applicable and enter date of the action. Note: Utility Turnover Completed and Speed Type Inactive fields- If Yes selected, a date must be selected. If NA is selected, field is greyed out. Note: An error message will be received if a date later than current date is entered.	
8. **Select** “Submit” to create the Financial Closeout Record. a. Optionally **select** “Save” to save as a Draft to complete later.	
9. If the record was not fully completed in the steps above, **locate and open** the record. 10. **Select** “Edit”.	
11. **Enter** data for all fields as applicable. 12. **Select** “Submit” to continue the record as a draft. 13. **Repeat** steps as often as necessary. Note: Once all fields are complete, the Status field in 00 – Project Information will be changed to “Complete”.	 END TASK

3.2.10 COMPLETING JOURNAL ENTRIES (UPDATED 01/22/2020)

Goals How to complete a journal entry.

Navigation Project>Governance Management>Journal Entries

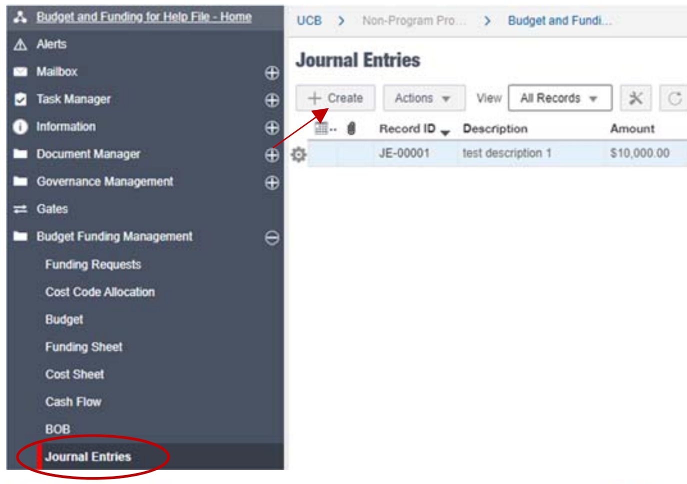
Action By FM Accounting

Pre-requisites None.

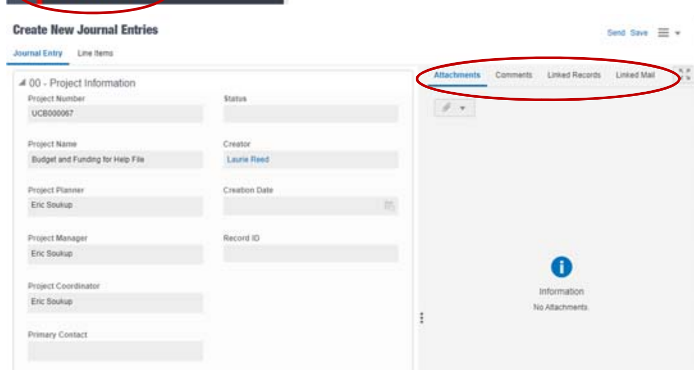
Related Files None.

Action By: FM Accounting	Example

1. **Navigate** to Project> Governance Management>Journal Entries
2. **Select** “Create”.



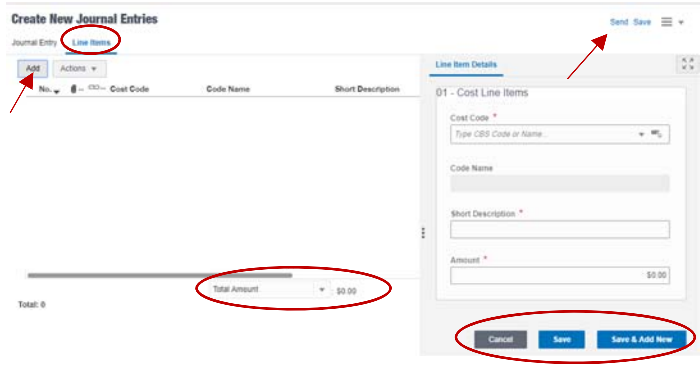
3. In 00 – Project Information note greyed fields will auto-populate as appropriate.
4. Enter data for red asterisk fields.
5. Attachments, Comments, etc. may be added using the buttons on the right-hand side.



6. In 01 – Description **enter** data for red asterisked field. “Amount” will be the sum of “Line Items” and must equal $0.00.

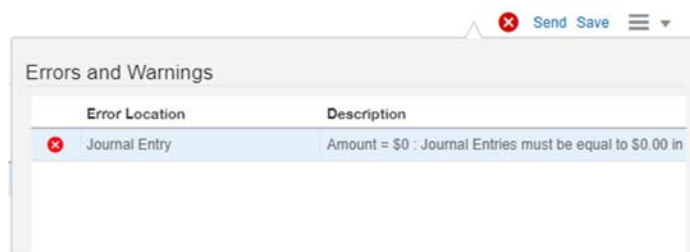
Action By: FM Accounting	Example

7. **Select** “Line Items” at the top of the window.
8. **Select** “Add” to open a window on the right-hand side.
9. **Enter** “Line Item Details”.
10. **Select “**Save” to save current entry.
    a. Optionally, **select** “Cancel” to cancel the current entry.
11. **Select** “Save & Add New” to save current entry and add another.

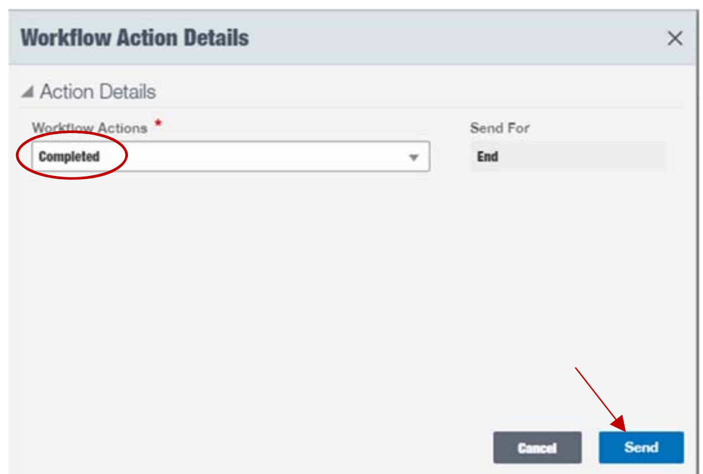


12. **Select** “Send” once the sum of all line items equal $0.00. This will open the Workflow Action Detail screen.

    Note: You will receive an error message if “Total Amount” does not equal $0.00.



13. **Note** in this step “Completed” is the only option and is pre-selected. This is a terminal step.
14. **Select** “Send”.



END TASK

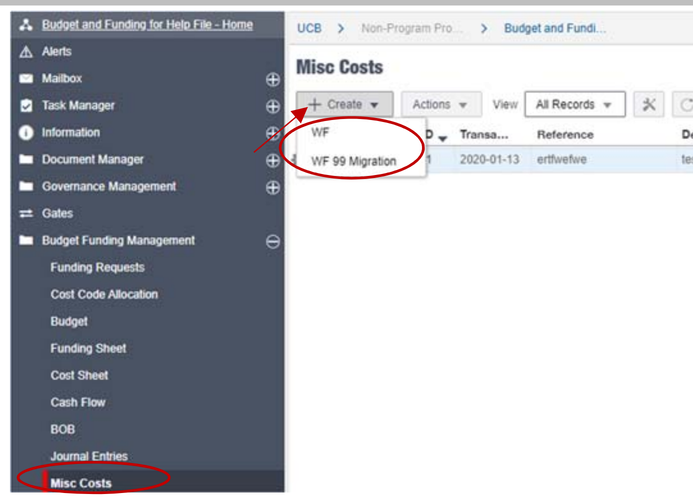
3.2.11 ENTERING MISCELLANEOUS COST ENTRIES (UPDATED 01/22/2020)

Goals	How to enter miscellaneous non-labor costs such as OIT, Parking, etc.
Navigation	Project>Governance Management>Misc. Costs
Action By	FM Accounting
Pre-requisites	None.
Related Files	None.

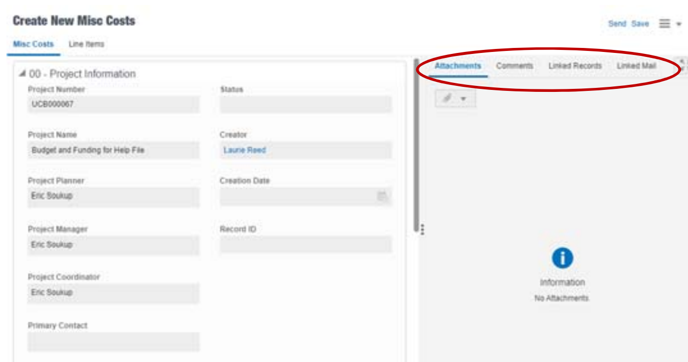
Action By: FM Accounting | **Example**

1. **Navigate** to Project> Governance Management>Misc Costs
2. **Select** "Create".

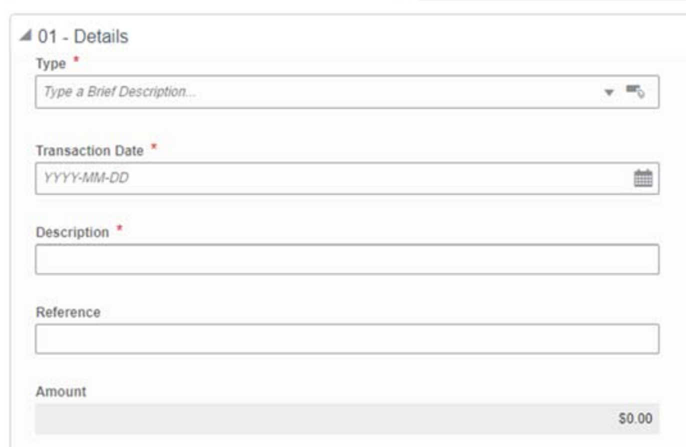
   NOTE: There are two workflow options. WF 99 Migration allows for modification of the Extract Date to help with loading legacy data. Data fields and workflow are the same for both workflows.



3. In 00 – Project Information **note** greyed fields will auto-populate as appropriate.
4. **Add** attachments, Comments, etc. using the buttons on the right-hand side.



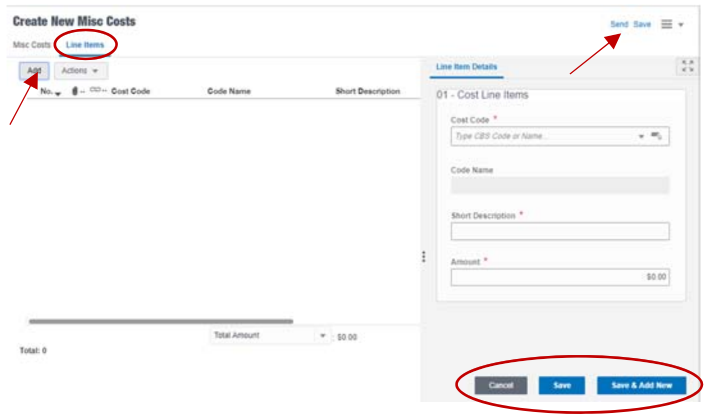
5. In 01 – Description **enter** data for red asterisked fields.
   a. Note "Amount" will be the sum of "Line Items" and will auto populate.



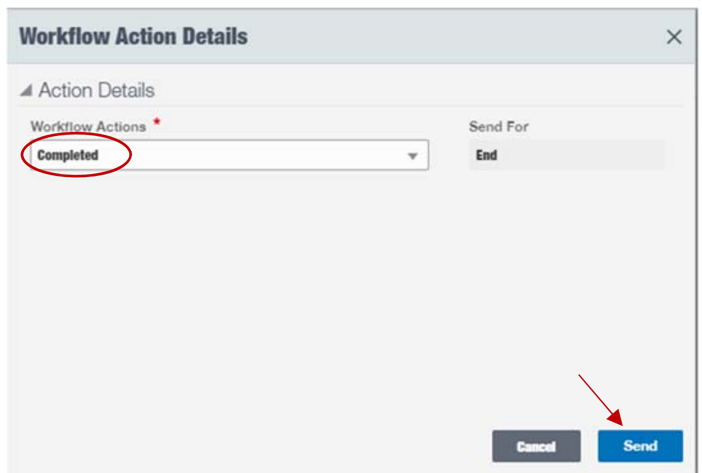
Action By: FM Accounting	Example

6. **Select** “Line Items” at the top of the window.
7. **Select** “Add” to open a window on the right-hand side.
8. **Enter** “Line Item Details”.
9. **Select** “Save” to save current entry.
    a. Optionally, **select** “Cancel” to cancel the current entry or “Save & Add New” to save current entry and add another.
10. **Select** “Send” to open the Workflow Action Details screen.

`



11. Note in this step “Completed” is the only option and is pre-selected. This is a terminal step.
12. **Select** “Send”.



END TASK

3.3 CONTRACT & PROCUREMENT MANAGEMENT

3.3.0 INTRODUCTION (UPDATED 4/14/2020)

Contract and procurement processes encompass the Bid, RFQ, RFP processes to award. Once awarded, professional agreements, construction agreements and modifications will all be captured and managed for changes.

Procurement processes (coming in 2020) will allow for invited Vendors to respond specifically to respond at a much more detailed line item level than before. By asking our Vendors to respond at the level we would issue the work, we can compare responses more effectively across the top three responders. In addition, those responses can be used to automate creation of the agreements.

The Cost Breakdown Structure (CBS) used in Budgeting will be the same CBS used in the contracts. The workflow includes timing for it to be routed for DocuSign and uploaded back into Unifier for record keeping. Establishing a contract (professional services or construction services) will establish a schedule of values (SOV) that allows tracking against each line item in the contract. Modifications processed will automatically update the contract's SOV.

Invoicing an agreement will follow two views: The professional agreement will maintain a more straight-forward way of managing line items and invoicing against them. The construction agreement will include pay application features like retainage and materials stored on site.

One of the primary benefits of managing contracts in the new PMS means that you will not have to re-type your information for the state forms. These are included as part of each agreement, modification and invoice.

Changes, or modifications, are found under Section 3.4 Change Management.

3.3.1 MANAGING RFQS (TO BE RELEASED 2020)

Goals How to initiate and manage a Request for Qualifications (RFQ)
Navigation Project>Contract Procurement & Management>RFQ
Action By All Users
Pre-requisites Approval to release RFQ.
Related Files None

3.3.2 MANAGING RFPS (TO BE RELEASED 2020)

Goals How to initiate and manage a Request for Proposal (RFP)
Navigation Project>Contract Procurement & Management>RFQ
Related Files Any relating to earlier communications with requesting Department.

3.3.3 ISSUING AN AUTHORIZATION TO BID (TO BE RELEASED 2020)

Goals How to issue an authorization to Bid
Navigation Project>Contract Procurement & Management>RFQ
Action By Project Team
Pre-requisites
Related Files

3.3.4 INITIATING A BID (TO BE RELEASED 2020)

Goals How to initiate and manage a Bid
Navigation Project>Contract Procurement & Management>Bid
Action By Project Team
Pre-requisites
Related Files

3.3.5 RESPONDING TO A BID (TO BE RELEASED 2020)

Goals How to initiate and manage a Bid
Navigation Project>Contract Procurement & Management>Bid
Action By Invited Vendor
Pre-requisites
Related Files

3.3.6 RESPONDING TO A BID (TO BE RELEASED 2020)

Goals	How to initiate and manage a Bid
Navigation	Project>Contract Procurement & Management>Bid
Action By	Invited Vendor
Pre-requisites	
Related Files	

3.3.7 CREATING A 5.1 OR 5.2 PROFESSIONAL AGREEMENT (UPDATED 03/10/2020)

Goals	How to award a procurement and create a professional agreement, including generating state forms SC-5.1, SC-5.2. Note: Delivery types will have different workflows
Navigation	Project > Contract & Procurement Management
Action By	Project Manager (PM) or Planner
Pre-requisites	Approval for an agreement. Enough dollar value on the applicable line item(s) in both Funding/Cost Code Allocation and Budget
Related Files	Issuing an RFQ (Release in 2020) 3.3.8 Creating a 5.3 Professional Agreement

Action By: Project Manager / Planner | **Example**

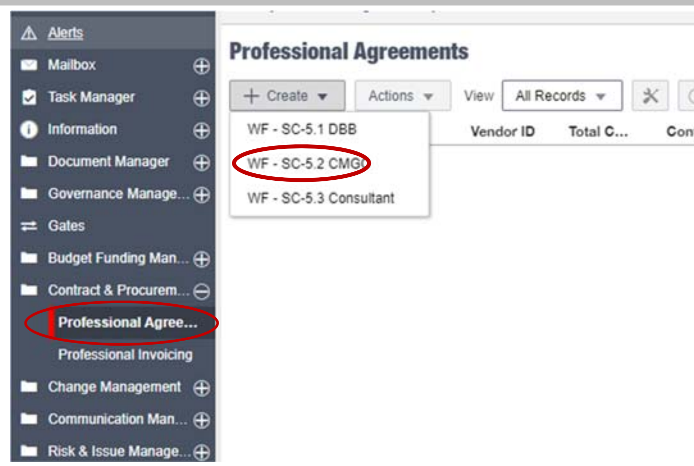
1. **Navigate** to Contracts & Procurement>Professional Agreements in the left-hand panel. Select to open window.

   Note: You should have the necessary dollars in place on the applicable line item in both the Budget and Funding Cost Code Allocation prior to initiation of the agreements.

2. **Select** “Create”.

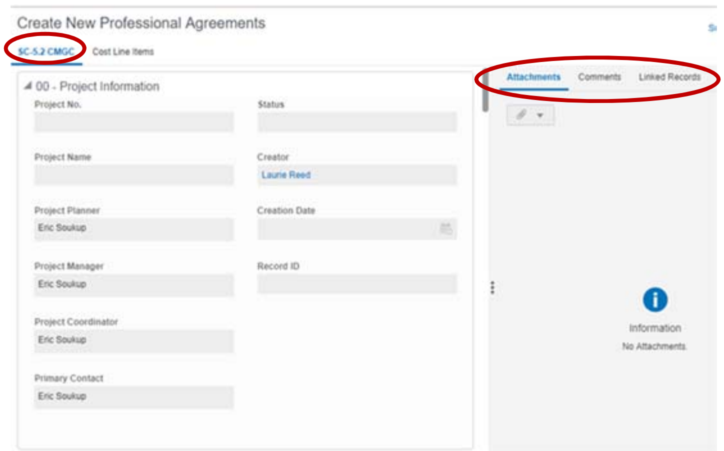
3. **Note:** There are workflow (WF) options for the type of agreement you are requesting. Choose the appropriate agreement. Each agreement has similar, but different required fields for data entry.

   Note: Options will be limited based on the project phase and project delivery type.

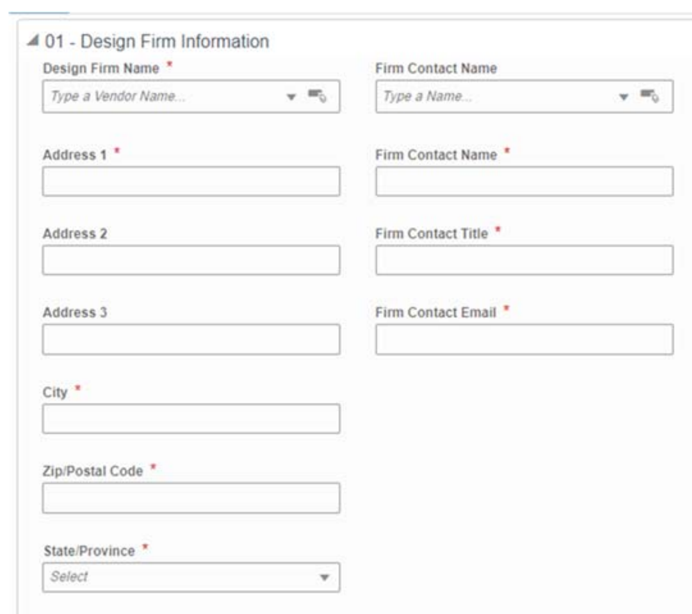


Action By: Project Manager / Planner	Example

4. In this script we will use WF SC-5.2 CMGC as it has the most required fields. **Note** the type of agreement is shown in the top left-hand corner.
    a. Greyed fields will auto-populate as appropriate.
5. **Add** attachment, Comment, etc. using the buttons on the right-hand side.



6. In 01 - Design Firm Information, **enter** information.
7. **Enter** data for red asterisked fields (required)
8. **Note** address information will auto-populate based on the Vendor chosen but remain editable.



9. In 02 - Purpose of Contract, **enter** the purpose of the contract in a brief manner.

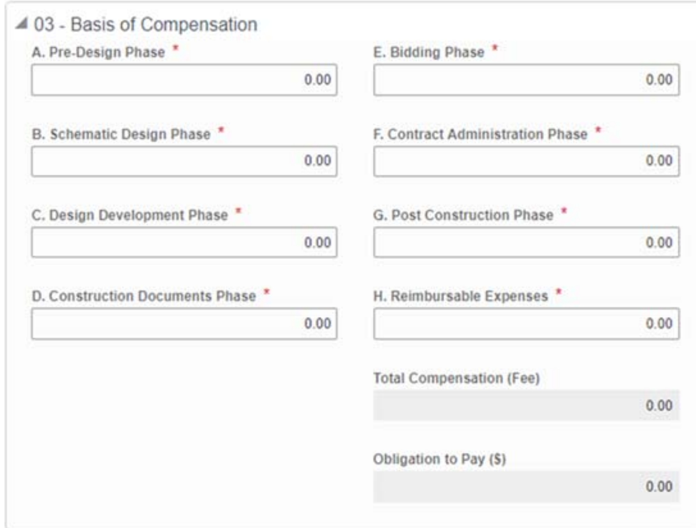
Action By: Project Manager / Planner | **Example**

10. In 03 - Basis of Compensation, enter data for red asterisked fields (required).

    Note: The information in this block will map to the Contract Routing Sheet for agreements >/= to $1M.

    a. Total Compensation will auto-populate as a total of fields A-H

    b. "Obligation to Pay" will auto-populate as a sum of Cost Line Items (covered later)



11. In 04 - Contract Recitals, **enter** data for red asterisked fields (required).

    Note: Speedtype can be confirmed by looking at the funding sheet.

    a. Appropriated Funds will auto-populate as a sum of Approved Funding Requests.

    Note: Format to be used for spelling out dollar values is: Capitalize the first letter of every word but "and", use hyphen for compound numbers, insert commas same as in numerical format, and do not include the word "Dollars" at the end. The word "Dollars" is included in the custom print.

    Examples:

    $567.00

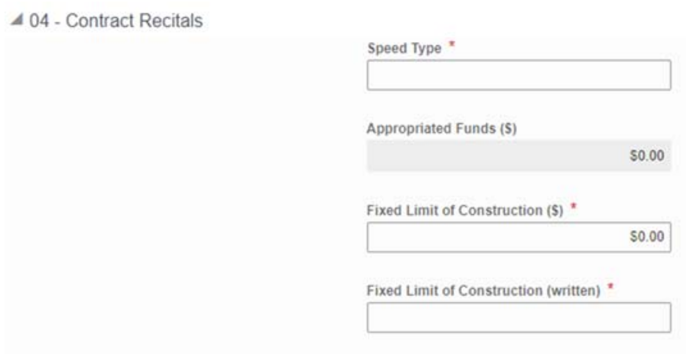
    Five Hundred Sixty-Seven and 00/100

    $1,922.00

    One Thousand, Nine Hundred Twenty-Two and 00/100

    $32,086.50

    Thirty-Two Thousand, Eight-Six and 50/100

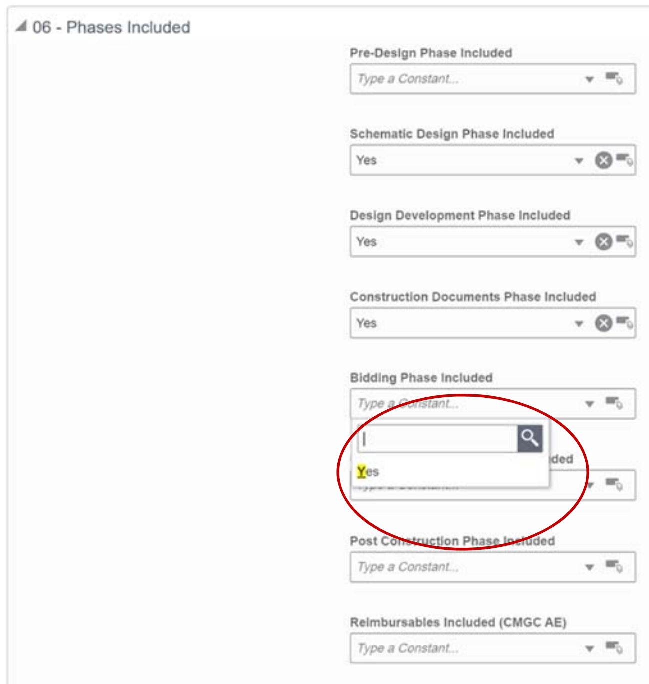


Action By: Project Manager / Planner	Example

12. In 05 - Condition Precedent Clause, **select** “Yes” or “No”.
13. **Note** if Condition Precedent Clause is Yes, all fields are required. If No, the fields are greyed out.
14. **Enter** funding appropriated by date.

15. In 06 - Phases Included, **select** each phase that is included by:
    a. Clicking the cell
    b. Typing the letter y
    c. Selecting the word yes from the drop-down menu

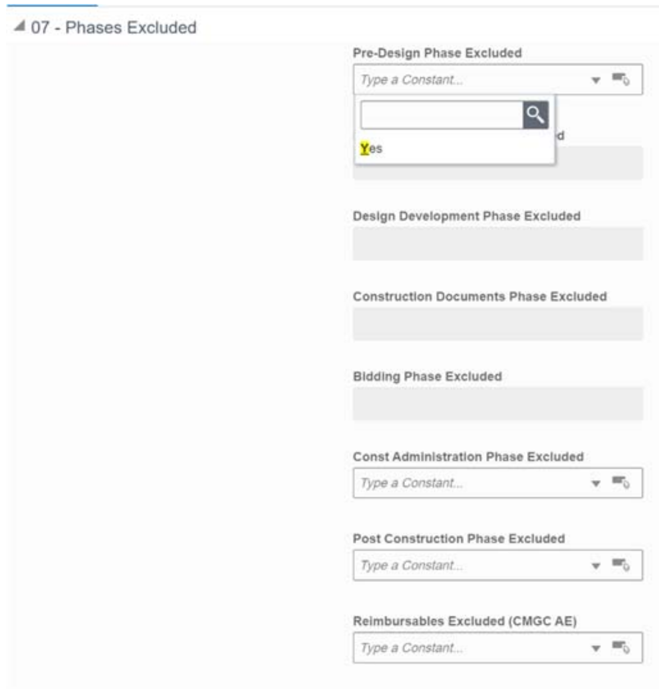
Note: Leave a phase “blank” if it is neither included or excluded.



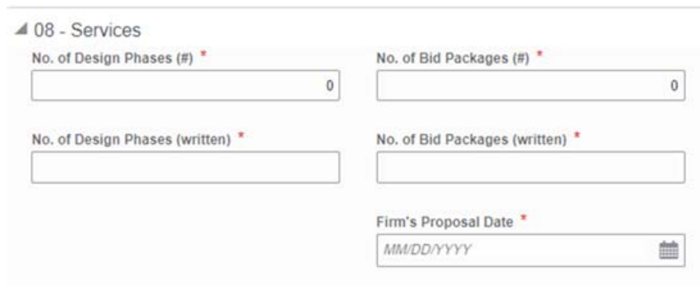
Action By: Project Manager / Planner | **Example**

16. In 07 - Phases Excluded**, select** each phase that is not included. Note that a phase included is greyed out and not available to be excluded.
17. **Select** each phase that is excluded by
    a. Clicking the cell
    b. Typing the letter y
    c. Selecting the word yes from the drop-down menu

Note: Leave a phase "blank" if it is neither included or excluded.



18. In 08 – Services, **enter** required red asterisked fields. Note they auto-populate but remain editable if necessary.



Action By: Project Manager / Planner	Example

19. In 09 - Principal Representative:

    Note: Principle Representative defaults to Ron Ried.

    Select the President for agreements >/= to $5M.

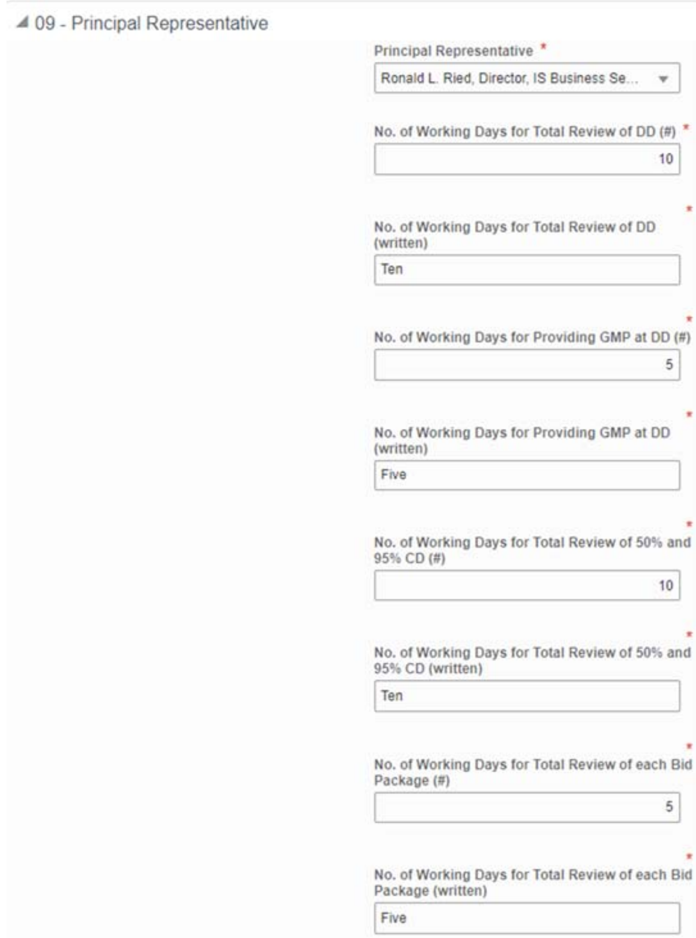
    Select David Kang when Ron Ried is out of the office.

20. **Select** principal representative based on routing requirements.

    a. No. of working days for total review auto populates with standard number of days. May be edited. If changed, be sure to change the text for number of working days (written).

    b. No. of working days for providing GMP auto populates with the standard number of days. May be edited. If changed, be sure to change the test for number of working days (written).

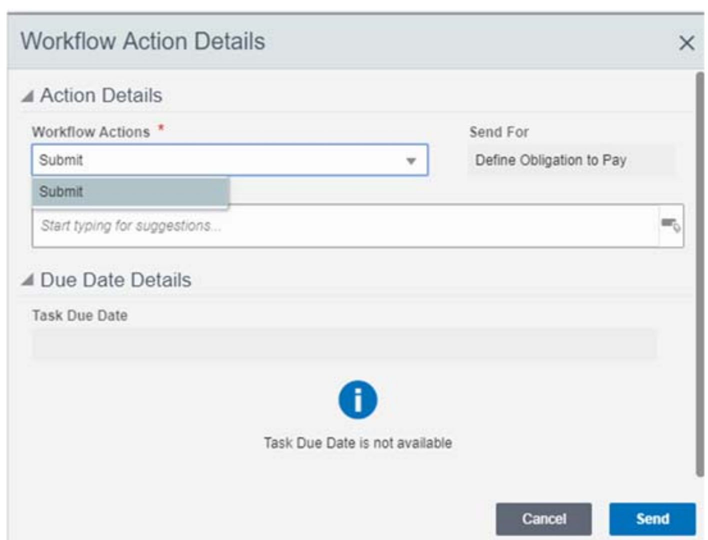
21. **Select** “Send” to open the Workflow Action Details screen.



22. **Note** “Submit” to send for “Define Obligation to Pay” is the only option and is pre-selected.

23. **Enter** the recipient that will review the information entered.

24. **Select** “Send”.



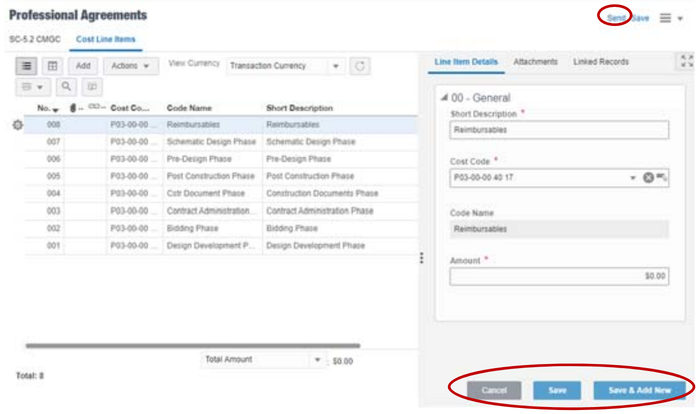
25. Recipient will **locate**, **open** and **Accept** the task.

Action By: Project Manager / Planner	Example

26. “Cost Line Items” auto-populate based on the Phases Included.
27. **Highlight** the line to be authorized as an “Obligation to Pay”.
28. **Enter** the “Amount”.

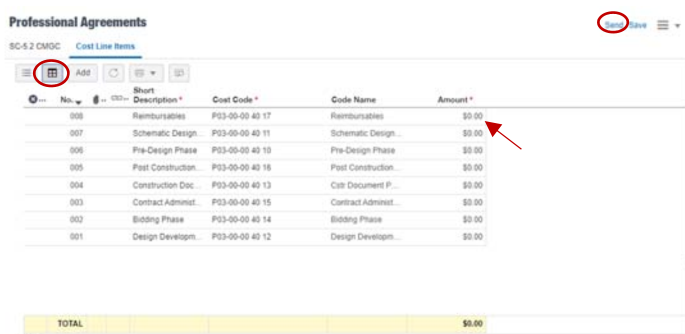
    Note: Only enter values for the phases being awarded by the condition precedent clause.

    Note: This also allows only awarding, for example, 50% of a design phase.
29. **Select** “Cancel to cancel the current entry
30. **Select** “Save” to save current entry
31. **Select** “Save & Add New” to save current entry and add another
32. **Select** “Send”.

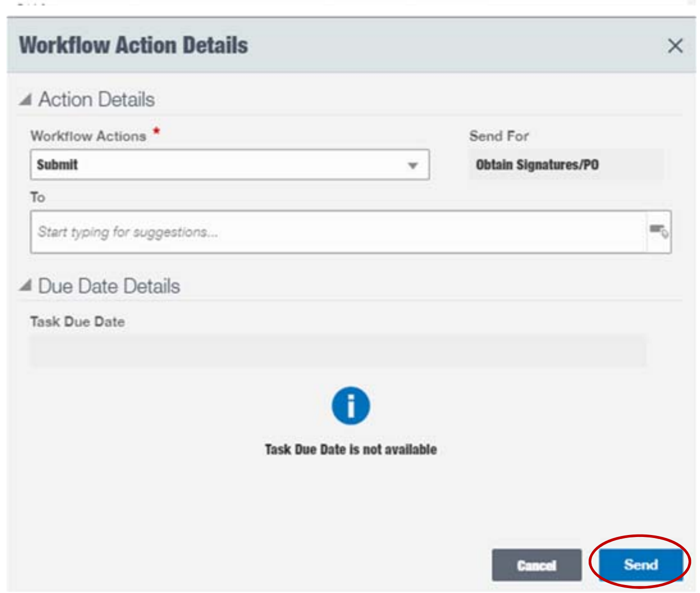


    a. Optionally, the “Amount” for each authorized “Obligation to Pay” may be added using the grid view by **clicking** the icon.

33. **Double-click** in each “Amount” field to add the amount for “Obligation to Pay”.
34. **Select** “Send”.



35. In Workflow Action Details, **select** “Submit”.
36. **Enter** Recipient.
37. **Select** “Send”.

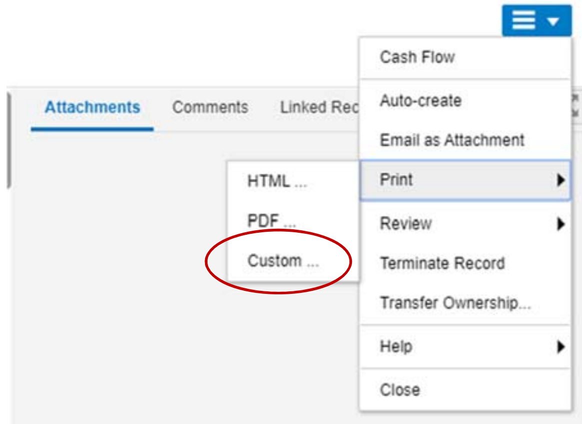


Action By: Project Manager / Planner	Example

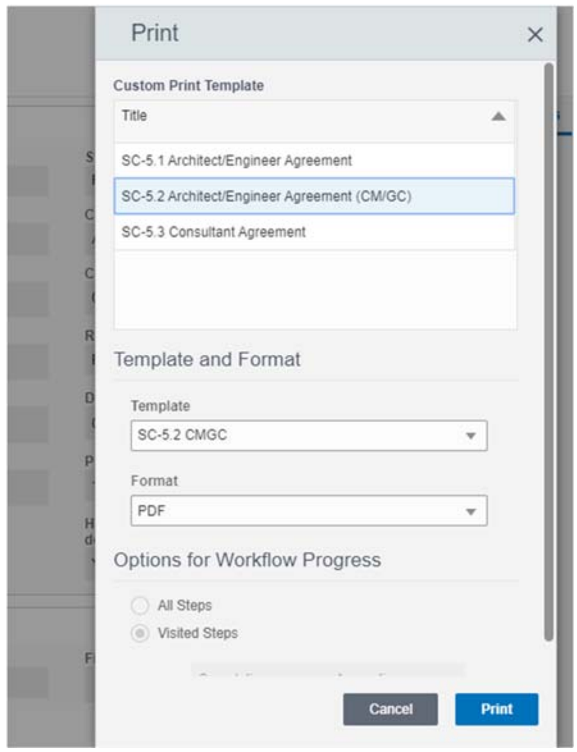
38. Recipient (PC) **locates**, **opens** and **accepts** the task.

    Note: In this step the PC will obtain signatures outside of Unifier and upload the executed agreement and purchase order to Unifier.

39. **Select** the hamburger icon in the upper left corner and navigate to Print>Custom….



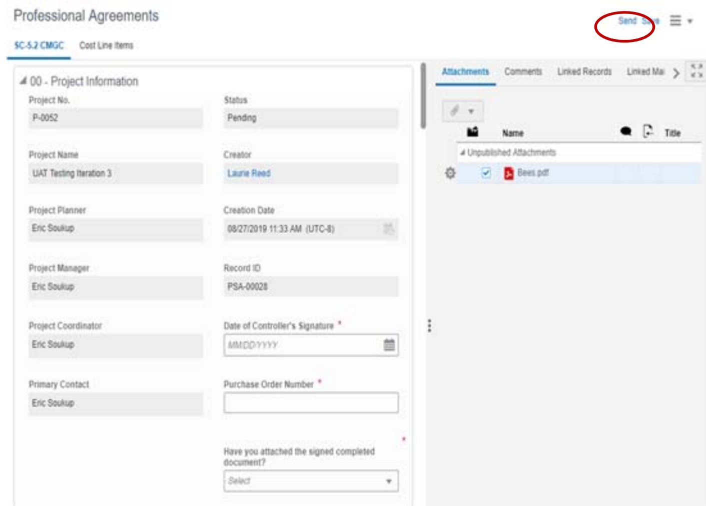
40. **Select** “SC-5.2” to highlight the correct output.
41. **Ensure** the format is PDF.
42. **Select** “Print” to generate the PDF.
43. **Save** the PDF for upload into DocuSign.



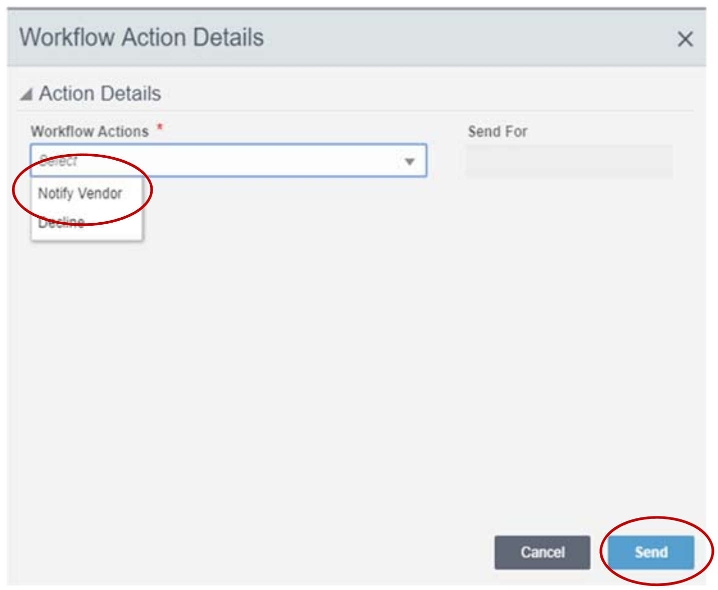
44. **Route** agreement through DocuSign with applicable attachments and routing document.
45. Upon executed agreement, **request** PO from Marketplace.
46. **Wait** until all signatures are obtained and the PO is received.

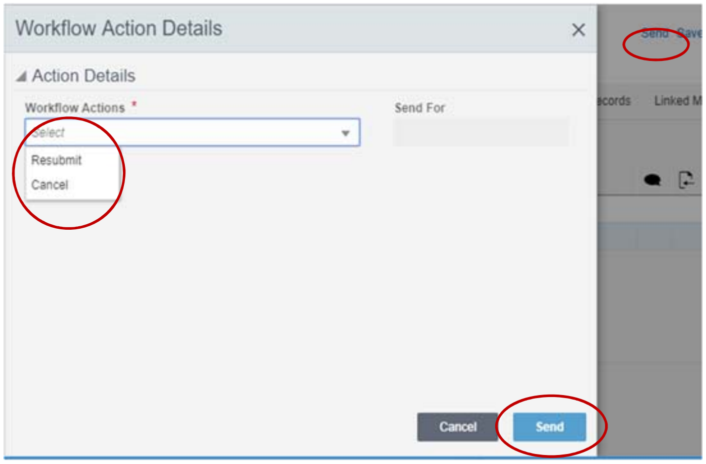
Action By: Project Manager / Planner	Example

47. After all signatures are obtained, **return** to Unifier and **open** the accepted task.
48. **Enter** remaining data for red asterisked fields.
49. **Attach** executed agreement and Purchase Order.
50. **Select** "Send" to open the Workflow Actions Detail screen. .



51. **Select** "Send" to open the Workflow Action Details screen.
52. **Select** "Notify Vendor" to send an email notification to the Vendor. Add any CC recipients to also be notified. Note this is a terminal step.
    a. Optionally, **select** "Decline" sends the Business Process for revision. The Recipient must be entered in the "To" field. Best practice is to add Comments for the reason to Decline.
53. **Select** "Send".



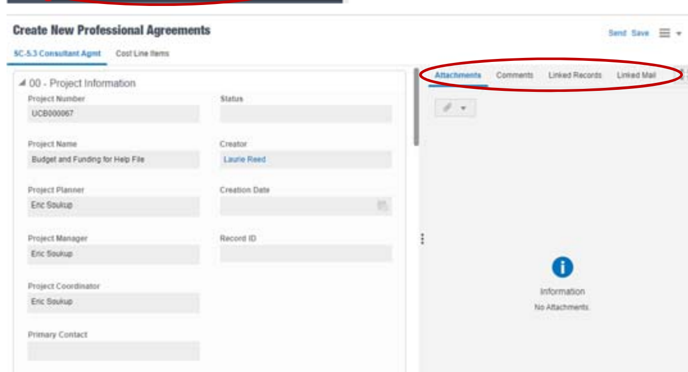
Action By: Project Manager / Planner	Example
54. If "Declined" was selected, creator locates and accepts the task. 55. **Review** Comments provided and **make** corrections as requested 56. **Select** "Send" to open the Workflow Actions screen. 57. **Select** "Resubmit" to resend the Business Process to the Obtain Signatures/PO step. a. Optionally, **select** "Cancel" is a terminal step for the Business Process 58. **Add** the recipient in the "To" field. 59. **Select** "Send".	

END TASK

3.3.8 CREATING A 5.3 PROFESSIONAL AGREEMENT (UPDATED 03/10/2020)

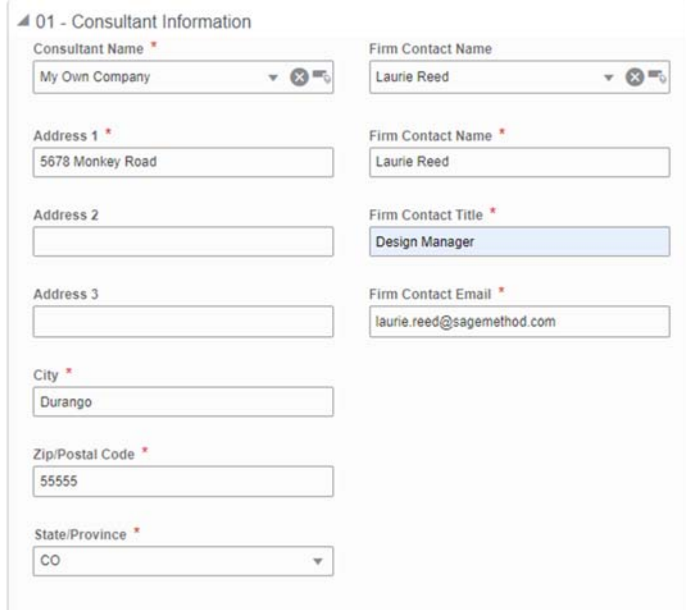
Goals	How to award a procurement and create a SC-5.3 Consultant agreement.
Navigation	Project > Contract & Procurement Management
Action By	Project Manager (PM) or Planner
Pre-requisites	Approval for an agreement. Enough dollar value on the applicable line item(s) in both Funding/Cost Code Allocation and Budget
Related Files	Issuing an RFQ (Release in 2020) 3.3.7 Creating a 5.1 or 5.2 Professional Agreement

Action By: PM or Planner	Example
1. **Navigate** to Project>Contract & Procurement Management>Professional Agreements. 2. **Select** "Create". 3. **Select** "WF SC-5.3 Consultant".	(see below)
4. **Note** the type of agreement is shown in the top left-hand corner. a. Greyed fields will auto-populate as appropriate. 5. **Add** attachment, Comment, etc. using the buttons on the right-hand side.	



Action By: PM or Planner	Example

6. In 01 - Consultant Information, **select** a consultant using the Consultant Name field.
7. **Note** address information will auto-populate based on the Vendor chosen but remain editable.
8. **Select** a Firm Contact Name.
9. **Complete** all required fields.



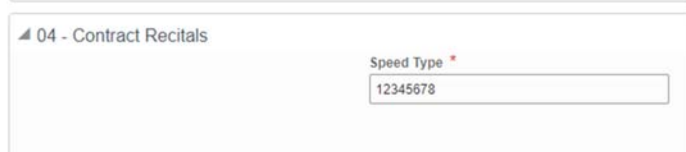
10. In 02 - Purpose of Contract, **enter** information.

11. In 03 – Basis of Compensation **enter** data for red asterisked fields

    Note: "Compensation" will be a sum of Cost Line Items.

12. In 04 – Contract Recitals **note** Speed Type is auto-populated but is editable.

    Note: You can confirm the speedtype by looking at the funding sheet.



13. In 05 – Scope of Work **enter** data for red asterisked fields

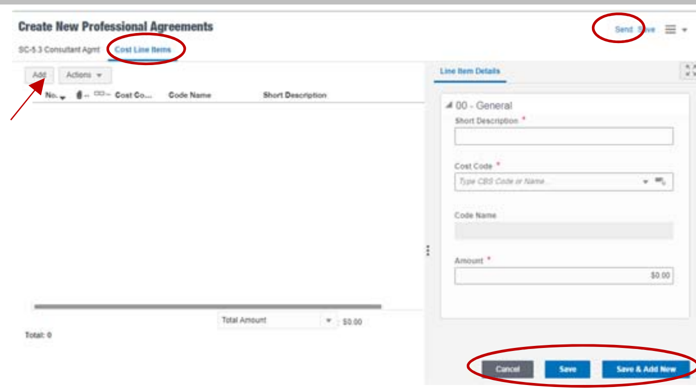
14. In 06 – Principal Representative **note** the field is auto-populated but is editable via the drop down.

Action By: PM or Planner	Example

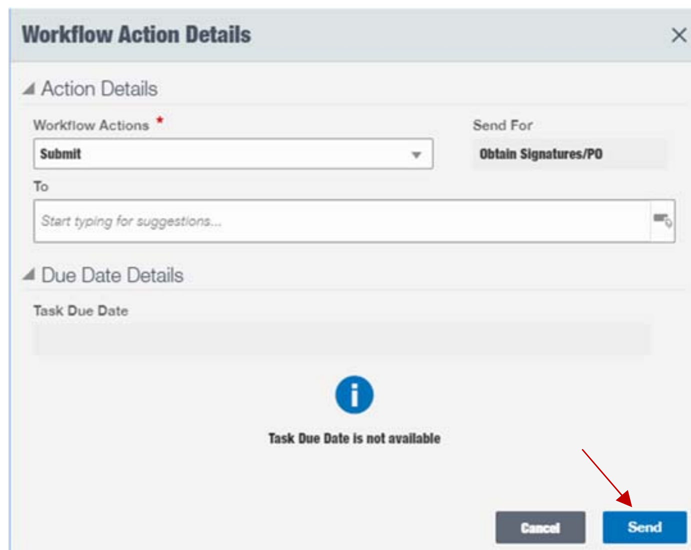
15. **Select** "Cost Line Items" at the top of the page
16. **Select** "Add" to open the Line Item Details window.
17. **Enter** data for red asterisked fields
18. **Select** "Cancel to cancel the current entry
19. **Select** "Save" to save current entry
20. **Select** "Save & Add New" to save current entry and add another

    Note: "Total Amount" should equal "Consultant Compensation (written)"

21. **Select** "Send" to open the Workflow Action Details screen.



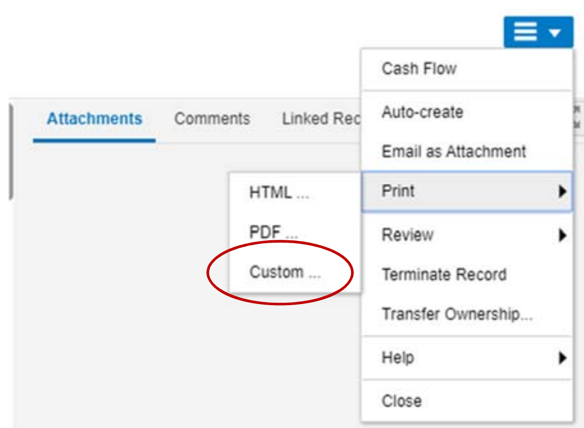
22. **Note** in this step "Submit" is the only option and is pre-selected.
23. **Enter** the recipient in the "To" field.
24. **Select** "Send" to "Obtain Signatures/PO".



25. Recipient (PC) **locates**, **opens** and **accepts** the task.

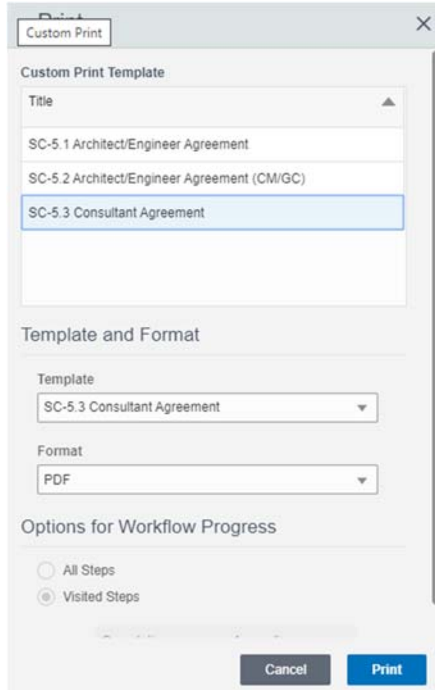
    Note: In this step the PC will obtain signatures outside of Unifier and upload the executed agreement and purchase order to Unifier.

26. **Select** the hamburger icon in the upper left corner and navigate to Print>Custom….

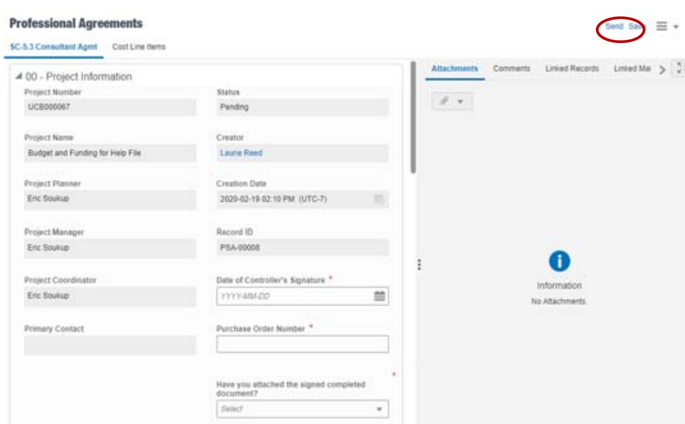


Action By: PM or Planner	Example

27. **Select** “SC-5.3” to highlight the correct output.
28. **Ensure** the format is PDF.
29. **Select** “Print” to generate the PDF.
30. **Save** the PDF for upload into DocuSign.



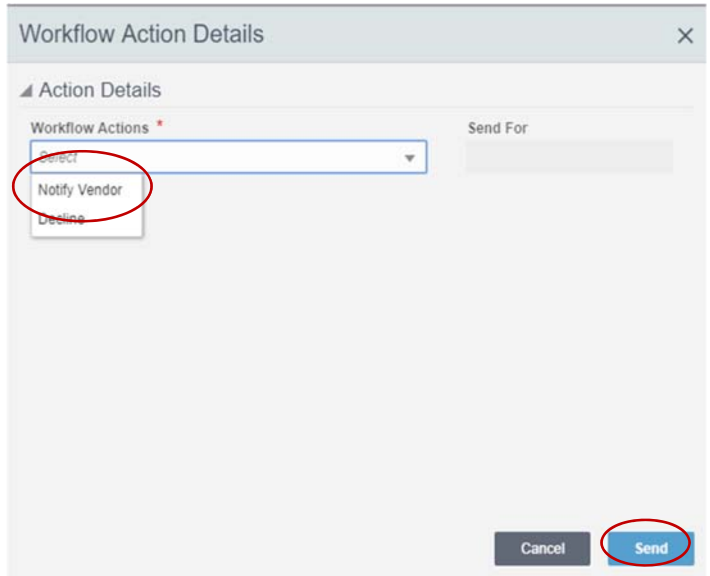
31. **Route** agreement through DocuSign with applicable attachments and routing document.
32. Upon executed agreement, **request** PO from Marketplace.
33. **Wait** until all signatures are obtained and the PO is received.
34. After all signatures are obtained, **return** to Unifier and **open** the accepted task.
35. **Enter** remaining data for red asterisked fields.
36. **Attach** executed agreement and Purchase Order.
37. **Select** “Send” to open the Workflow Actions Detail screen. .



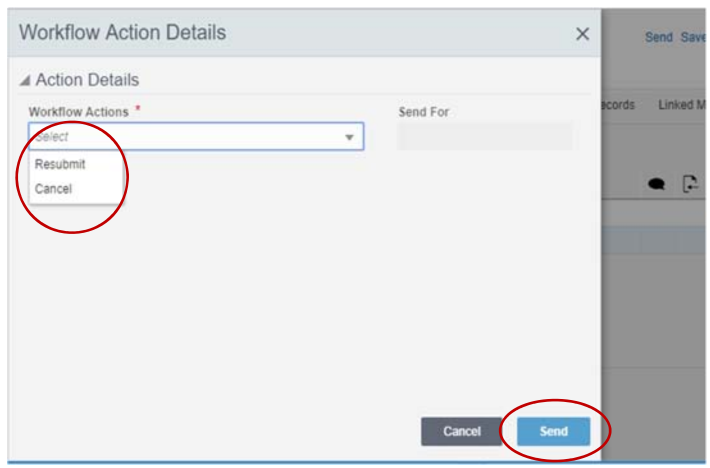
BUILD Boulder

Action By: PM or Planner	Example

38. **Select** “Send” to open the Workflow Action Details screen.
39. **Select** “Notify Vendor” to send an email notification to the Vendor. Add any CC recipients to also be notified. Note this is a terminal step.
    a. Optionally, **select** “Decline” sends the Business Process for revision. The Recipient must be entered in the “To” field. Best practice is to add Comments for the reason to Decline.
40. **Select** “Send”.



41. If “Declined” was selected, creator locates and accepts the task.
42. **Review** Comments provided and **make** corrections as requested
43. **Select** “Send” to open the Workflow Actions screen.
44. **Select** “Resubmit” to resend the Business Process to the Obtain Signatures/PO step.
    a. Optionally, **select** “Cancel” is a terminal step for the Business Process
45. **Add** the recipient in the “To” field.
46. **Select** “Send”.



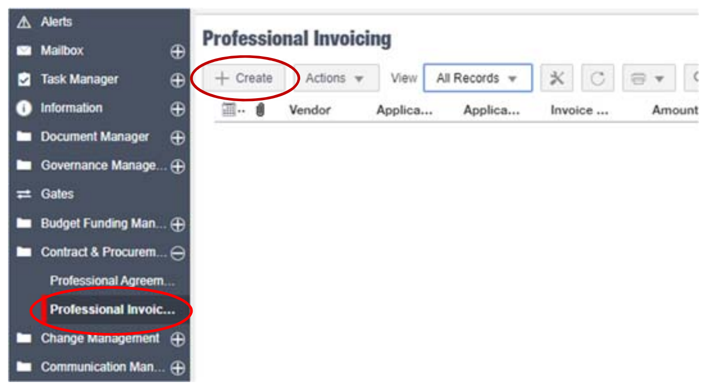
END TASK

3.3.9 INVOICING A PROFESSIONAL AGREEMENT (UPDATED 03/10/2020)

Goals	How to initiate an invoice against a professional agreement, including generating state forms
Navigation	Project>Contract & Procurement Management>Professional Invoicing
Action By	Project Manager (PM) / Project Coordinator (PC) / Planner
Pre-requisites	Professional Agreements.
Related Files	3.3.7 Creating a 5.1 or 5.2 Professional Agreement 3.3.8 Creating a 5.3 Professional Agreement

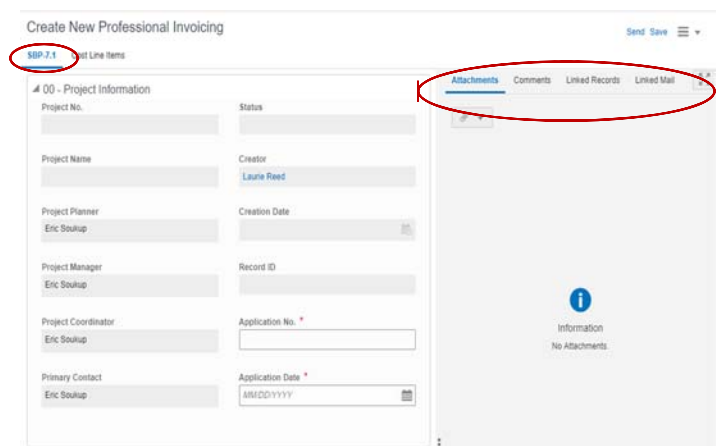
Action By: PM / PC / Planner	Example

1. **Navigate** to Project>Contract & Procurement Management>Professional Invoicing.
2. **Select** "Create".



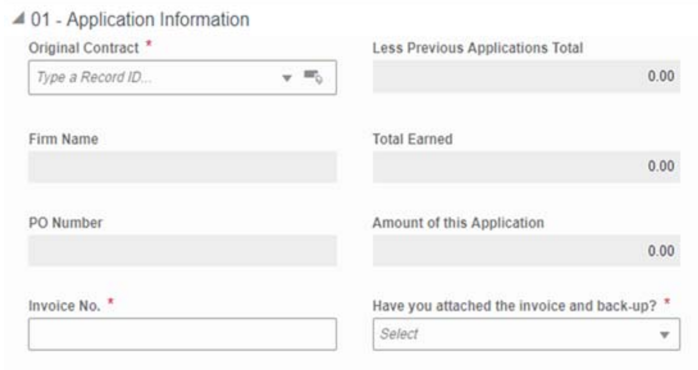
3. In 00-Project Information, **note** greyed fields will auto-populate when a Contract/PO reference is selected in Block 01.
4. **Enter** the following information:
    a. Application No: The unique number of the application.
    b. Application Date: The date the application was submitted.
5. **Add** attachments, comments, etc. using the buttons on the right-hand side.

Note: Attach vendor's pay application and invoice.



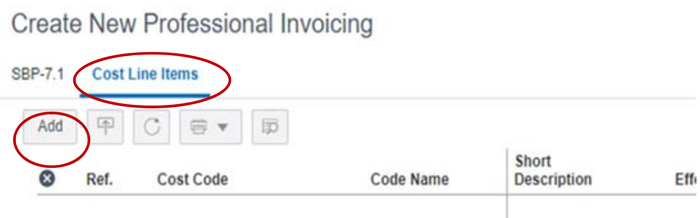
Action By: PM / PC / Planner	Example

6. In 01 - Application Information, **select** the original contract.
    a. Note greyed fields will auto-populate as appropriate.
    b. Greyed fields on the right-hand side are sum formulas based on current plus all past invoices.



7. **Select** "Cost Line Items" at the top of the page.
8. **Select** "Add".

Note: Approved line items from Agreement plus approved Agreement Modifications will auto-populate.

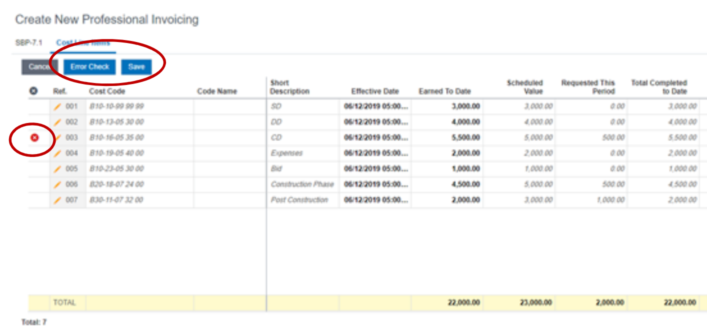


9. **Enter** "Earned to Date" values based on Vendor's application form SBP-7.1

Note the error icon if the Earned to Date value entered exceeds Scheduled Value.

    a. "Error Check" will alert you to errors as well.

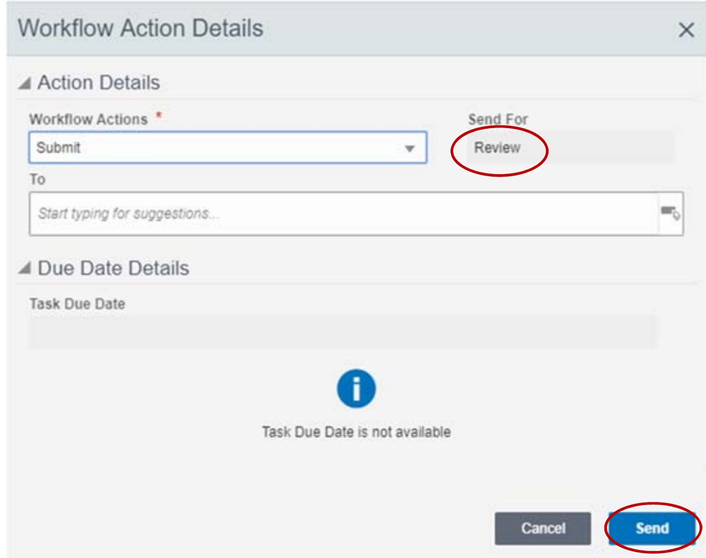
10. **Select** "Save" to save current entry.



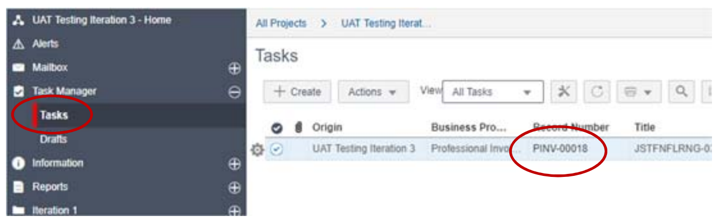
11. **Select** "Send" to send the Business Process into the workflow. Select Save to save as a draft and complete later.

Action By: PM / PC / Planner	Example

12. **Select** “Send” to open the Workflow Action Details screen.
13. **Note** in this step “Submit” is the only option and is pre-selected.
14. **Add** recipients in the “To” field.
15. **Select** “Send” to send for Review

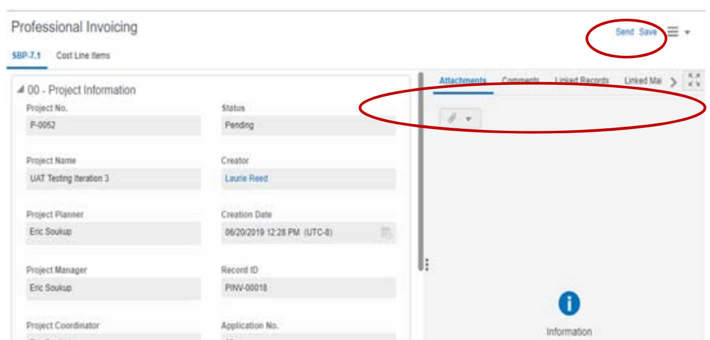


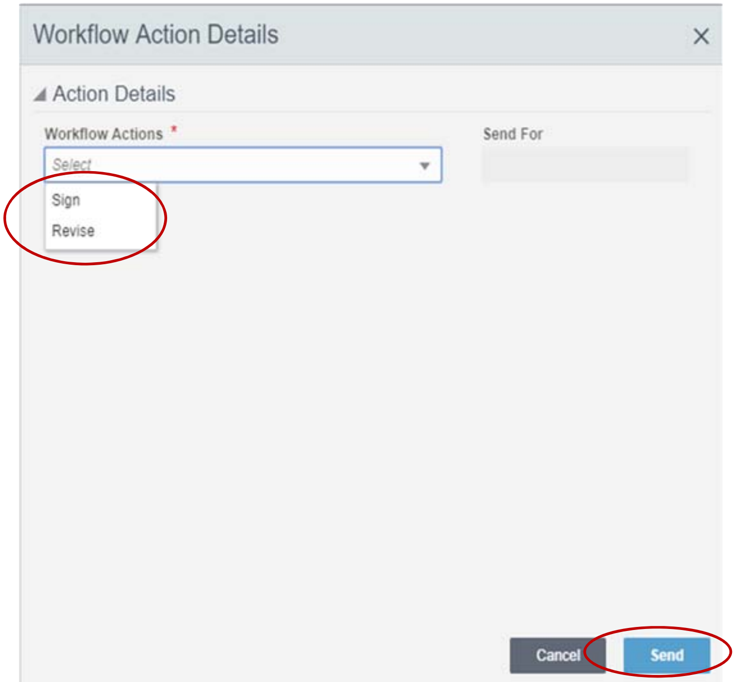
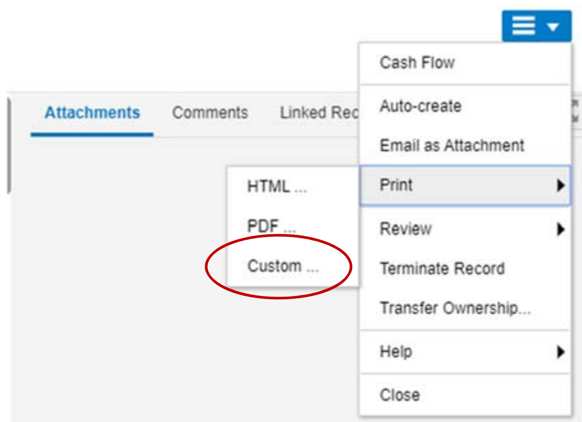
16. Recipient **locates** their Task and **opens** the record.



17. **Select** “Accept” to open the record.

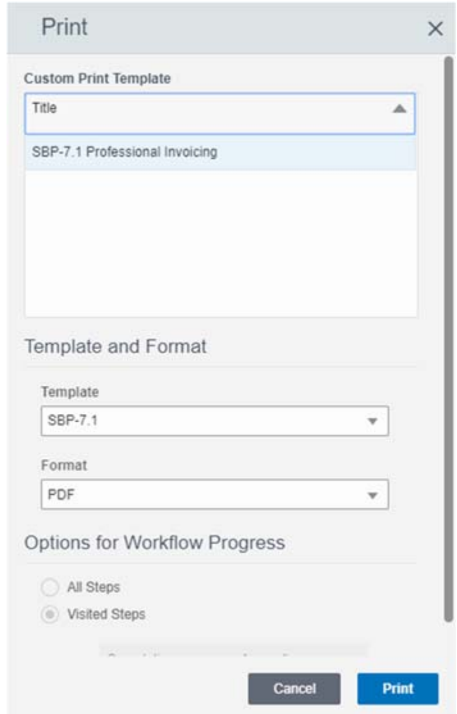
18. **Review** all data entry, attachments, comments, etc.
19. **Add** attachments, comments, etc. as necessary.
20. **Select** “Send” to open the Workflow Action Details screen.



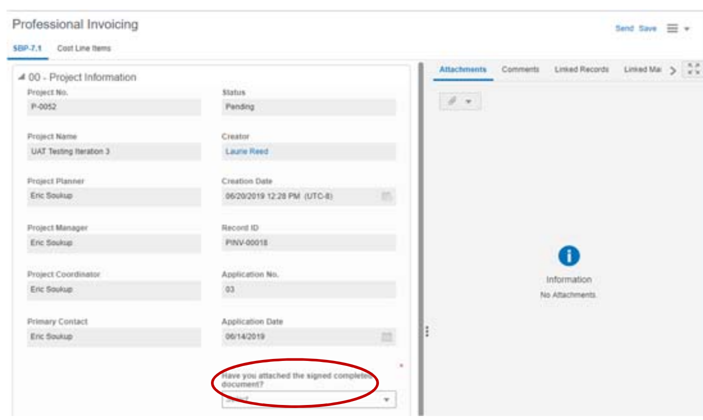
Action By: PM / PC / Planner	Example
21. **Select** "Sign" will send the Business Process for Obtain Signature a. Optionally**, select** "Revise" to send the Business Process for revision and resubmit. Best practice is to add Comments for the reason to Revise. 22. **Add** the recipient in the "To" field. 23. **Select** "Send" to send for signature of the 7.2.	
24. Recipient (PC) **locates**, **opens** and **accepts** the task. Note: In this step the PC will obtain signatures outside of Unifier and upload the executed pay application and invoice to Unifier. 25. **Select** the hamburger icon in the upper left corner and navigate to Print>Custom….	

Action By: PM / PC / Planner	Example

26. **Select** "SBP-7.1" to highlight the correct output.
27. **Ensure** the format is PDF.
28. **Select** "Print" to generate the PDF.
29. **Save** the PDF for upload into DocuSign.

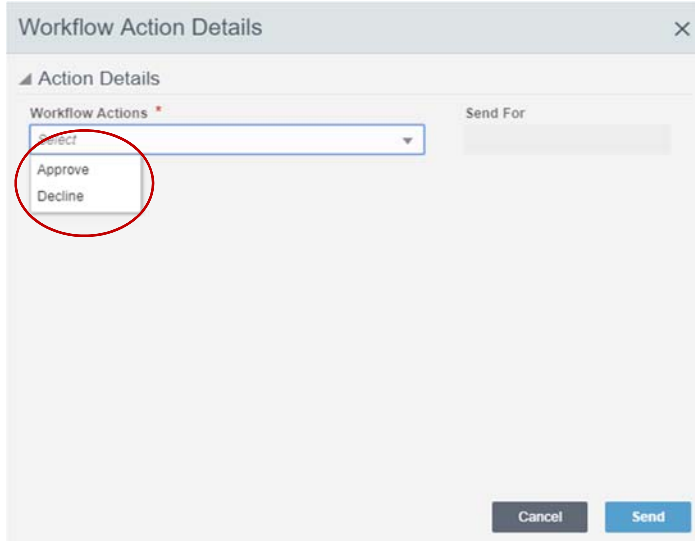


30. **Route** agreement through DocuSign with applicable attachments and routing document.
31. After all signatures are obtained, **return** to Unifier and **open** the accepted task.
32. **Enter** remaining data for red asterisked fields.
33. **Attach** the signed document.
34. **Select** "Send" to open the Workflow Actions Detail screen. .

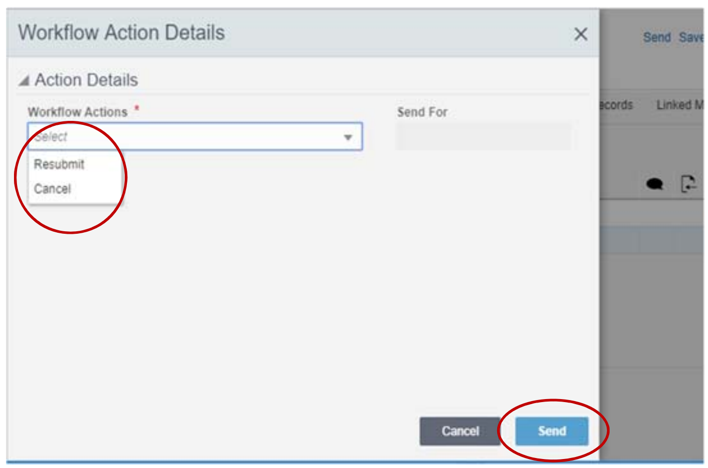


Action By: PM / PC / Planner	Example

35. **Select** “Approve” to send an email notification to the Vendor. This is a terminal step for the Business Process.
    a. Optionally, **select** “Decline” to send the Business Process for revision. Best practice is to add Comments for the reason to Decline.
36. **Select** “Send”.



37. If “Declined” was selected, creator locates and accepts the task.
38. **Review** Comments provided and **make** corrections as requested
39. **Select** “Send” to open the Workflow Actions screen.
40. **Select** “Resubmit” to resend the Business Process to the Sign step.
    a. Optionally, **select** “Cancel” is a terminal step for the Business Process
41. **Add** the recipient in the “To” field.
42. **Select** “Send”.



END TASK

3.3.10 CREATING A CONSTRUCTION AGREEMENT (UPDATED 03/11/2020)

Goals How to award a procurement and create a construction agreement. Note: Delivery types will have different workflows. This will be used for:

-Design Bid Build (SC-6.21)
-CMGC (SC-6.4)
-Design Build LS (SC-8.0)
-Design Build GMP (SC-9.0)

Navigation Project>Contract & Procurement>Construction Agreement

Action By Project Manager (PM) / Project Coordinator (PC) / Planner

Pre-requisites Approval for an Agreement

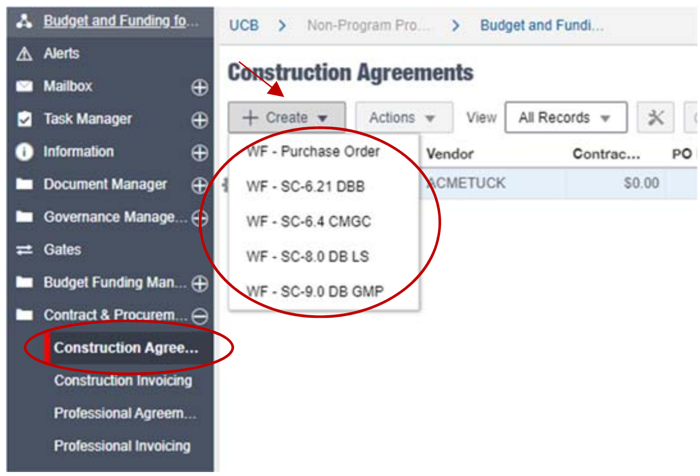
Related Files Issuing an RFP (Release in 2020)

Action By: PM / PC / Planner	Example

1. **Navigate** to Contracts & Procurement>Construction Agreements in the left-hand panel. Select to open window.

   Note: You should have the necessary dollars in place on the applicable line item in both the Budget and Funding Cost Code Allocation prior to initiation of the agreements.

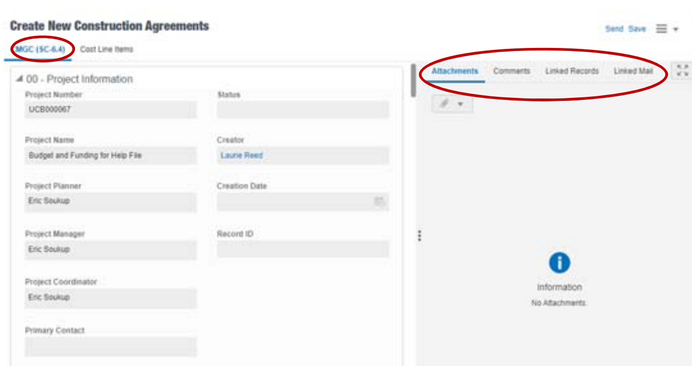
2. **Select** "Create". There are workflow (WF) options for the type of agreement you are requesting. Options will vary depending on the project delivery type established and the project phase. Choose the appropriate agreement. Each agreement has similar, but different required fields for data entry.

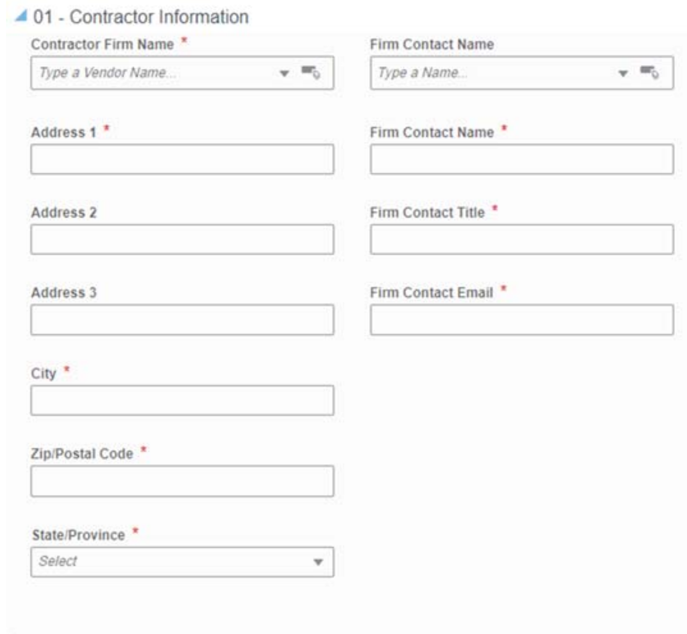


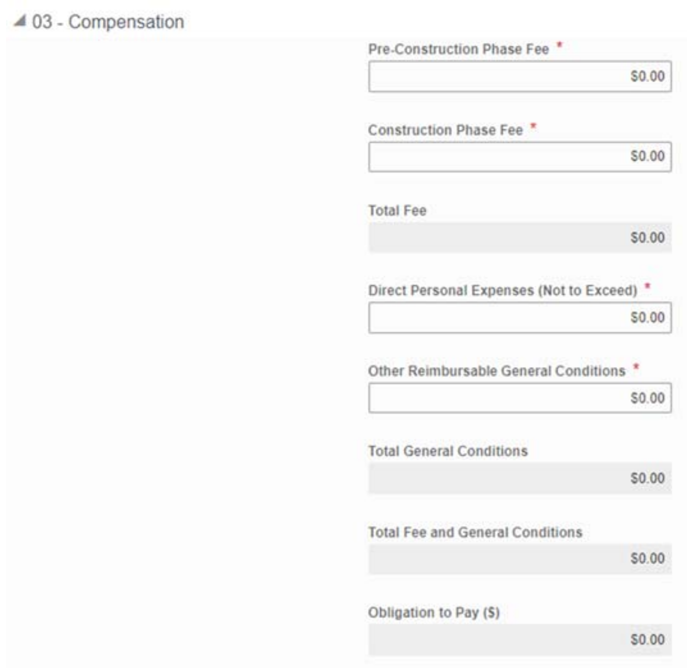
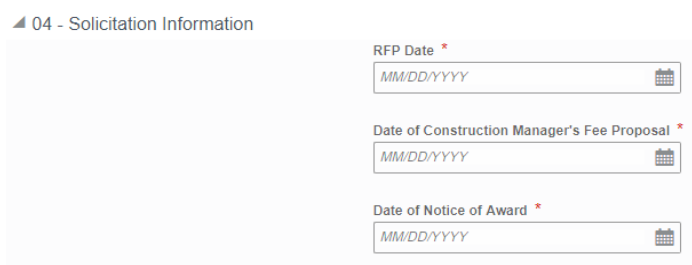
3. In this script we will use WF SC-6.4 CMGC. **Note** the type of agreement is shown in the top left-hand corner.

   a. Greyed fields will auto-populate as appropriate.

4. **Add** attachment, Comments, etc. using the buttons on the right-hand side.



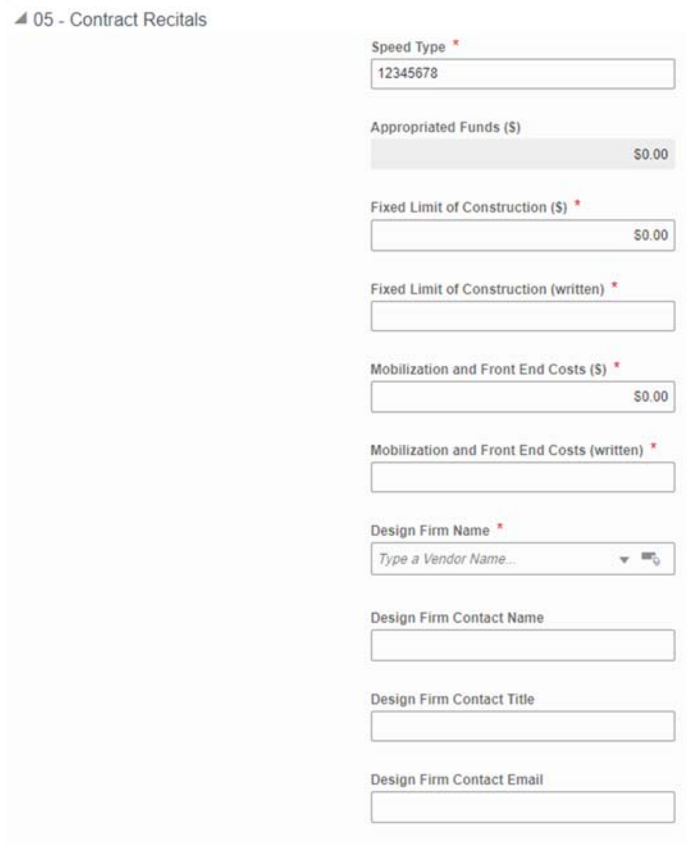
Action By: PM / PC / Planner	Example
5. **Note** blocks 01 and 02 are consistent for all agreements, with slight field name variations accordingly. 6. **Select** the Contractor Firm name and Firm Contact Name. a. Address information will auto-populate based on the Vendor chosen but remain editable.	
7. **Enter** the purpose of the contract using state form language.	

Action By: PM / PC / Planner	Example
8. **Enter** information on compensation. a. "Total Fee" will auto-populate as a total of Pre-Construction Phase and Construction Phase fields. b. "Total General Conditions" will auto-populate as a total of Direct Personal Expenses and Other Reimbursable General Conditions fields. c. "Obligation to Pay" will auto-populate as a sum of Contract Lines (covered later)	
9. In 04 – Solicitation**, enter** the information from the original RFP.	

Action By: PM / PC / Planner	Example

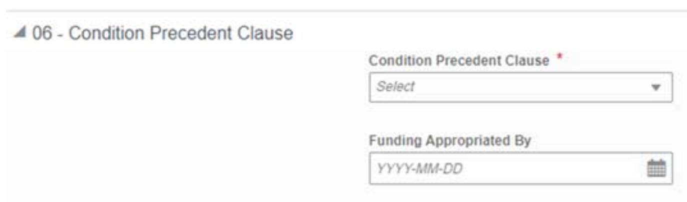
10. **Enter** contract recitals.
    a. Greyed areas will auto-populate as appropriate.
11. **Note** speed type auto-populates from the first funding request but is editable.

    Note: You can confirm the speedtype by looking at the funding sheet.
12. **Select** a Design firm.

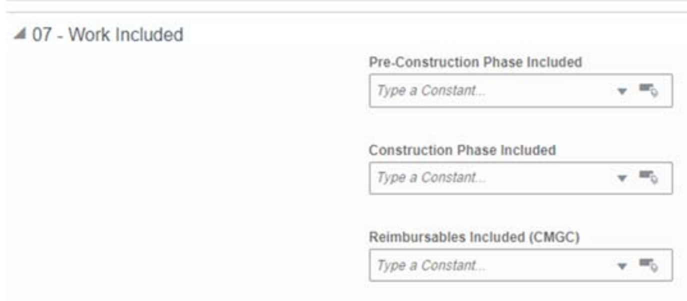


13. **Enter** data for red asterisked fields for the Condition Precedent Clause.

    Note that selecting this automatically strikes the information in the state form printed.



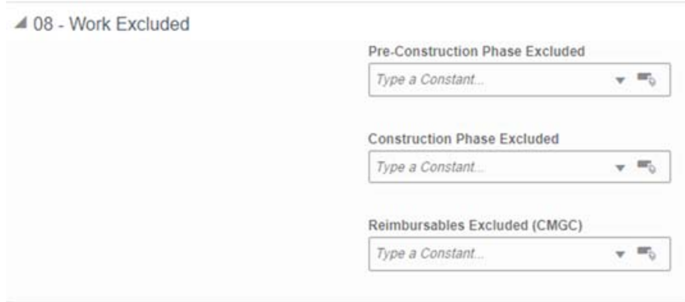
14. **Indicate** which phases are included by typing “Yes” and selecting the option that appears.



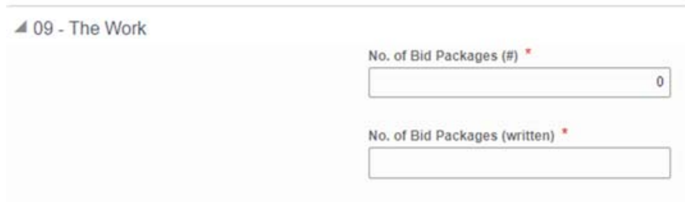
Action By: PM / PC / Planner	Example

15. **I**ndicate which phases are excluded by typing “Yes” and selecting the option that appears.

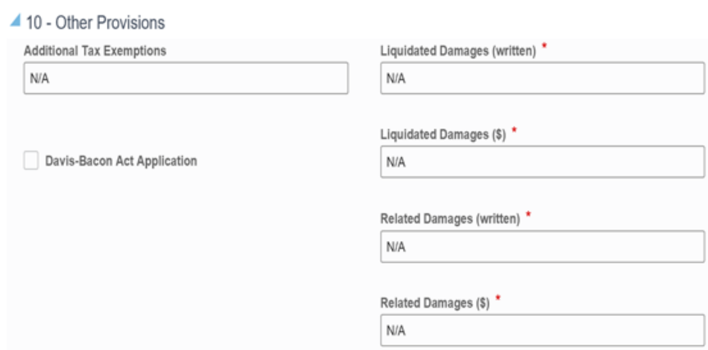
    Note: See steps 15 and 17 in Section 3.3.5 in how to make selections.



16. **Enter** the number of bid packages included:
    a. No of Bid Packages (#): Write this as a numeric value e.g. “4”.
    b. No of Bid Packages (written): Spell out the number above e.g. “four”.



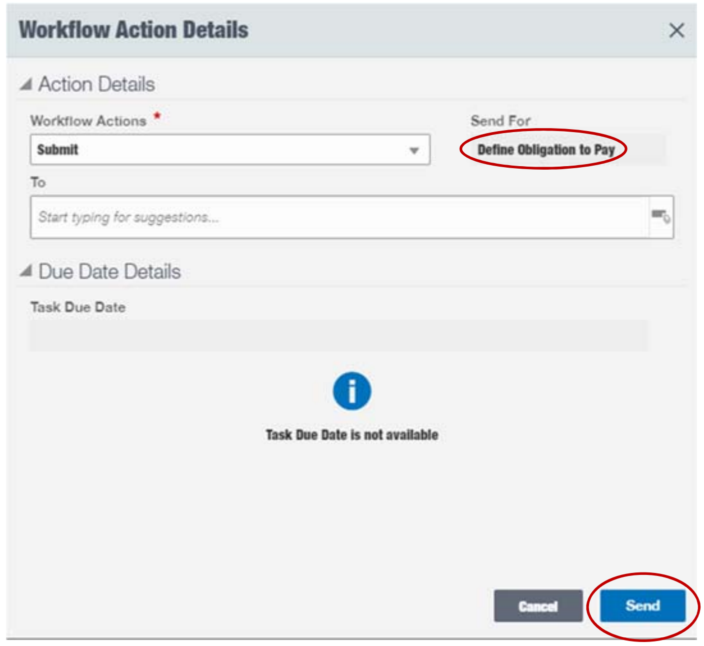
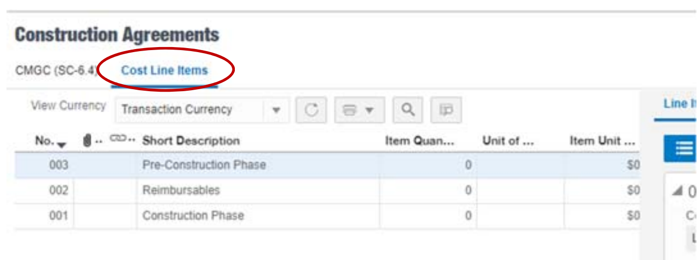
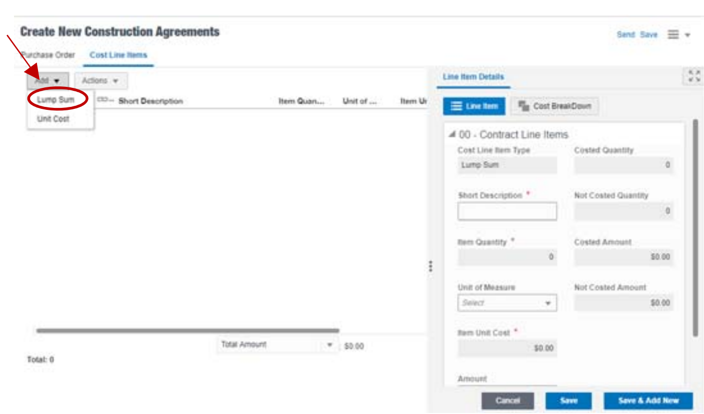
17. **Enter** data for red asterisked fields.
18. **Note f**ields are auto populated by default but are editable.



19. **Enter** data for red asterisked fields. Fields are auto populated by default but are editable.

    Note: At this point, do NOT add cost line items since they will be added automatically for all forms except Design Bid Build.

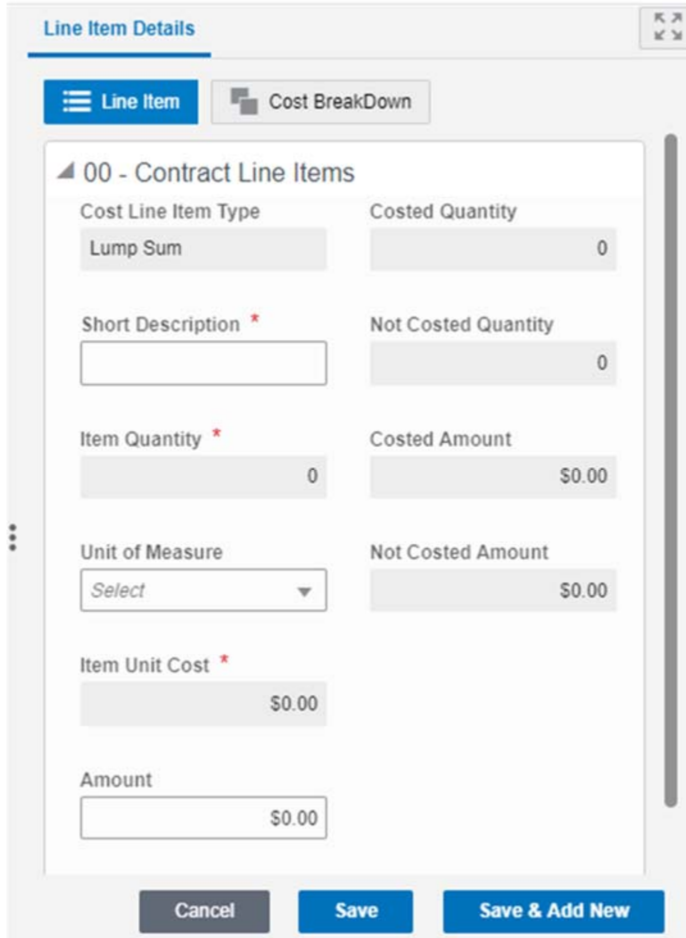
    Note: If this is a Design Bid Build (SC-6.21) form, skip this workflow step and start adding Cost Line Items on Step 24.

Action By: PM / PC / Planner	Example
20. **Select** "Send" to open the Workflow Action Details screen. 21. **Note** in this step "Submit" is the only option and is pre-selected. 22. **Select** the Recipient(s) in the "To" field. 23. **Select** "Send" to send for Define Obligation to Pay (CMGC / Design Bid Build / Design Build - GMP/ Design Build - LS)	
24. **Locate** the Task, open the record and Accept.	
25. **Access** "Cost Line Items" at the top of the window. Note: All phases indicated as work included will appear in the Cost Line Items tab in agreements where there is work included/excluded. Note: The reason for line items and line item cost breakdown is to capture the contractor's schedule of values (SOV) detail against the contract value line item.	
26. In agreements where Cost Line Items do not auto-populate, **select** "Add", then "Lump Sum". a. Line Item Details window will open. 27. **Note** that we will first enter the summary and then allocate it to more detail at the CBS level.	

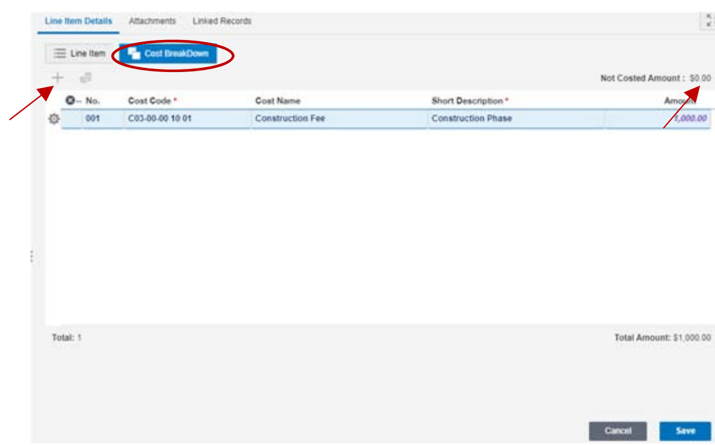
Action By: PM / PC / Planner	Example

28. For each line item, **enter** the Amount.
    a. You can cancel the entry by clicking Cancel at the bottom of the page.
    b. Do NOT select Save or Save & Add New at this point. It will give you an error message until you enter a Cost Breakdown for the Line.

Note: Ignore the Unit of Measure field – it is not used in most cases.

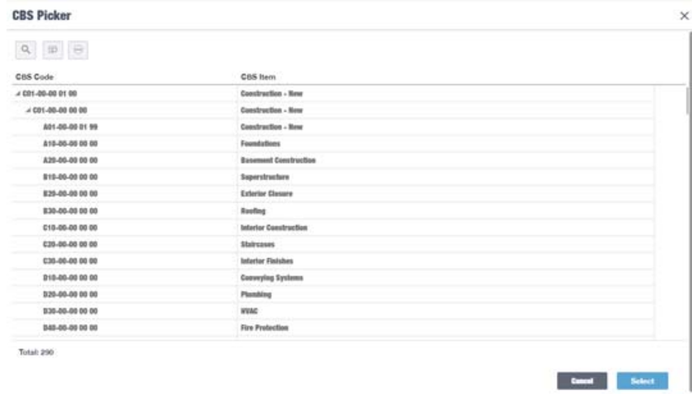


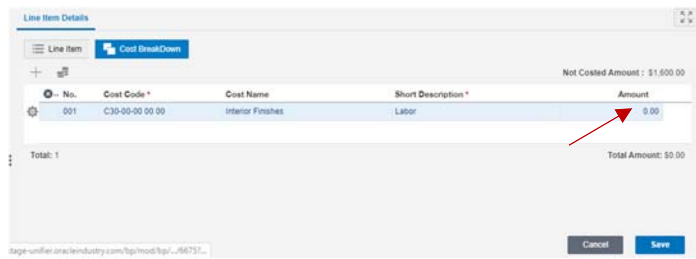
29. **Access** Cost Breakdown at the top of the page
30. **Select** the “+” symbol to open the CBS Picker.



Action By: PM / PC / Planner	Example

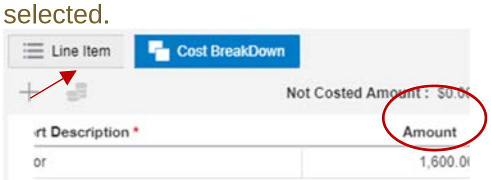
31. **Select** a CBS code.





32. **Double-click** on “Amount” and enter the amount. Note: more than one Cost Code may be assigned to a single Line Item.

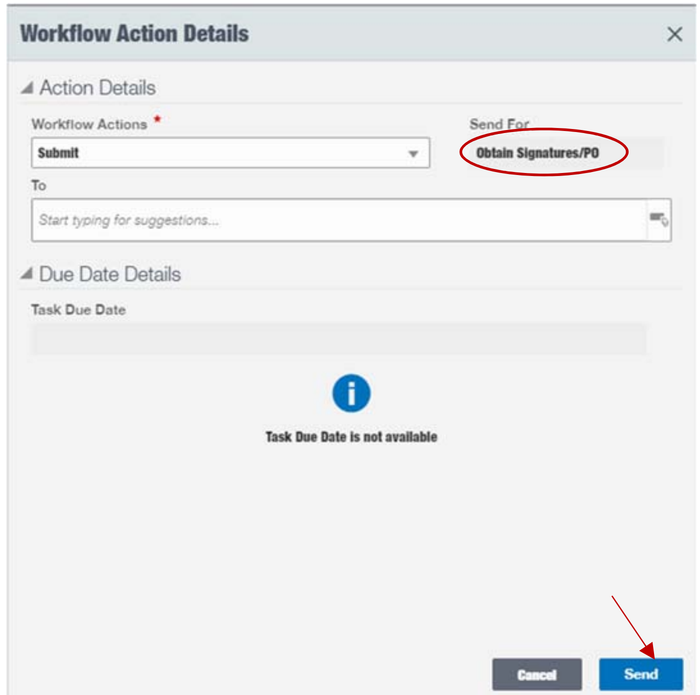
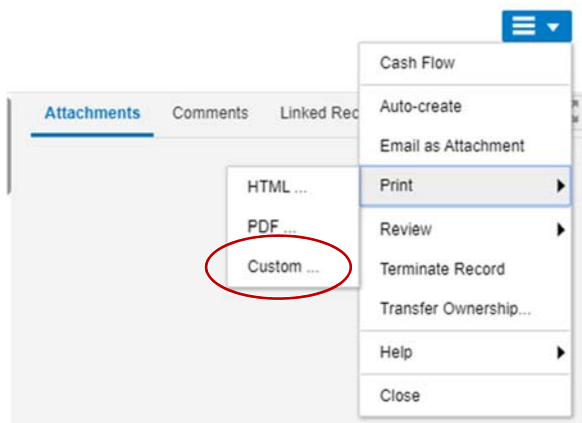
    Note: If you are assigning the entire amount of the Line Item, you can select the coins symbol. The CBS Picker will appear, and the amount of the Line Item will auto-populate the “Amount” field of the CBS code selected.



    a. “Not Costed Amount” must equal 0.00

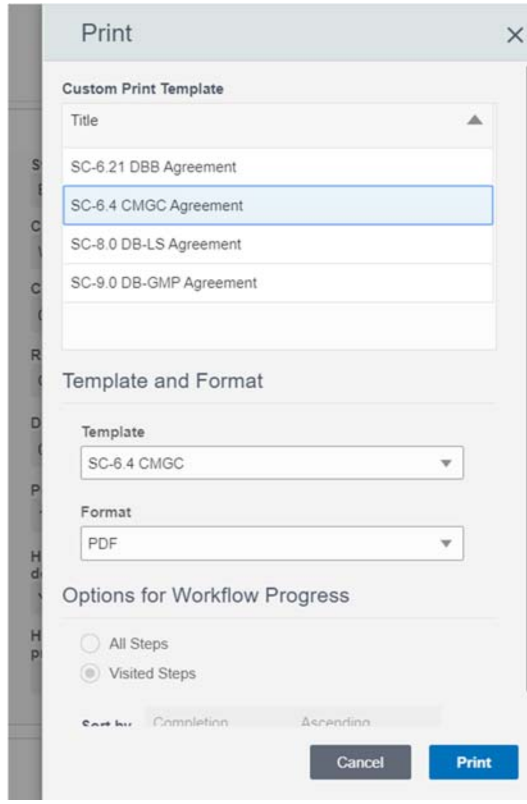
33. **Select** “Save” to save the Cost Breakdown to the Line entry

    a. Optionally, **select** “Cancel” to cancel the entire Contract Line entry.

Action By: PM / PC / Planner	Example
34. **Select** “Send” to open the Workflow Action Details screen. 35. **Note** in this step Submit is the only option and is pre-selected. 36. **Select** the Recipient(s) in the “To” field. 37. **Select** “Send” to send for Obtain Signatures/PO to your PC.	
38. Recipient **locates**, **opens** and **accepts** the task. Note: In this step the PC will obtain signatures outside of Unifier and upload the executed agreement and purchase order to Unifier. 39. **Select** the hamburger icon in the upper left corner and navigate to Print>Custom….	

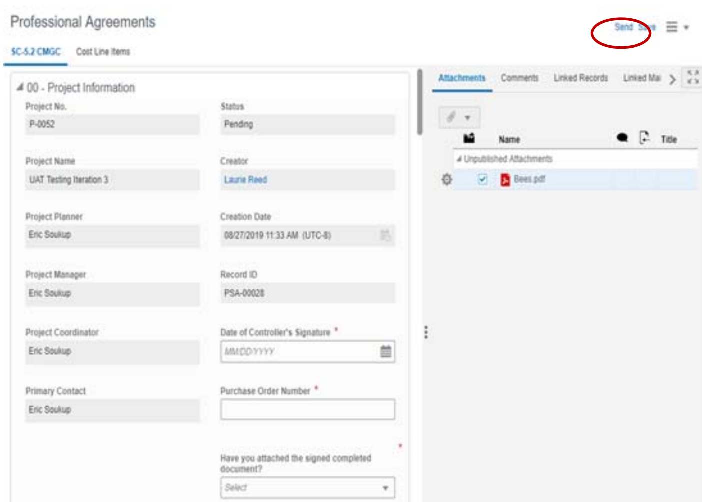
Action By: PM / PC / Planner	Example

40. **Select** “SC-6.4” to highlight the correct output.
41. **Ensure** the format is PDF.
42. **Select** “Print” to generate the PDF.
43. **Save** the PDF for upload into DocuSign.



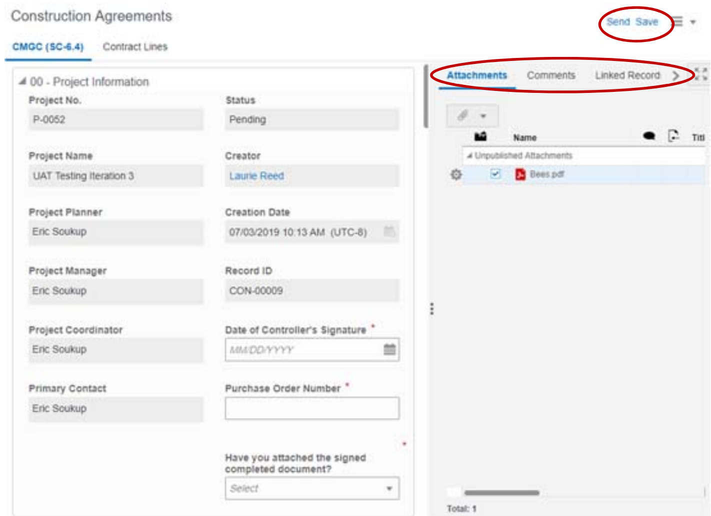
44. **Route** agreement through DocuSign with applicable attachments and routing document.
45. Upon executed agreement, **request** PO from Marketplace.
46. **Wait** until all signatures are obtained and the PO is received.

47. After all signatures are obtained, **return** to Unifier and **open** the accepted task.
48. **Enter** remaining data for red asterisked fields.
49. **Attach** executed agreement and Purchase Order.
50. **Select** “Send” to open the Workflow Actions Detail screen. .

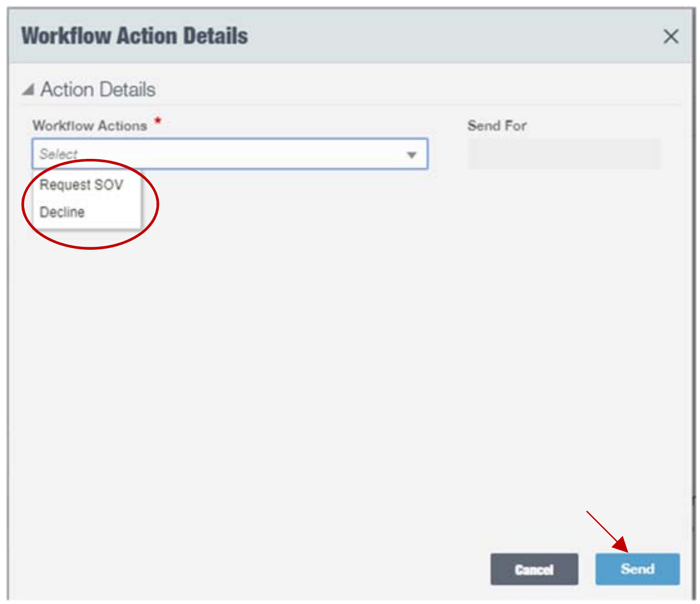


Action By: PM / PC / Planner	Example

51. After all signatures are obtained, **return** to Unifier and **open** the accepted task.
52. **Enter** remaining data for red asterisked fields.
53. **Attach** executed agreement and Purchase Order.
54. **Select** “Send” to open the Workflow Actions Detail screen. .

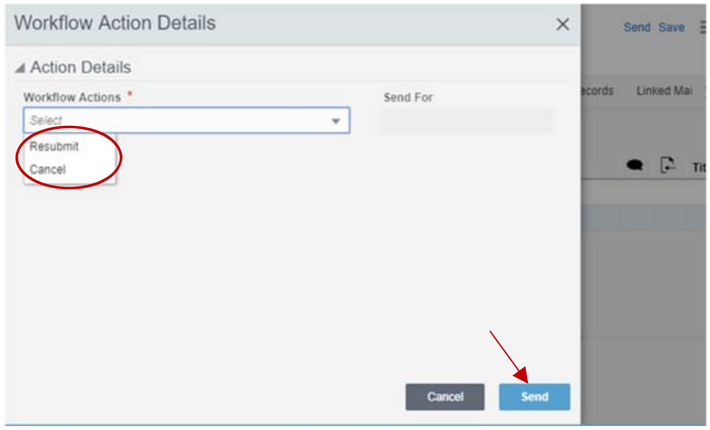


55. **Select** “Request SOV” to indicate that the contract is approved and creates a task for the Contractor to provide a schedule of values (SOV).
    a. Optionally, **select** “Decline” to send the Business Process to the Creator for revision. Best practice is to add Comments for the reason to Decline. This workflow will have a User select “To” field.
56. **Select** “Send”



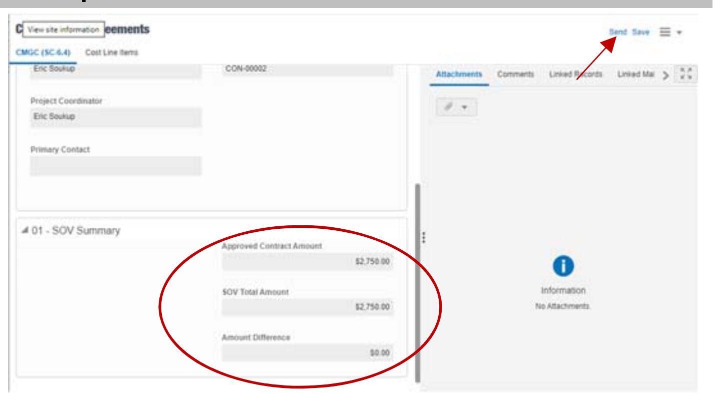
Action By: PM / PC / Planner	Example

57. If "Decline" was selected, Creator locates and Accepts the task.
    a. Reviews Comments provided and makes corrections as requested.
    b. Open Workflow Actions by clicking Send in the upper right-hand corner
    c. In this step the Creator has two Workflow options.
    d. Choosing Resubmit resends the Business Process to the Obtain Signatures/PO step.
    e. Choosing Cancel is a terminal step for the Business Process.
    f. Both Workflows will have a User select "To" field.



Action By: Contractor	Example

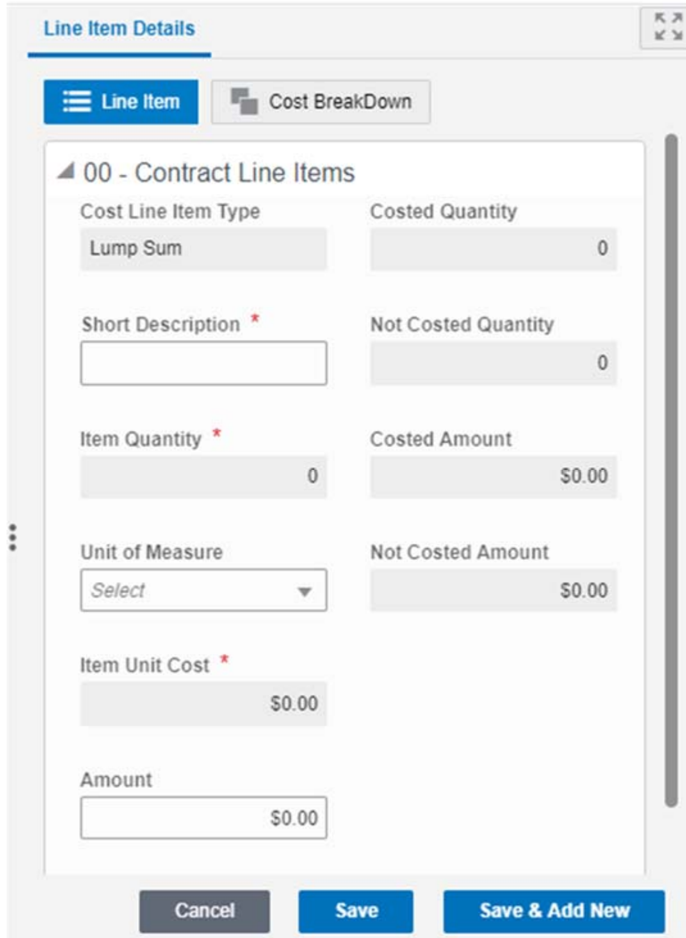
58. If "Request SOV" was selected, Contractor locates and accepts the task.
59. **Select** "Cost Line Items" to view the SOV.
60. **Note** validation exists such that the Obligation to Pay cannot change during this process.



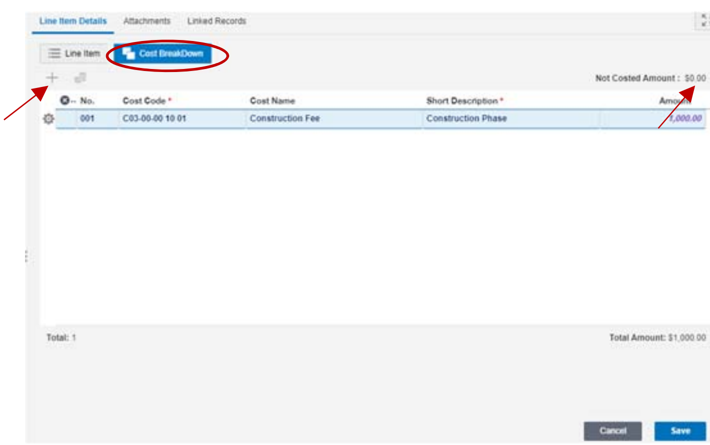
Action By: Contractor	**Example**

61. For each line item, **view** the Amount.

    Note: Ignore the Unit of Measure field – it is not used in most cases.

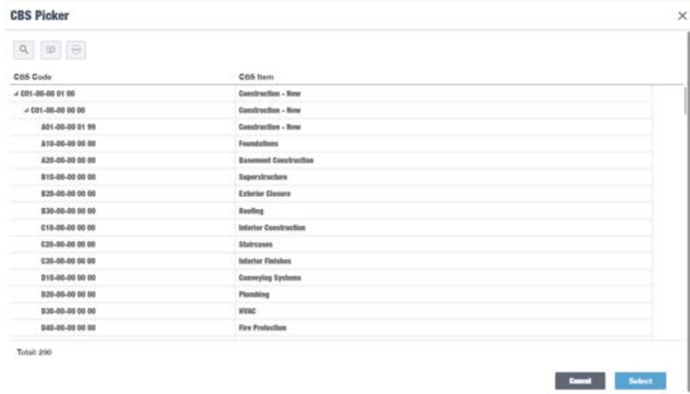


62. **Access** Cost Breakdown at the top of the page and view the draft breakdown.
63. **Highlight** an item that need to be further broken down or changed.
64. **Select** the "+" symbol to open the CBS Picker.



Action By: Contractor	Example

65. **Select** a new CBS code.



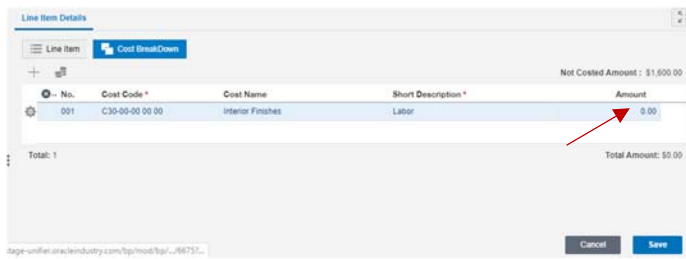
66. **Double-click** on “Amount” and enter the amount.

    Note: more than one Cost Code may be assigned to a single Line Item.

    a. “Not Costed Amount” must equal 0.00

67. **Select** “Save” to save the Cost Breakdown to the Line entry

68. Repeat above until all line items are allocated to how they should be tracked in the SOV.

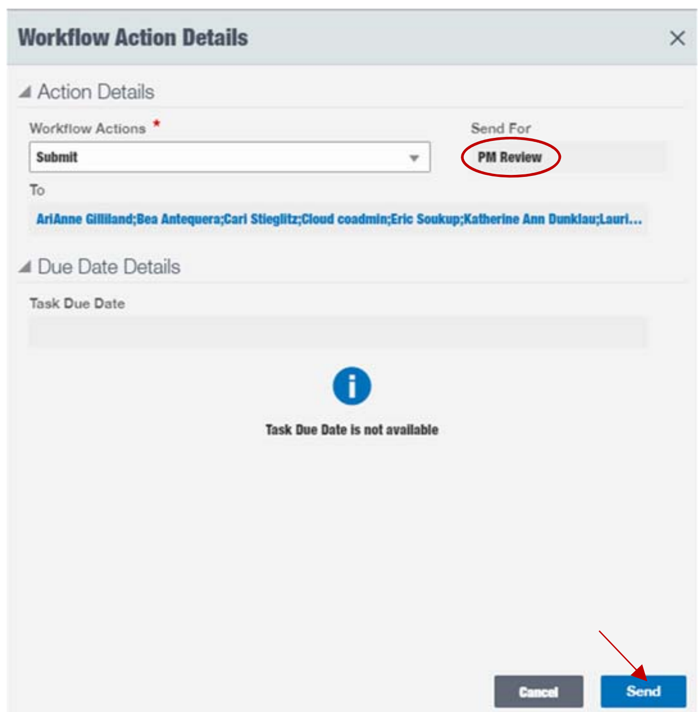


69. **Select** “Send” to open the Workflow Action Details screen.

70. **Note** in this step Submit is the only option and is pre-selected.

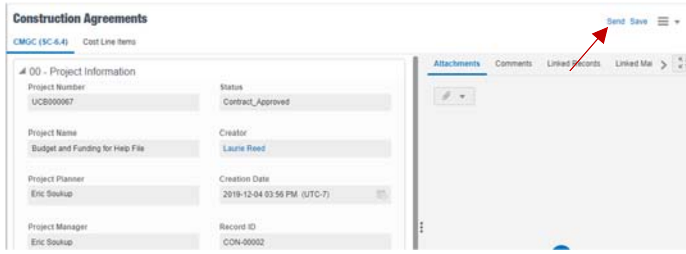
71. **Note** the “To” field is Preassigned.

72. **Select** “Send” to send for PM Review

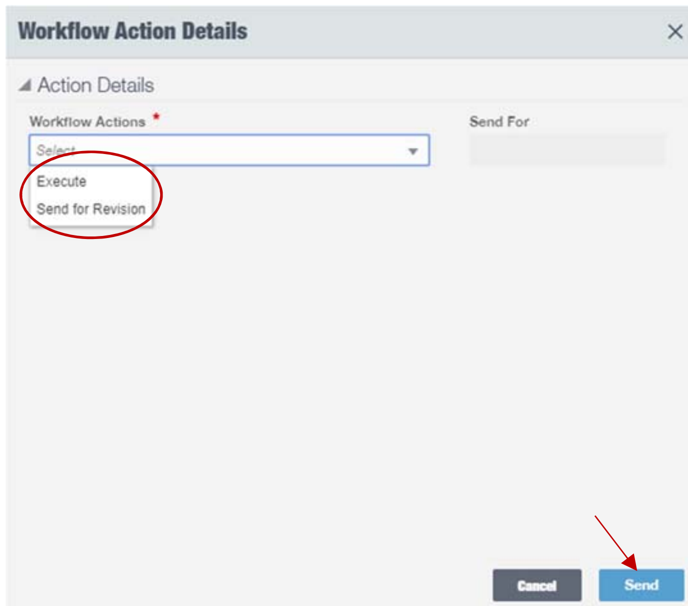


Action By: PM / PC / Planner	Example

73. PM **locates** and accepts the task.
74. **Validate** the SOV has been provided.
    a. If there is a need for clarification or revision, the PM may indicate as such using General Comments and return the record to the Contractor.
75. **Select** “Send” to open the Workflow Action Details screen.



76. **Select** “Execute” to send an email notification to the Vendor and any others CC’d. Note this is a terminal step for the Business Process.
    a. Optionally, select “Send for Revision” to send the Business Process to the Contractor for revision. Best practice is to add Comments for the reason to Revise.
77. **Select** “Send”.



END TASK

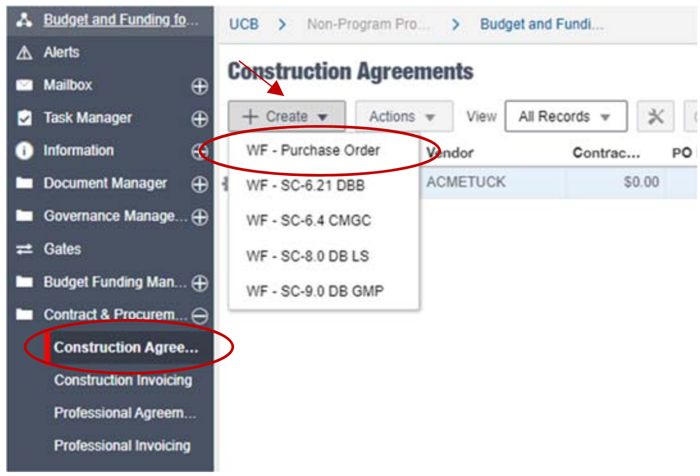
3.3.11 CREATING A CONSTRUCTION PO AGREEMENT (UPDATED 03/11/2020)

Goals	How to award a procurement and create a PO for construction.
Navigation	Project>Contract & Procurement>Construction Agreement
Action By	Project Manager (PM) / Project Coordinator (PC) / Planner
Pre-requisites	Approval for an Agreement. PO from marketplace.
Related Files	Issuing an RFP (Release in 2020)

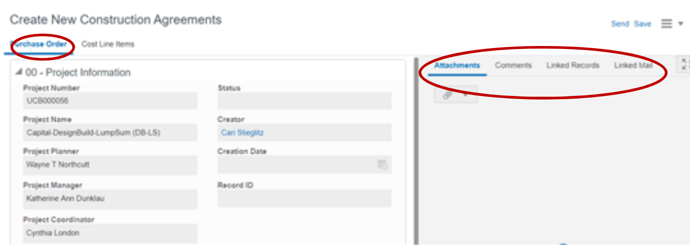
Action By: PM / PC / Planner	Example

1. **Navigate** to Contracts & Procurement>Construction Agreements in the left-hand panel. Select to open window.
2. **Select** "Create" and select the "WF – Purchase Order" workflow.

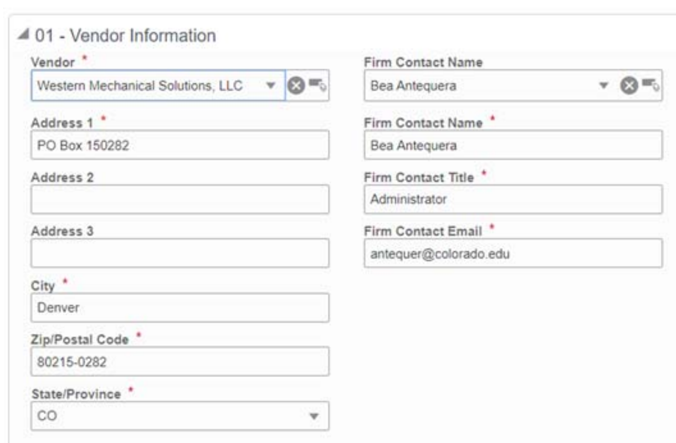
   Note: The PO needs to be obtained in MarketPlace prior to starting.

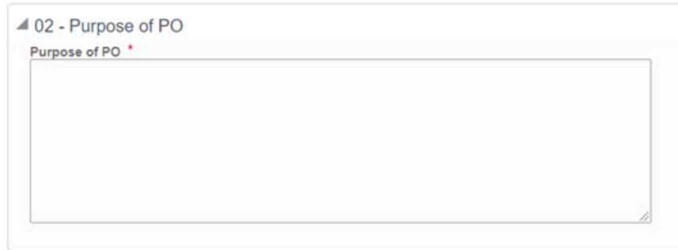
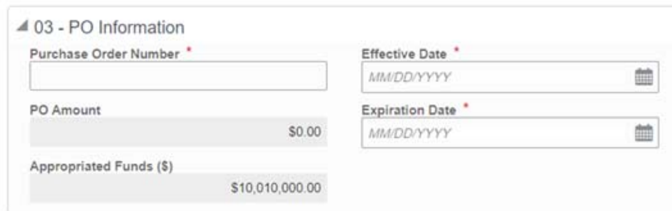
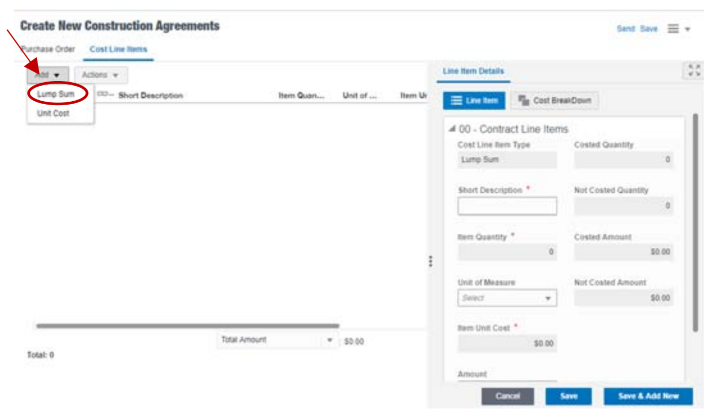
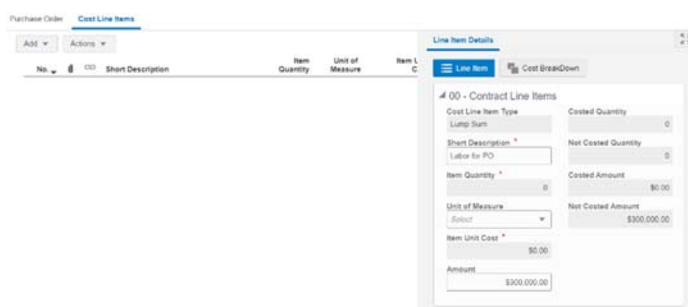


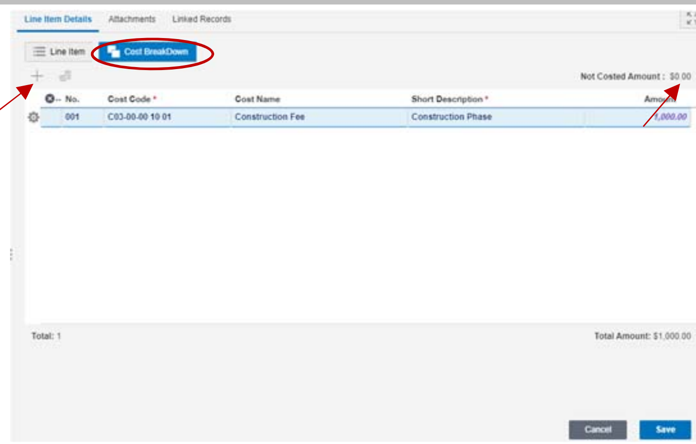
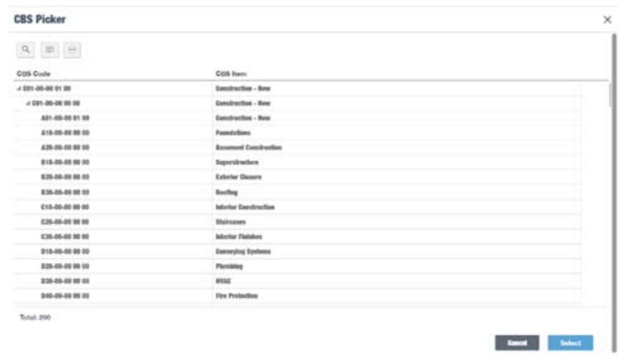
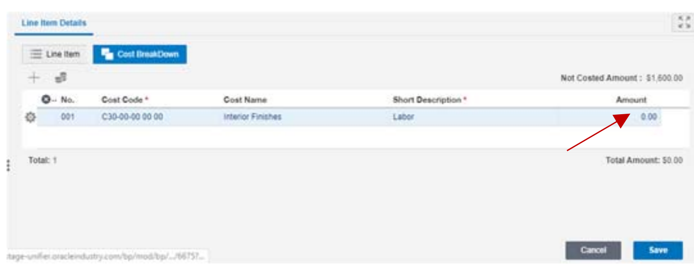
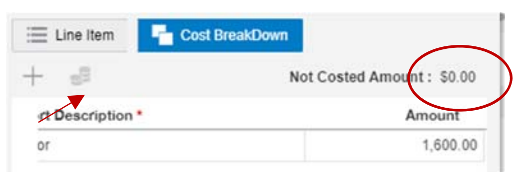
3. Note the type of agreement is shown in the top left-hand corner.
4. Greyed fields will auto-populate as appropriate.
5. Add attachment, comments, etc. using the buttons on the right-hand side.



6. **Select** the Vendor and Firm Contact Name.
   a. Address information will auto-populate based on the Vendor chosen but remain editable.



Action By: PM / PC / Planner	Example
7. **Enter** the purpose of the PO.	
8. **Enter** data for red asterisked fields. a. “PO Amount” will auto-populate as a sum of Contract Lines in next step.	
9. **Select** “Cost Line Items” at the top of the screen to access the contract line items. 10. **Select** “Add”, then “Lump Sum”. a. Line Item Details window will open. **Note:** We will first enter the summary to match the PO from MarketPlace and then allocate it to more detail at the CBS level.	
11. For each line item, **enter** the Amount. a. You can cancel the entry by clicking Cancel at the bottom of the page. b. Do NOT select Save or Save & Add New at this point. It will give you an error message until you enter a Cost Breakdown for the Line. Note: Ignore the Unit of Measure field – it is not used in most cases.	

Action By: PM / PC / Planner	Example
12. **Access** Cost Breakdown at the top of the page 13. **Select** the "+" symbol to open the CBS Picker.	
14. **Select** a CBS code.	
15. **Double-click** on "Amount" and enter the amount. Note: more than one Cost Code may be assigned to a single Line Item.	
16. If you are assigning the entire amount of the Line Item, **select** the coins symbol. a. The CBS Picker will appear, and the amount of the Line Item will auto-populate the "Amount" field of the CBS code selected. a. "Not Costed Amount" must equal 0.00	
17. **Select** "Save" to save the Cost Breakdown to the Line entry a. Optionally, **select** "Cancel" to cancel the entire Contract Line entry.	

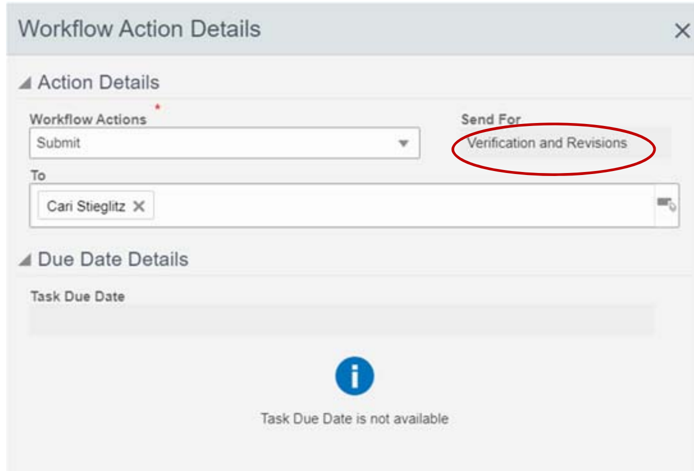
Action By: PM / PC / Planner	Example

18. **Select** “Send” to open the Workflow Action Details screen.

    Note: in this step “Submit” is the only option and is pre-selected.

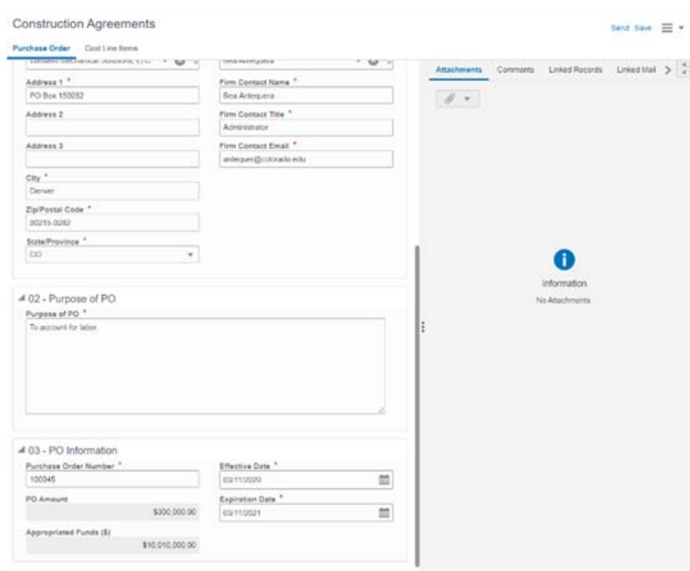
19. **Select** the Recipient(s) in the “To” field.

20. **Select** “Send” to send for Verification and Revisions.



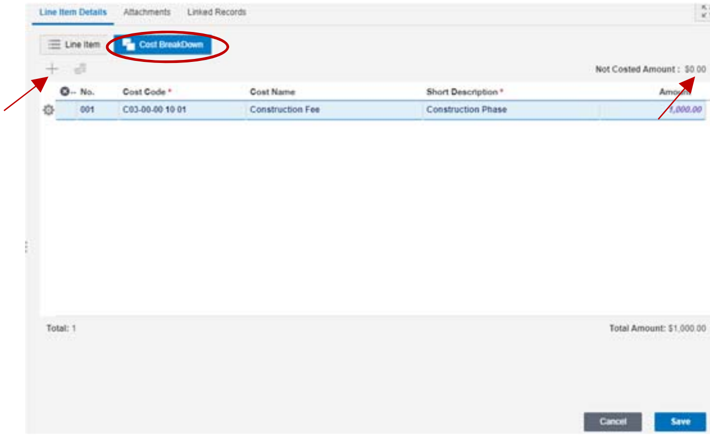
21. **Locate** the task, open the record and accept.

22. **Review** the PO information entered.

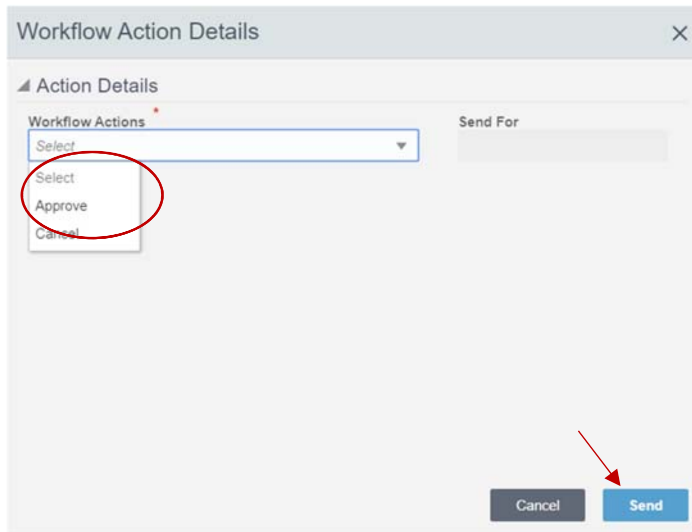


Action By: PM / PC / Planner	Example

23. **Access** Cost Breakdown at the top of the page
24. **Validate** the line item and breakdown are correct.



25. **Select** "Approve" to save the PO and establish the SOV.
    a. Optionally, **select** "Cancel" to cancel the entire PO.
26. **Select** "Send".



END TASK

3.3.12 ISSUING A NOTICE TO PROCEED (NTP) (UPDATED 4/14/2020)

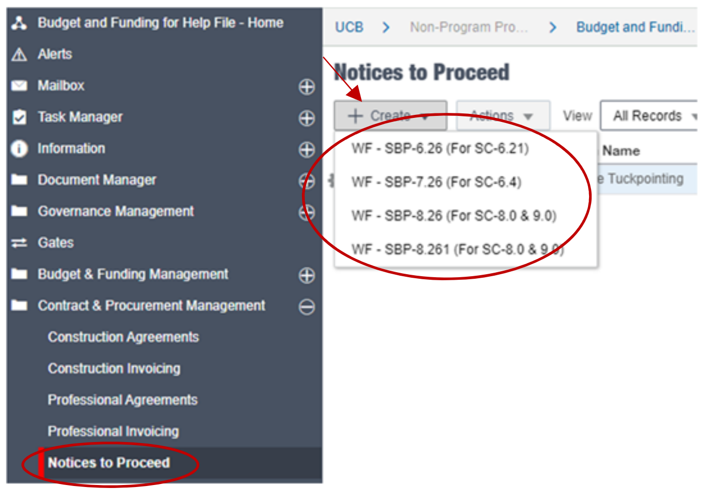
Goals	How to issue a Notice to Proceed (NTP) including the generation of state forms.
Navigation	Project>Contract & Procurement>Notice to Proceed
Action By	Project Manager (PM) / Project Coordinator (PC) / Planner
Pre-requisites	Construction Agreement or Amendment
Related Files	None

Action By: PM / PC / Planner	Example

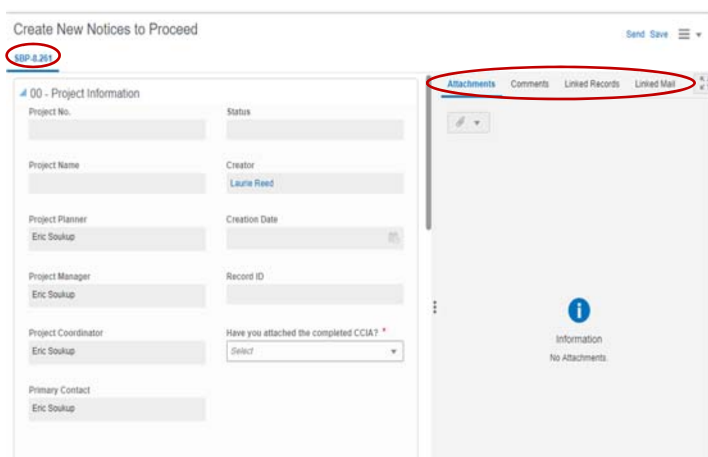
1. **Navigate** to Notices to Proceed (NTP) in the left-hand panel. Select to open window
2. **Select** "Create" and choose the appropriate Workflow. There are workflow (WF) options for each type of agreement. Choose the appropriate agreement. Each NTP has similar but different required fields for data entry.

   Note: Create options are limited to the delivery type template shell.

   Note: SBP-8.26 is a Notice to Proceed with Design, and the SBP-8.261 is a Notice to proceed with Construction in a Design/Build delivery type.



   Note: In this script we will use WF SBP-8.261 (For SC-8.0 & 9.0) for Contractors. Note the type of NTP is shown in the top left-hand corner.
3. **Enter** data for red asterisked fields
   a. Greyed fields will auto-populate as appropriate.
4. **Add** Attachment, Comments, etc. using the buttons on the right-hand side.



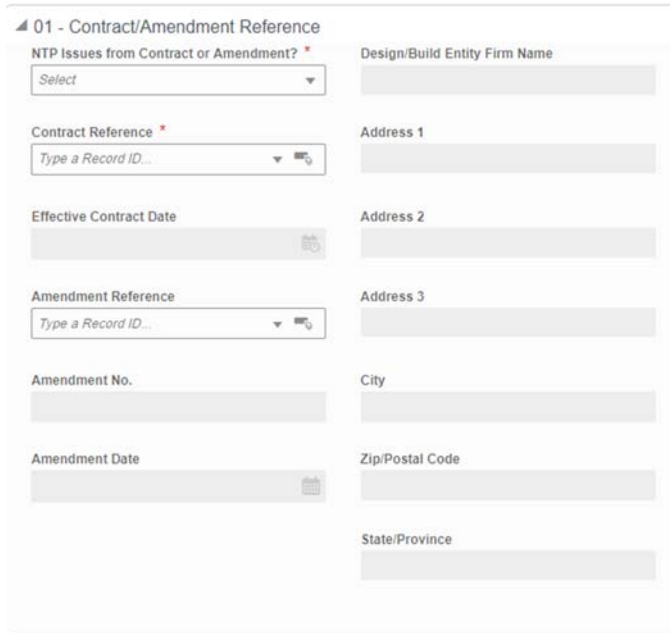
Action By: PM / PC / Planner	Example

5. **Select** if this is related to a contract or amendment.

   Note: The contract or amendment reference changes based on the selection.

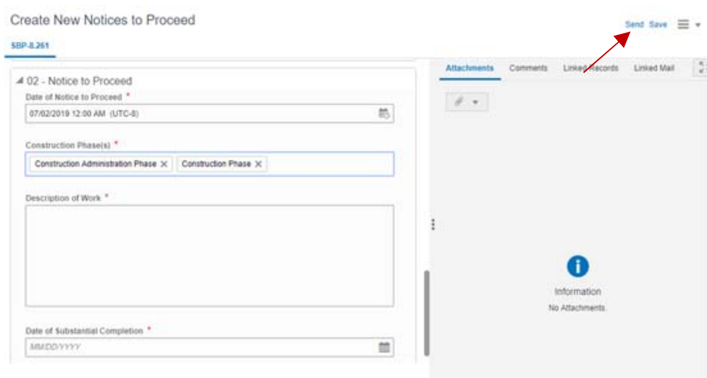
6. **Select** the related contract or amendment reference.

   a. Greyed fields will auto-populate as appropriate.



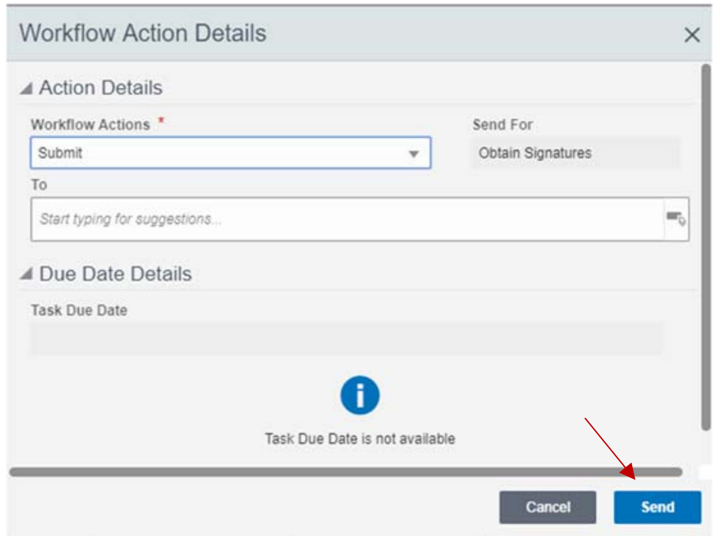
7. **Select** the date of the notice to proceed to reflect the NTP start date.
8. **Select** all the Construction Phases this NTP impacts.
9. **Enter** the description of work that should appear on the NTP state form.
10. **Select** the expected date of substantial completion.
11. **Select** "Send" to open the Workflow Action Details screen.

    a. Optionally, **select "**Save" to save as a draft and complete later.

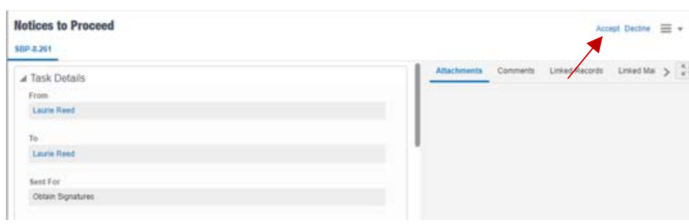


Action By: PM / PC / Planner	Example

12. **Note** in this step “Submit” is the only option and is pre-selected.
13. **Select** the Recipient(s) in the “To” field.
14. **Select** “Send” to send for Obtain Signatures



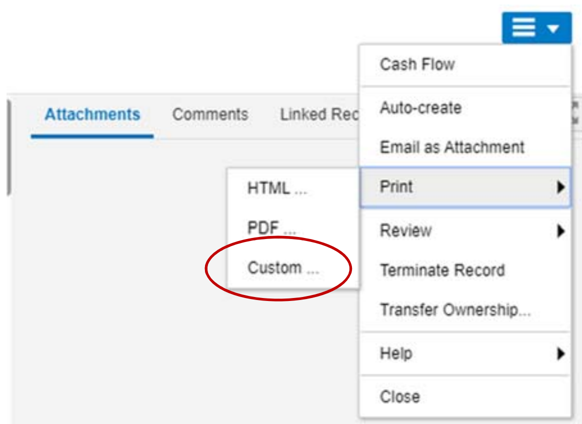
15. Recipient **locates** their Task and **opens** the record
16. **Select** “Accept” to enable the record for editing.



17. Recipient **locates**, **opens** and **accepts** the task.

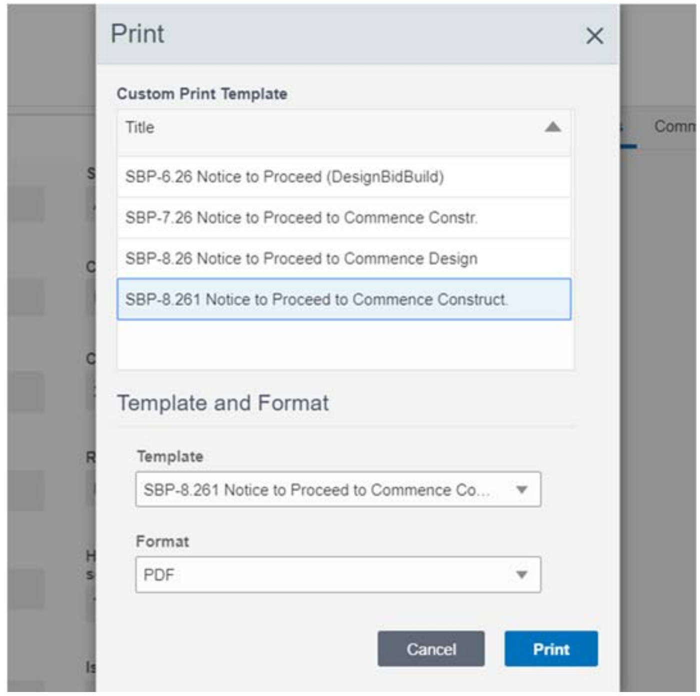
    Note: In this step the PC will obtain signatures outside of Unifier and upload the executed NTP to Unifier.

18. **Select** the hamburger icon in the upper left corner and navigate to Print>Custom….

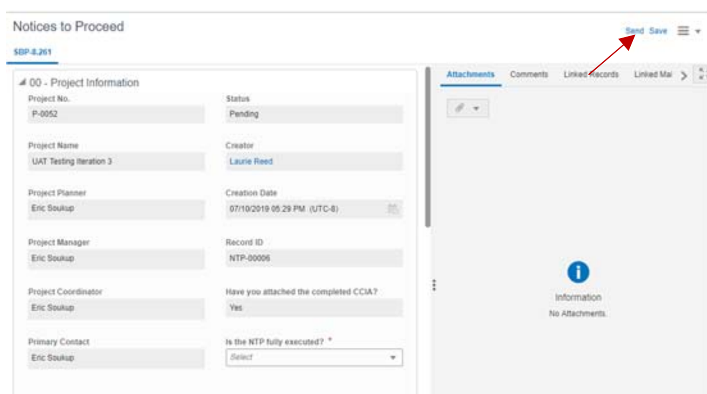


Action By: PM / PC / Planner	Example

19. **Select** “SBP-8.261” to highlight the correct output.
20. **Ensure** the format is PDF.
21. **Select** “Print” to generate the PDF.
22. **Save** the PDF for upload into DocuSign.

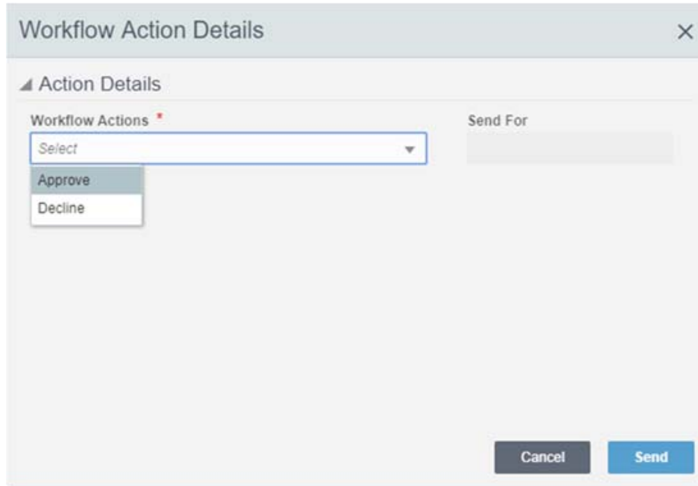


23. **Route** agreement through DocuSign with applicable attachments and routing document.
24. **Wait** until all signatures are obtained.
25. After all signatures are obtained, **return** to Unifier and **open** the accepted task.
26. **Enter** remaining data for red asterisked fields.
27. **Select** “Send” to open the Workflow Actions Detail screen.

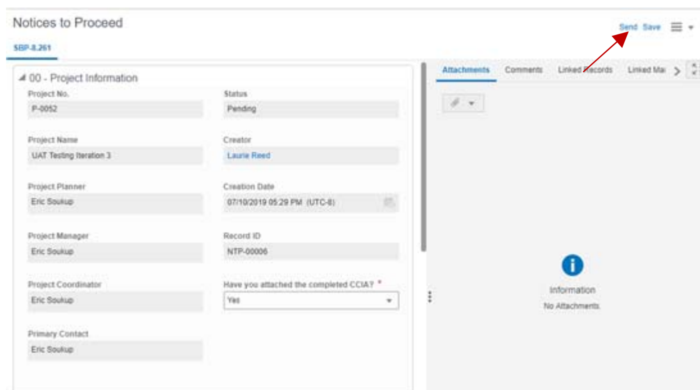


Action By: PM / PC / Planner	**Example**

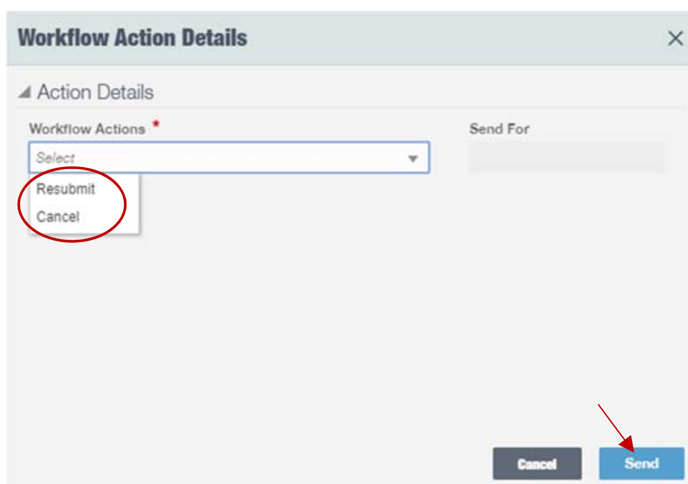
28. **Select** "Approve" to send an email notification is sent to the Vendor and any others CC'd. **Note** this is a terminal step for the Business Process.
    a. Optionally, **select** "Decline" to send the Business Process to the Creator for revision. Best practice is to add Comments for the reason to Decline.
    b. Decline will have a User select "To" field.
29. **Select** "Send".



30. If the record was declined, Recipient **locates**, **opens** the record, and **Accepts** the task.
31. **Reviews** Comments provided and makes corrections as requested.
32. **Select** Send to open Workflow Actions



33. In this step the Recipient has two Workflow options.
    a. Resubmit resends the Business Process to the Obtain Signatures for update step.
    b. Cancel is a terminal step for the Business Process.
    c. Resubmit will have a User select "To" field.
34. **Select** "Send".



END TASK

3.3.13 INVOICING A CONSTRUCTION AGREEMENT (UPDATED 4/14/2020)

Goals	How to initiate a pay application against a construction agreement, including generating state forms.
Navigation	Project>Contract and Procurement>Construction Invoicing
Action By	Project Manager (PM), Project Coordinator (PC) or Planner
Pre-requisites	Construction Agreement, Contractor SBP-7.2 or Invoice
Related Files	

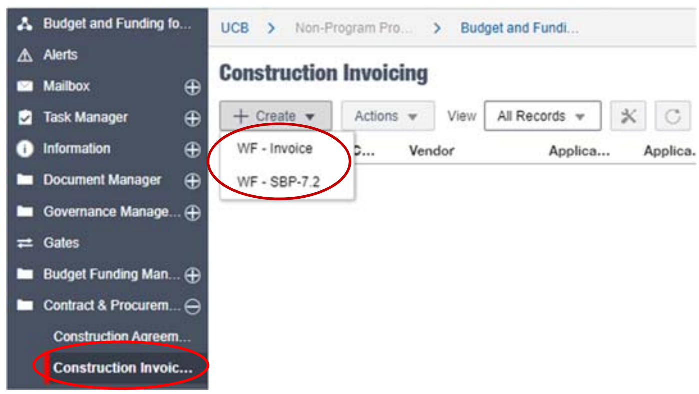
Action By: PM / PC / Planner **Example**

1. **Navigate** to Project>Contract & Procurement Management>Construction Invoicing.
2. **Select** "Create".

   Note: Use WF – Invoice when you have a PO and retainage will not be held. Demonstration of submitting an Invoice follows SBP-7.2.

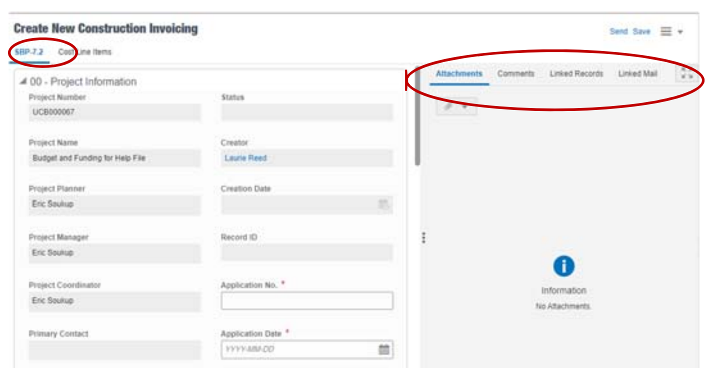
   Note: Use WF – SBP-7.2 when retainage will be held, and the Contractor will be submitting progress payments.

   Note: The WF steps are the same for both, but the required fields for submission will vary. This file demonstrates WF – SBP-7.2.



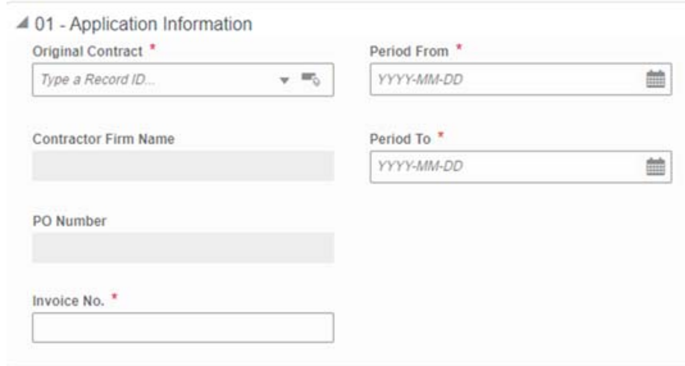
3. In 00-Project Information, **enter** data for red asterisked fields (required).
   a. Greyed fields will auto-populate when a Contract/PO reference is selected
4. **Add** attachment, Comments, etc. using the buttons on the right-hand side.

   Note: attach contractor's invoice and pay application supporting documentation.

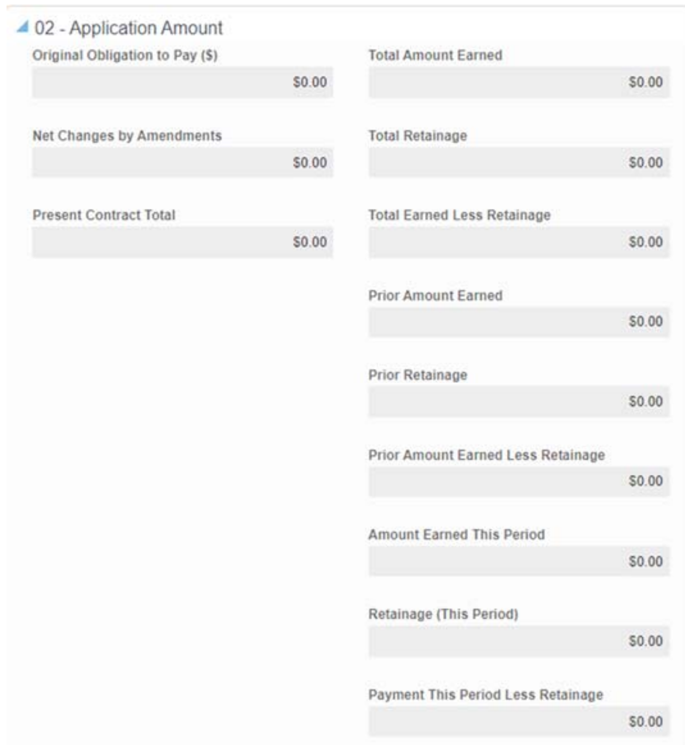


Action By: PM / PC / Planner	Example

5. In 01 - Application Information, **select** the original contract.
6. **Enter** the period from and to for the period in which the invoice covers.
7. **Enter** the Vendor's invoice number.
   a. Greyed fields will auto-populate as appropriate.



8. In 02 - Application Amount, **note** greyed fields on the right-hand side are sum formulas based on current plus all past invoices.

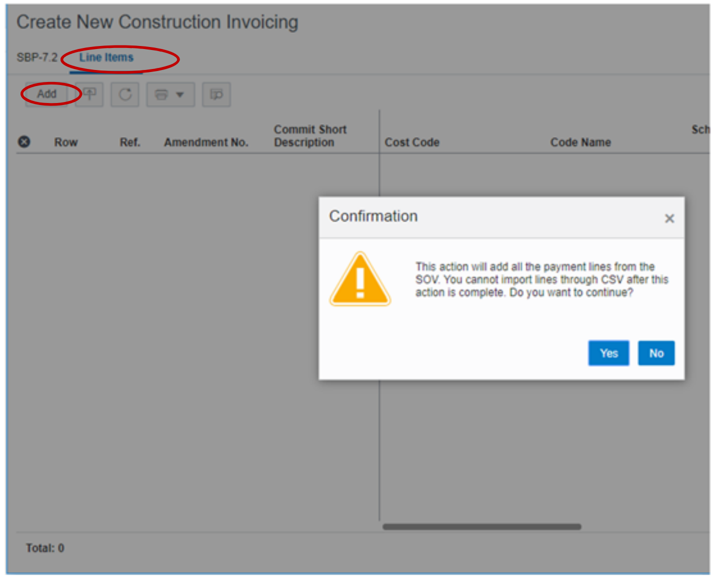


Action By: PM / PC / Planner	Example

9. **Access** “Line Items” at the top of the page.
10. **Select** “Add” to display this message.
11. **Select** “Yes” to load the SOV (Schedule of Values) for the contract

    Note: Approved line items from Agreement plus approved Agreement Modifications will auto-populate.

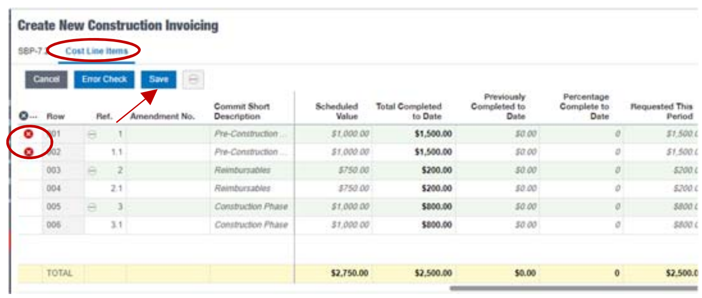
    Note: Retainage can be changed e.g. reduced from 5% to 0% in the case of AE fees or a final pay application.



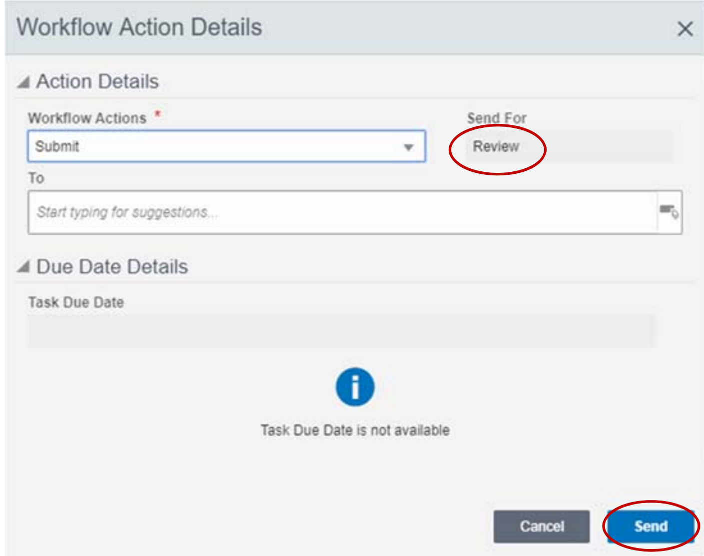
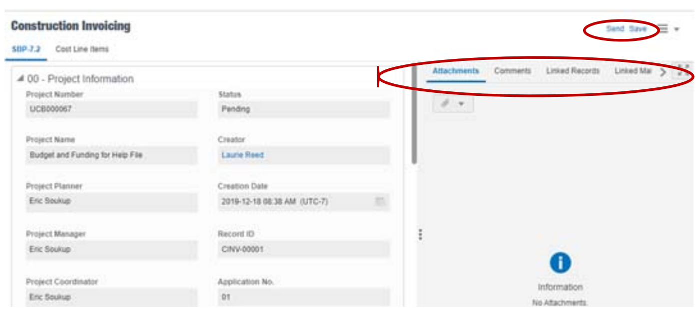
12. **Enter** Total Completed to Date values based on Vendor’s application form SBP-7.1

    Note the error icon if the Earned to Date value entered exceeds Scheduled Value.

    Note: Error Check will alert you to errors as well.
13. **Select** “Save” to save current entry.

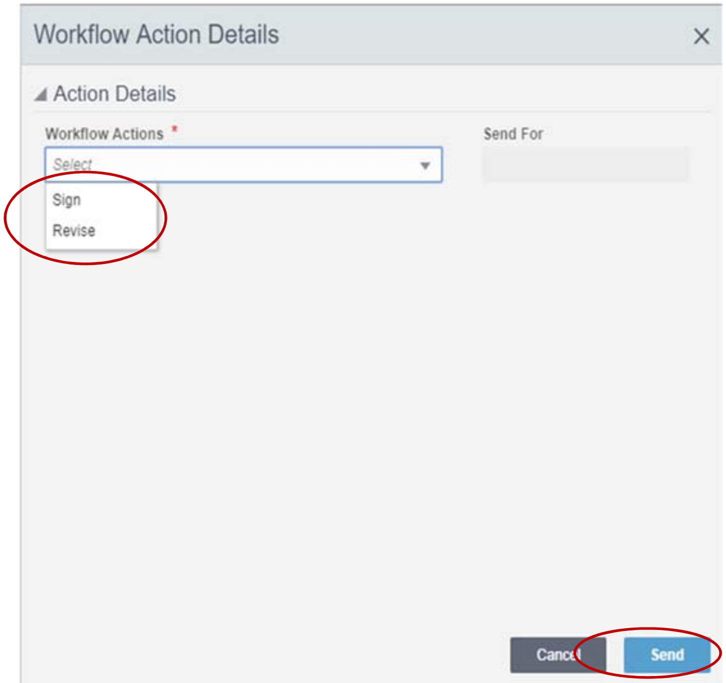


14. **Select** “Send” to open the Workflow Action Details screen.
    a. Optionally, **select** Save to save as a draft and complete later.

Action By: PM / PC / Planner	Example
15. **Note** in this step Submit is the only option and is pre-selected. 16. **Add** Recipient(s) in the “To” field. 17. **Select** “Send” to send for Review	
18. Recipient **locates** their Task, **opens** the record, and **Accepts** to open the record.	
19. **Review** all data entry, attachments, comments, etc. 20. Attachment, Comments, etc. may be added as necessary. 21. **Select** “Send” to open the Workflow Action Details screen.	

Action By: PM / PC / Planner	Example

22. **Select** “Sign” to send the Business Process for Obtain Signature.
23. Optionally, **select “**Revise” sends the Business Process for revision and resubmit. Best practice is to add Comments for the reason to Revise.
24. **Add** Recipient(s) in the “To” field.
25. **Select** “Send”.

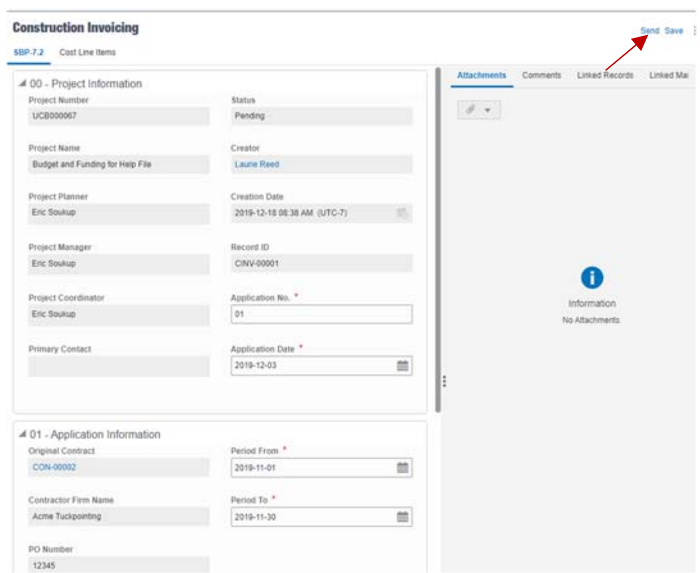


26. If Revise was selected, Creator **locates** and **Accepts** the task.
27. **Reviews** Comments provided and makes corrections as requested.

    Note the red asterisked fields are editable if needed.
28. Open Workflow Actions by **selecting** Send.

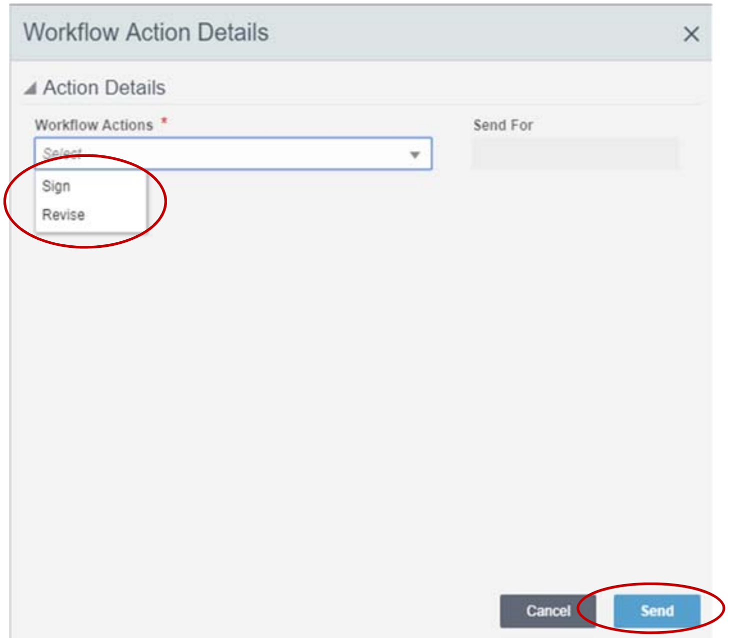
In this step Resubmit is the only option.

29. **Selecting** Resubmit resends the Business Process to the Reviewer and the previous workflow begins again.
30. Workflow has a User select “To” field and a Recipient(s) must be selected.



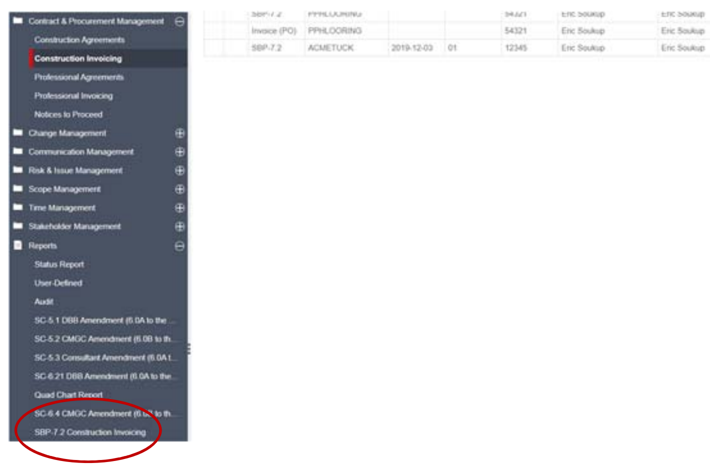
Action By: PM / PC / Planner	Example

31. **Select** “Sign” will send the Business Process for Obtain Signature
    a. Optionally**, select** “Revise” to send the Business Process for revision and resubmit. Best practice is to add Comments for the reason to Revise.
32. **Add** the recipient in the “To” field.
33. **Select** “Send” to send for signature of the 7.2.



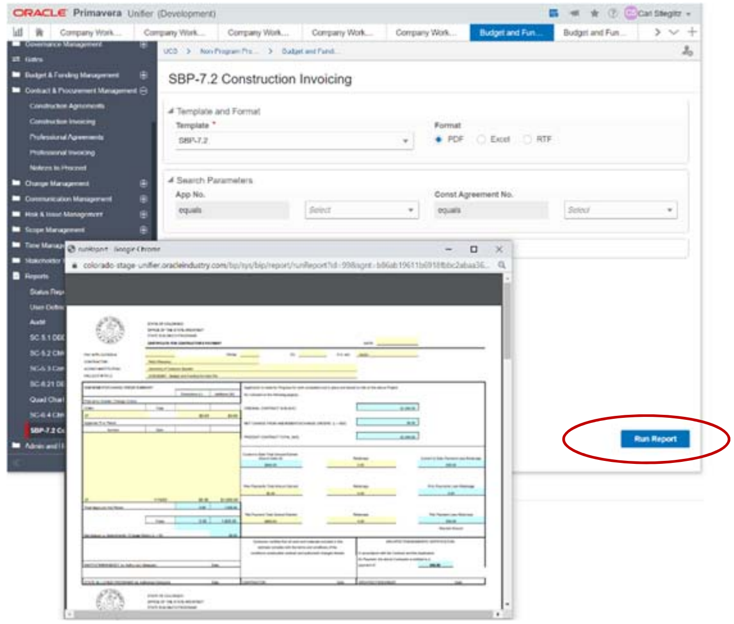
34. Recipient **locates**, **opens** and **accepts** the task.

    Note: In this step the PC will obtain signatures outside of Unifier and upload the executed agreement and purchase order to Unifier.
35. **Note** the Vendor and Application Number.
36. **Navigate** to Reports>SBP-7.2 Construction Invoicing and select to open the report screen.

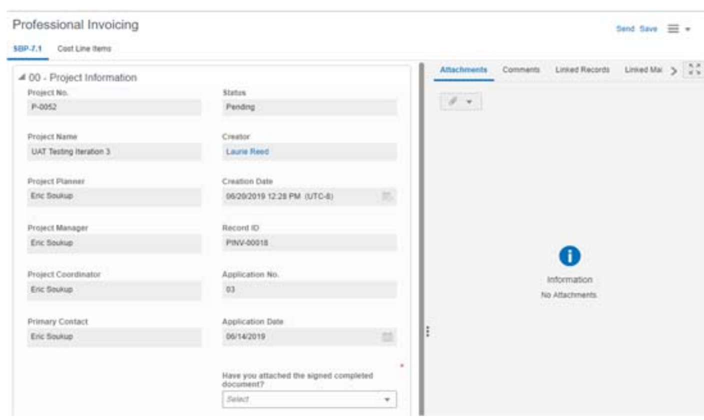


Action By: PM / PC / Planner	Example

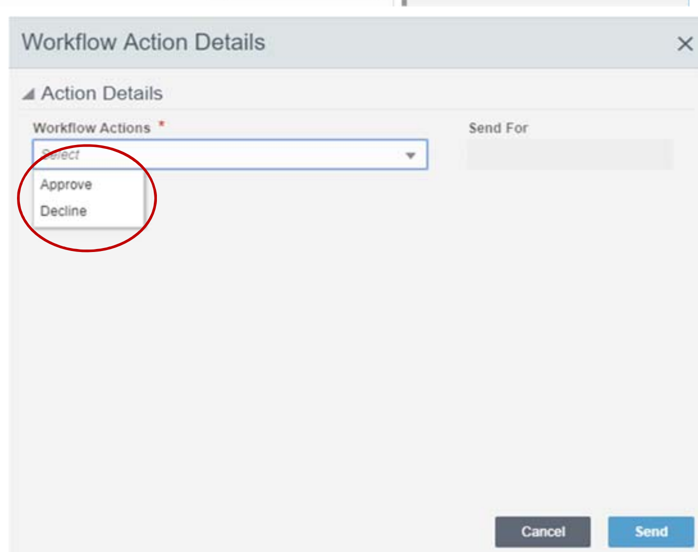
37. **Ensure** the format is PDF.
38. Under Search Parameters, **select** the App No. that was noted earlier.
39. **Select** "Run Report" to generate the PDF.
40. **Save** the PDF for upload into DocuSign.
41. **Route** agreement through DocuSign with applicable attachments and routing document.
42. **Wait** until all signatures are obtained in DocuSign.

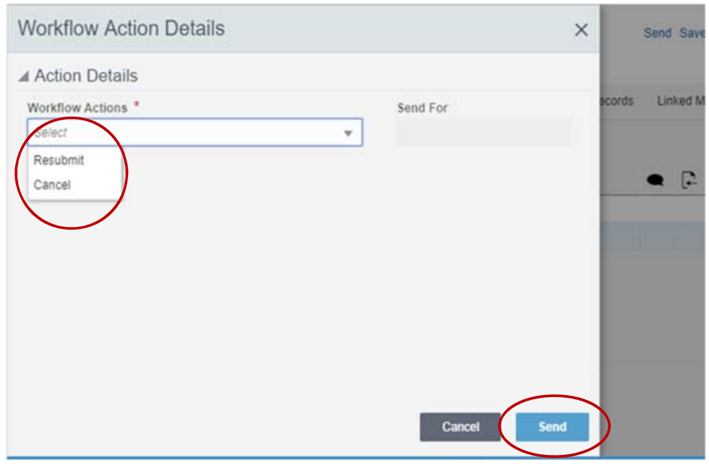


43. After all signatures are obtained, **return** to Unifier and **open** the accepted task.
44. **Enter** remaining data for red asterisked fields.
45. **Attach** the signed document.
46. **Select** "Send" to open the Workflow Actions Detail screen. .



47. **Select** "Approve" to send an email notification to the Vendor. This is a terminal step for the Business Process.
    a. Optionally, **select** "Decline" to send the Business Process for revision. Best practice is to add Comments for the reason to Decline.
48. **Select** "Send".



Action By: PM / PC / Planner	Example
49. If “Declined” was selected, creator locates and accepts the task. 50. **Review** Comments provided and **make** corrections as requested 51. **Select** “Send” to open the Workflow Actions screen. 52. **Select** “Resubmit” to resend the Business Process to the Sign step. a. Optionally, **select** “Cancel” is a terminal step for the Business Process 53. **Add** the recipient in the “To” field. 54. **Select** “Send”.	

END TASK

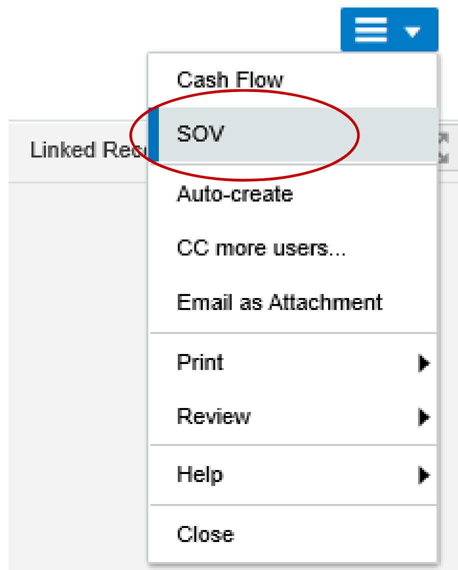
3.3.14 VIEWING A SCHEDULE OF VALUES (SOV) (UPDATED 3/10/2020)

Goals	How to view Schedule of Values (SOV) for Summary Payment Application of information and payment history from the Base / Change commits.
Navigation	Project>Schedule of Values (SOV) log or from within a summary payment application record. For example, Contract & Procurement Management>Construction Agreements
Action By	Project Manager / Project Coordinator / Planner
Pre-requisites	None.
Related Files	None.

Action By: Project Manager / Project Coordinator / Planner	Example

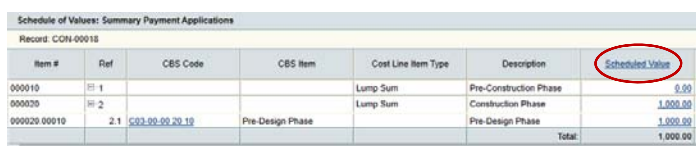
1. For this example, navigate to Projects>Contract & Procurement Management>Construction Agreements
2. **Open** a “completed” record.
3. In the upper right-hand corner pull down the contextual menu to select SOV.

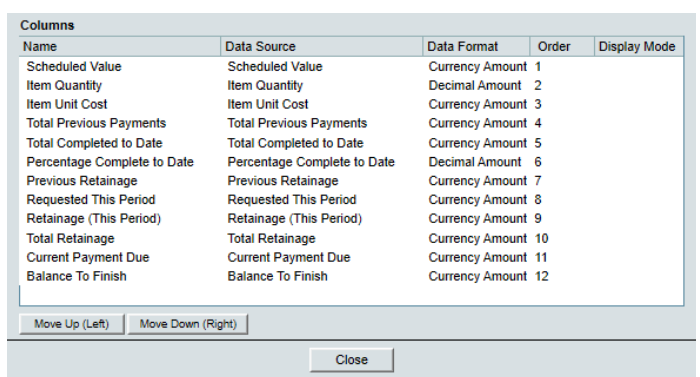
   Note: The record needs to have reached a specified terminal status for the SOV to be created.



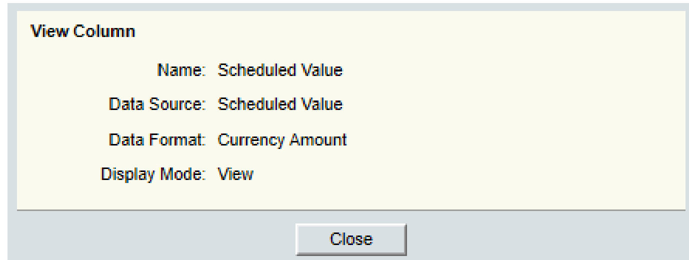
4. Data displayed depends on the columns added to an SOV structure.
5. The screenshot below the SOV shows the additional columns to the right.
6. Use the toolbar to expand, collapse, find, split the screen, and export records.
7. You will notice that Schedule Value has a hyperlink, select the link to review source information.

   Note: Due to the length of the SOV, the additional columns to the right are condensed in another screenshot to be legible.





Action By: Project Manager / Project Coordinator / Planner	Example



END TASK

3.4 CHANGE MANAGEMENT

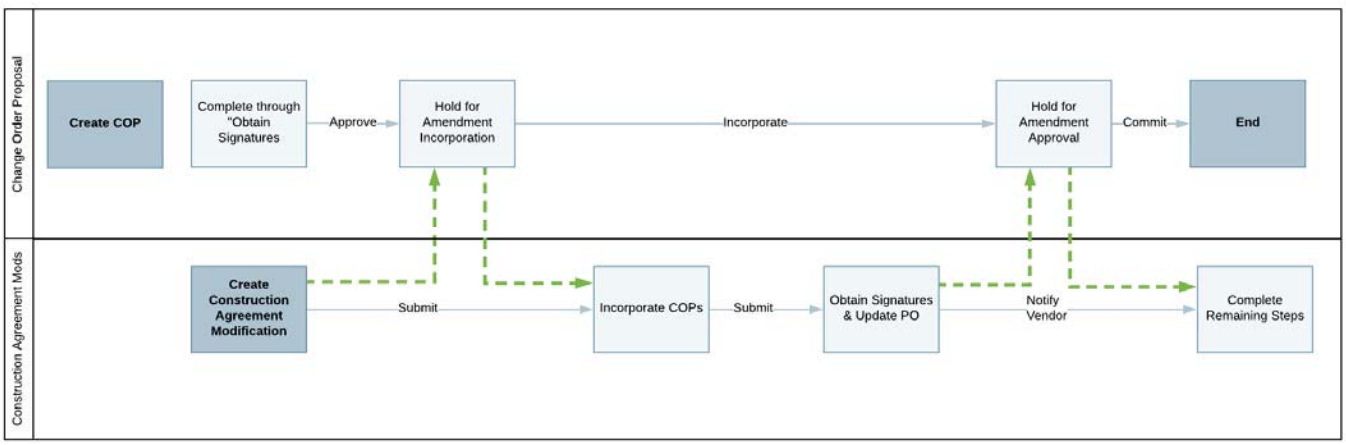
3.4.0 INTRODUCTION (UPDATED 1/27/2020)

Change management takes place any time there is a change to scope, schedule or budget. Depending on the type of change, it may impact contracts as well. A change may also require multiple updates e.g. increasing a contract and increasing a budget.

The Change Order Proposal to Amendment Process is outlined in the help files and has a set pattern that is followed. In short:

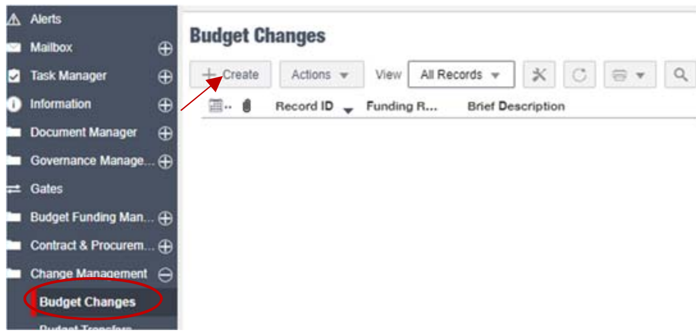
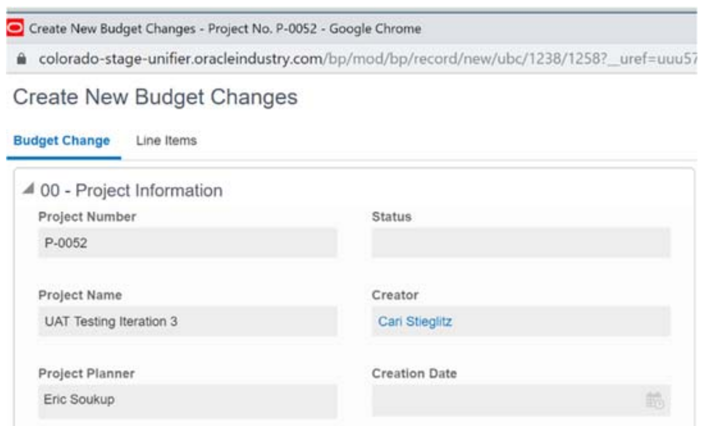
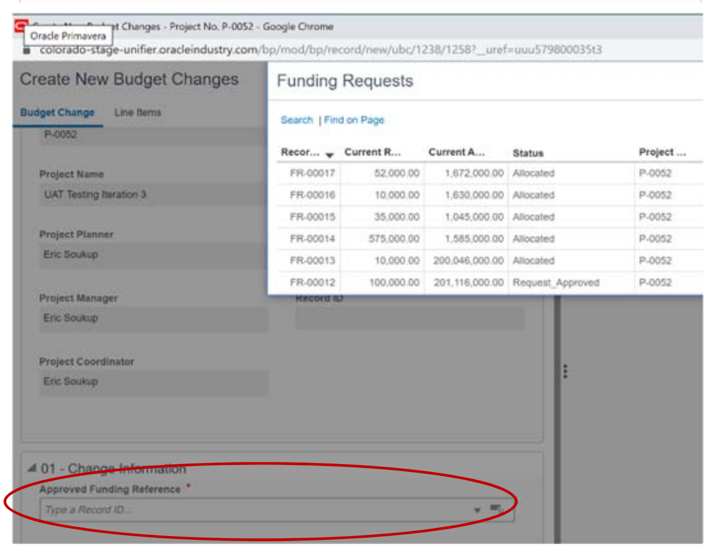
- Change Order Proposal is initiated through the “Hold for Amendment Incorporation” step.
- The Construction Agreement Modification is completed using the Change Order Proposal amounts.
    - Note: If the amount of the Amendment does not equal the amount of the sum of incorporated Change Order Proposals, the Amendment will be sent to “Validate Amount of Amendment” step.
- Return to the Change Order Proposal and complete the remaining steps.

The graphic below provides a rough overview of the relationship between the Change Order Proposal to Amendment Process.



3.4.1 MANAGING BUDGET CHANGES (UPDATED 02/25/2020)

Goals	How to manage changes to the estimated and approved budget.
Navigation	Project>Change Management>Budget Changes
Action By	Project Manager / Planner
Pre-requisites	Approved baseline budget and approved funding allocation.
Related Files	None.

Action By: Project Manager / Planner	Example
1. **Navigate** to Project> Change Management>Budget Changes and select "Create". Note: The purpose of this business process is to record the increase or decrease funding on the budget.	
2. In 00 – Project Information, **note** that information is automatically populated.	
3. In 01 – Change Information **select** the approved funding request. a. Optionally, **type** the record that starts on FR- to select it from the list.	

Action By: Project Manager / Planner | **Example**

4. **Select** “Line Items” from the top tabs.
5. **Select** “Add” to add a line item for the budget change.

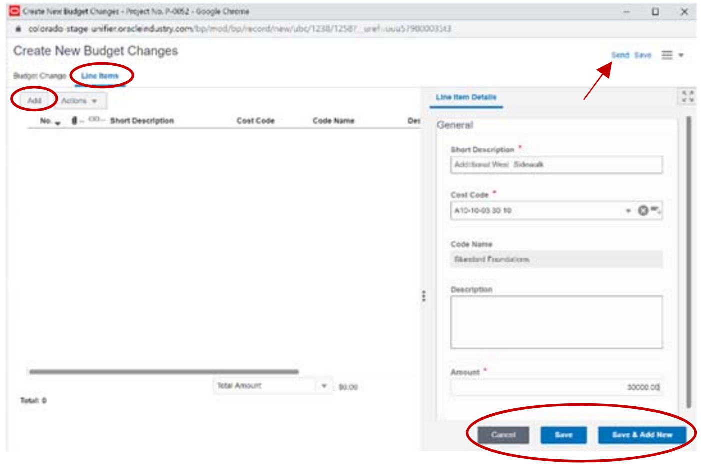
   Note: Only record the new amount of added funding, or reduction amount for reduced funding.

   a. **Enter** a short description for the item.

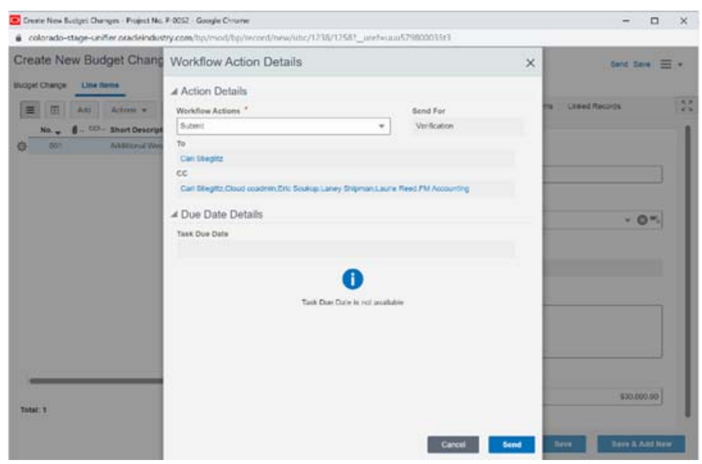
   b. **Select** the relevant cost code.

   c. **Add** the amount.
6. **Select** “Save”.

   a. Optionally, **select** “Save & Add New” to keep adding line items for each relevant cost code.
7. After all line items are entered, **select** “Send” to open the Workflow Action Details screen.

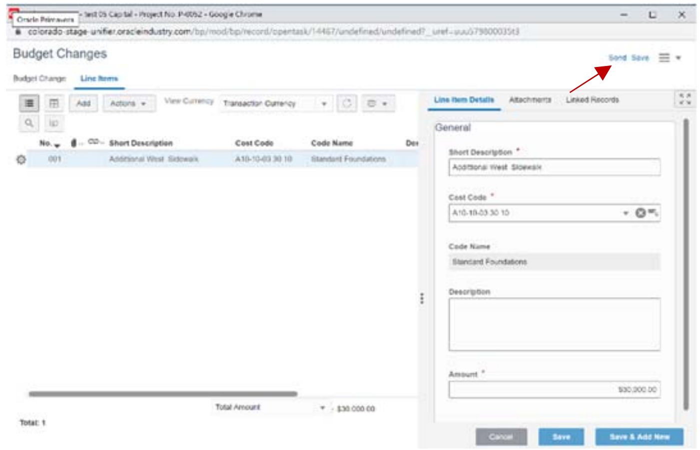


8. **Select** “Submit” to send the budget change for verification.
9. **Select** “Send”

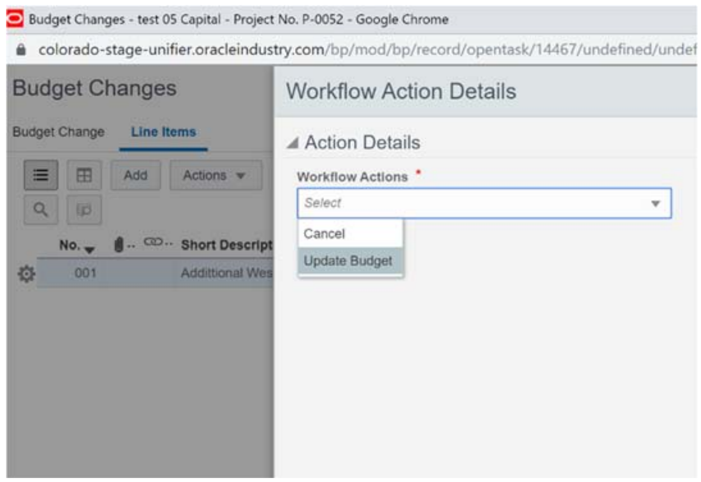


Action By: Project Manager / Planner	Example

10. The recipient of the review **receives** notification and opens the budget change.
11. **Select** “Accept” to review the budget change.
12. **Select** “Send” to open the Workflow Action Detail screen.



13. **Select** “Update Budget” to validate the budget change.
    a. Optionally, select Cancel to not allow the budget change to be approved.



END TASK

3.4.2 MANAGING BUDGET TRANSFERS (UPDATED 02/26/2020)

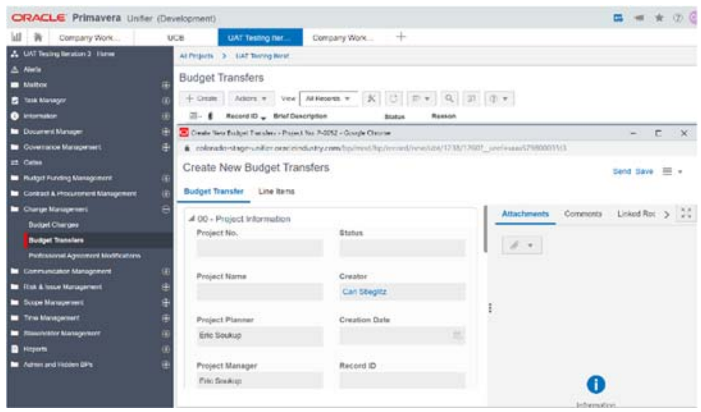
Goals	How to complete transfers between the cost breakdown structure that do not increase or decrease the total budget.
Navigation	Project>Change Management>Budget Transfers
Action By	Project Manager / Planner
Pre-requisites	Approved baseline budget.
Related Files	None.

Action By: Project Manager / Planner | **Example**

1. **Navigate** to Project>Change Management>Budget Transfers and select "Create".

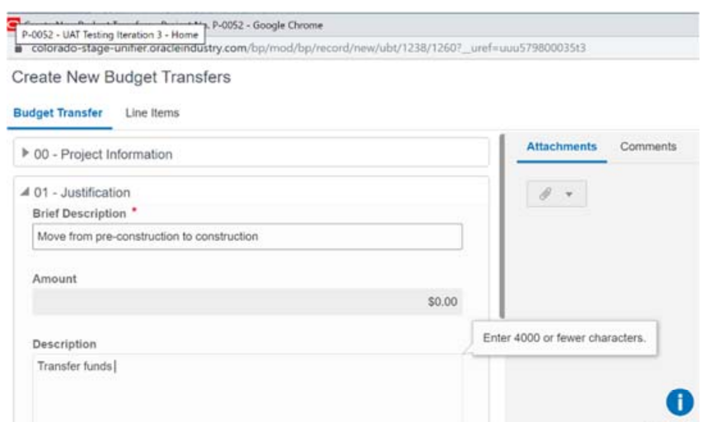
   Note: The purpose of this business process is to move budget between line items, with a $0 end result.

2. In 00 – Project Information, **note** that information is automatically populated.

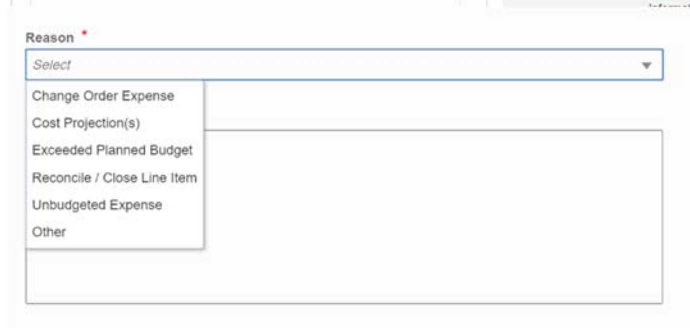


3. In 01 – Justification **enter** required information.
   a. Brief Description: A short justification for the transfer.
   b. Amount: Populated from the line items.
   c. Description: Enter a more thorough description of the transfer.

4. **Select** "Line Items" from the top to start entering costs.



5. **Select** the reason for the transfer.
   a. "Change Order Expense" – change order amount not yet included in the line item.
   b. "Cost Projections" –receive new cost projections.
   c. "Exceeded Planned Budget" – costs exceeding those planned/allocated.



Action By: Project Manager / Planner	Example

d. “Reconcile/Close Line Item” – remaining funds not needed for line item.

e. “Unbudgeted Expense” - unexpected expense to the project.

f. “Other” – reason not covered in the above.

6. **Enter** comments as needed.
7. **Select** “Line Items” from the top tabs.
8. **Select** “Add” to add a line item for the budget change.

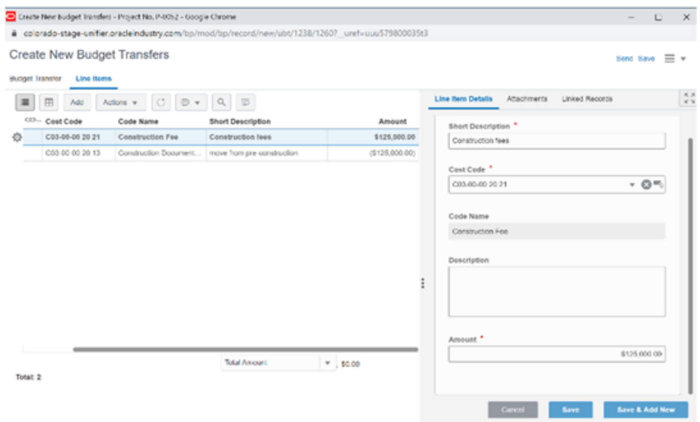
   Note: Include all line items needed for items to which you are adding dollars and items to which you are deducting dollars for a net zero result.

   a. **Enter** a short description for the item.

   b. **Select** the relevant cost code.

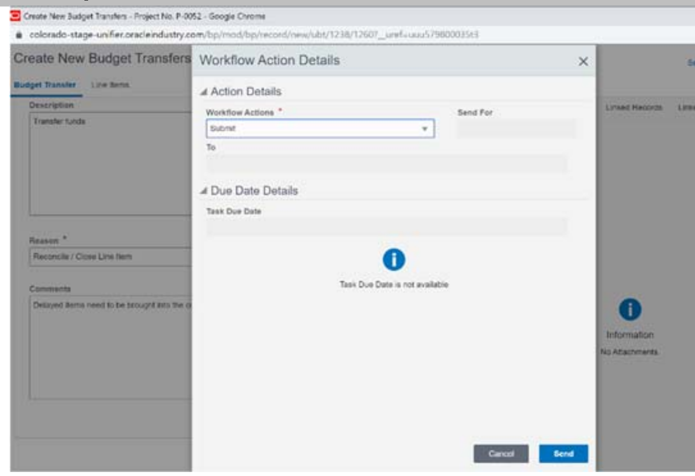
   Note: Recommend adding all line items (in the line item view), then do the plus and minus amounts in the grid view

   c. **Add** the amount AS A NEGATIVE AMOUNT to deduct the amount from the line item E.g. (-1,000)
9. **Select** “Save & Add New”.
10. **Enter** the same amount AS A POSITIVE AMOUNT in one or more line items where the cost codes should be increased.

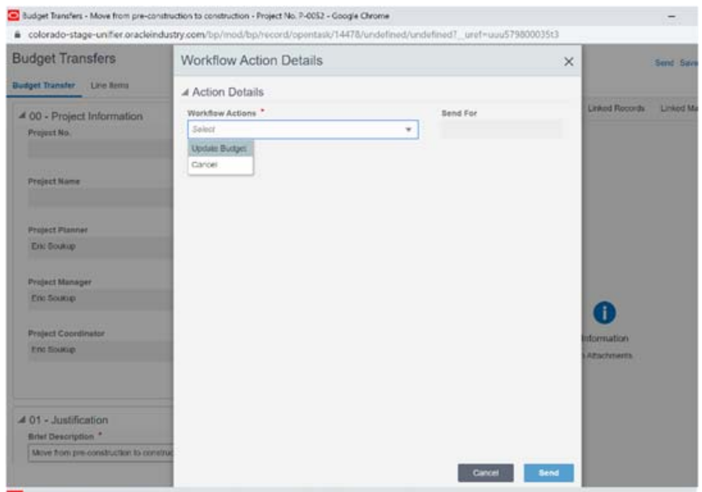


Action By: Project Manager / Planner	Example

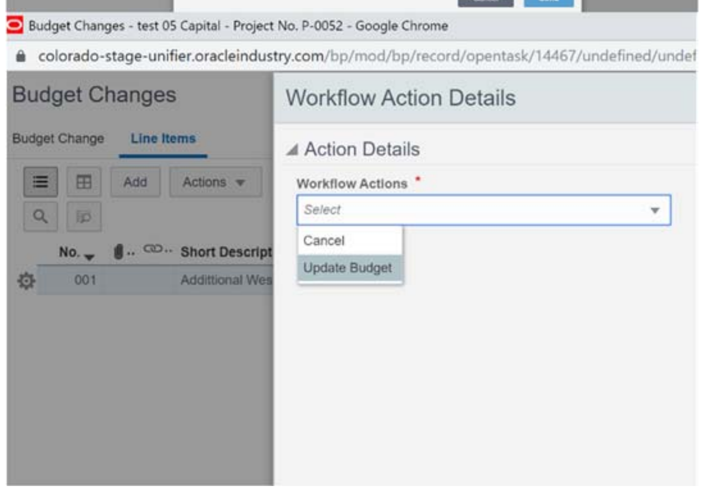
11. After all line items are entered, **select** “Send” to open the Workflow Action Details screen.
12. **Select** “Submit” to send the budget change for verification. Must be net $0 total.



13. The recipient of the review **receives** notification and opens the budget change.
14. **Select** “Accept” to review the budget change.
15. **Select** “Send” to open the Workflow Action Detail screen.



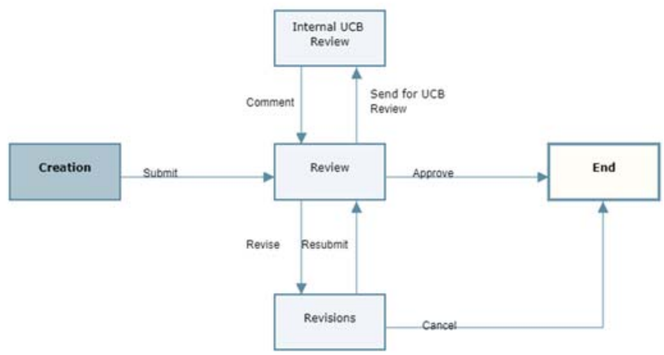
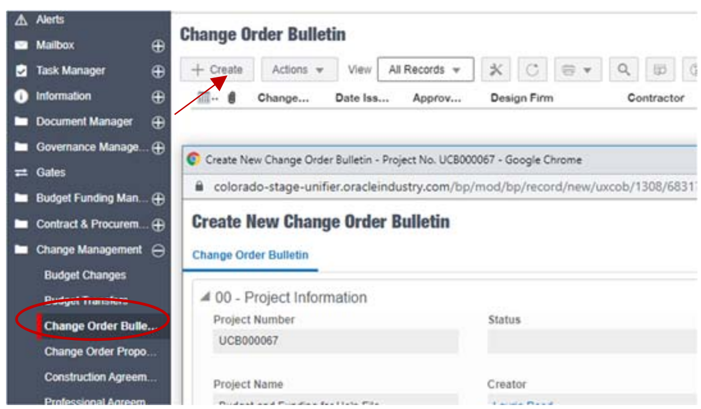
16. **Select** “Update Budget” to validate the budget change.
    a. Optionally, select Cancel to not allow the budget change to be approved.



END TASK

3.4.3 ISSUING A CHANGE ORDER BULLETIN (UPDATED 12/18/2019)

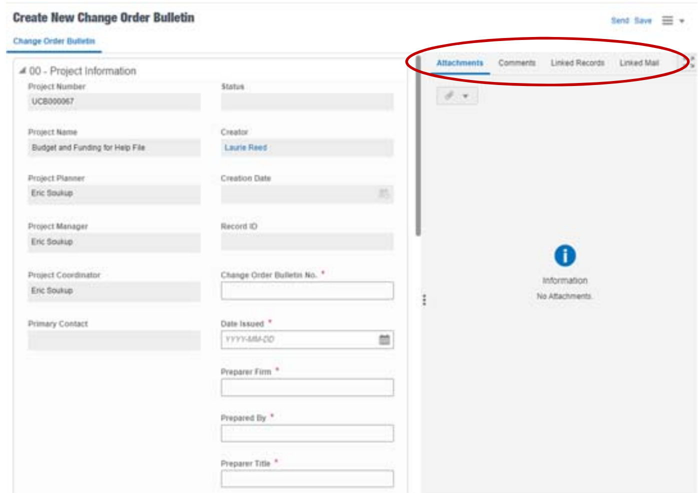
Goals	How to issue a Change Order Bulletin.
Navigation	Project>Change Management>Change Order Bulletin
Action By	Project Manager / Project Coordinator / Planner
Pre-requisites	Construction Agreement
Related Files	Contractor Estimate

Action By: Project Manager / Project Coordinator / Planner	Example
1. **Note** the Change Order Bulletin Workflow.	
2. **Navigate** to Project>Change Management>Change Order Bulletin 3. **Select** “Create”.	

Action By: Project Manager / Project Coordinator / Planner	Example

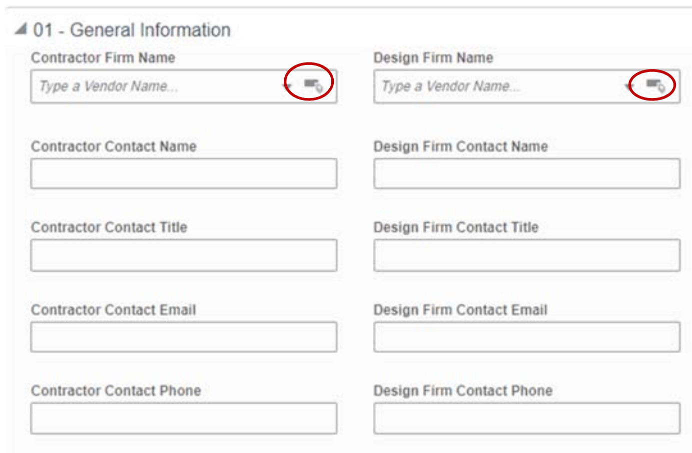
In 00 – Project Information

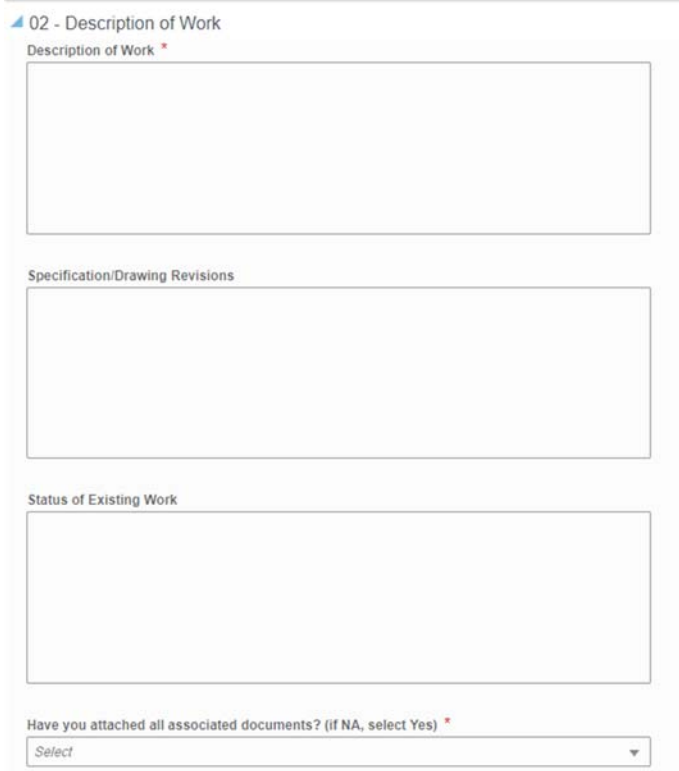
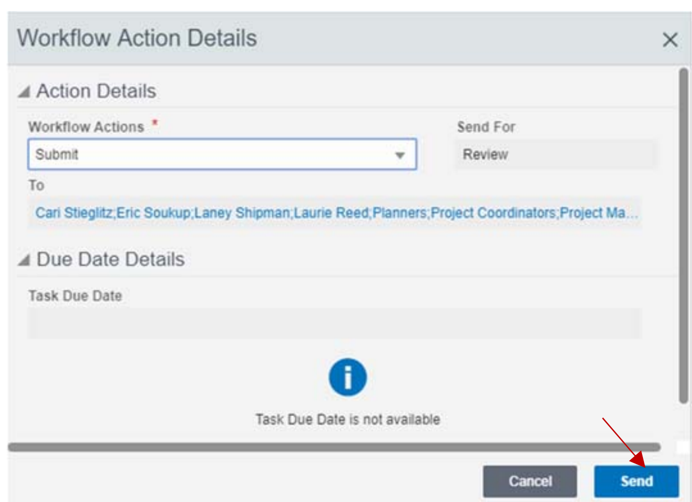
4. Greyed fields will auto-populate as appropriate.
5. **Enter** data for red asterisked fields
6. Attachment, Comments, etc. may be added using the buttons on the right-hand side.

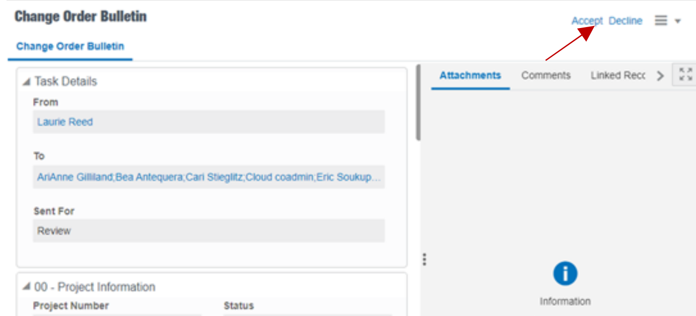
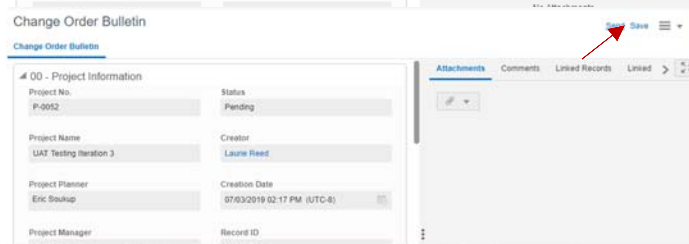
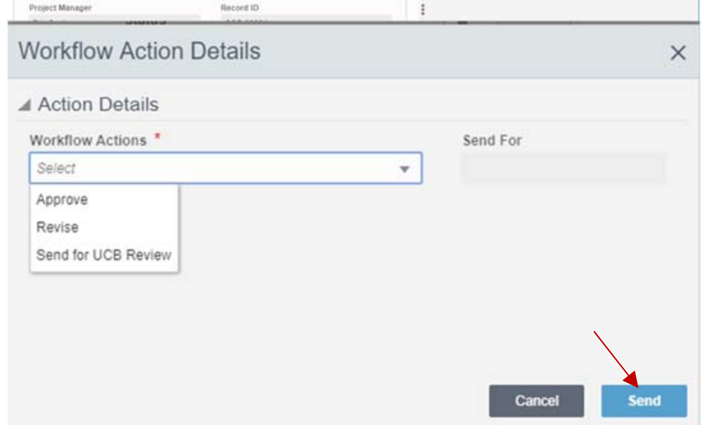


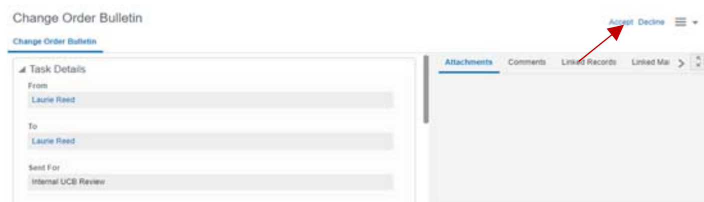
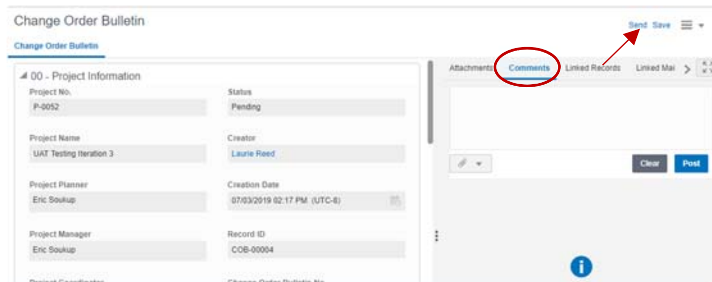
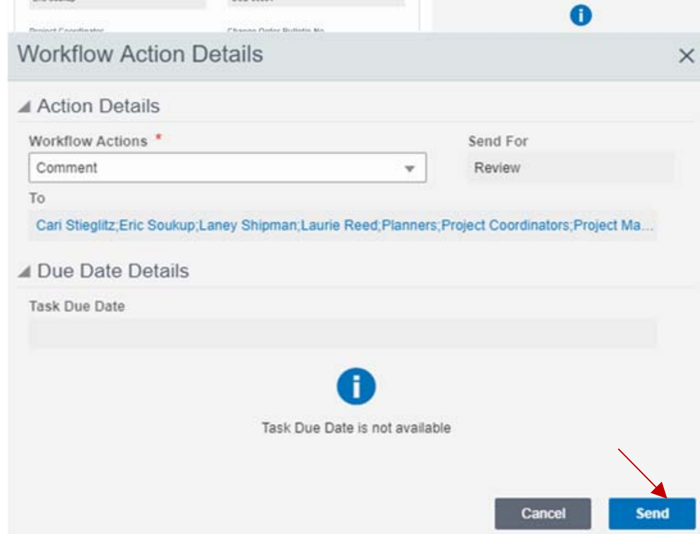
In 01 – General Information.

7. **Select** the Contractor and Design firm name from the pickers.
8. **Enter** data for other fields as known.



Action By: Project Manager / Project Coordinator / Planner	Example
In 02 **–** Description of Work 9. **Enter** data for red asterisked fields 10. **Enter** data for other fields as known	
11. **Select** Send to send the Business Process into the workflow. 12. **Select** Save to save as a draft and complete later	
13. **Select** “Send” to open the Workflow Action Details screen. 14. **Select** “Submit” to send the COB for review. Note: The “To” field is auto populated with the PM, PC and Planner for Review.	

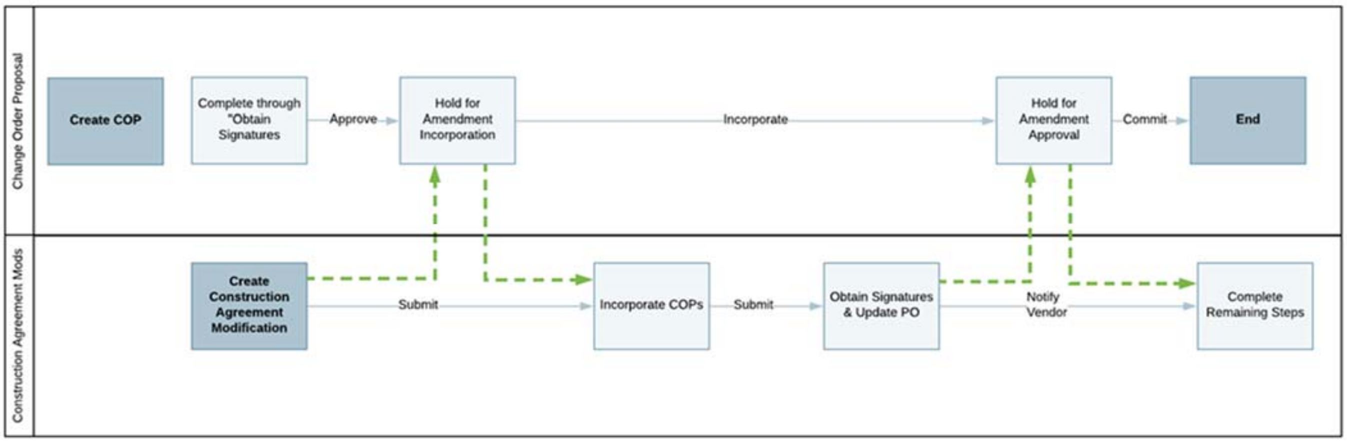
Action By: Project Manager / Project Coordinator / Planner	Example
15. The recipient Locates the task, opens the record. 16. **Select** “Accept” 17. Review the information. 18. **Select** “Send” to open the Workflow Action Detail screen.	 
19. **Selecting** Send opens Workflow Actions 20. **Select** “Approve” is a terminal step for the Business Process. Email notifications is sent to all parties. (For more information please see 3.10.3 Printing a Report, Custom Print or State Form) a. Optionally, **select** “Revise” to send the Business Process to the Creator for revision and return for Review. Best practice is to add Comments for the reason to Revise. b. Optionally, **select** “Send for UCB Comments” sends the Business Process to the selected UCB Reviewer for internal review and comment. **Note**: When UCB review is needed, send to Project Coordinator to route through the Adobe review process. If only one UCB reviewer is required, could be sent through Unifier for comment (depends on complexity of document – Adobe markup is much easier than Unifier markup at this time). Note: All Workflows will have a User select “To” field.	

Action By: Project Manager / Project Coordinator / Planner	Example
21. **Select** "Send"	
22. Reviewer locates the task, opens the record, and accepts the task.	
23. All information is reviewed 24. Best Practice is to add Comments regarding the review 25. **Select** Send	
26. In this step Comment is the only option and sends the Business Process to the Review action for review. 27. The "To" field is auto populated 28. **Select** Send 29. Reviewer will then have the same Workflow Action options as before, based on UCB Comments received.	 END TASK

3.4.4 COMPLETING A CHANGE ORDER PROPOSAL (UPDATED 12/19/2019)

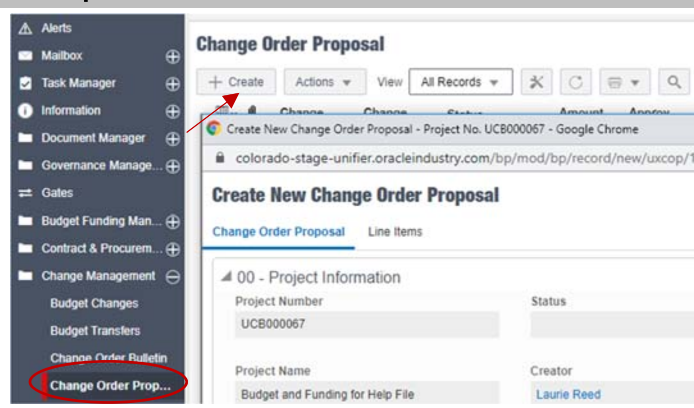
Goals	How to create and complete a change order proposal and maintain it for inclusion in a modification.
Navigation	Project>Change Management>Change Order Proposal
Action By	Project Manager (PM) / Project Coordinator (PC) / Planner
Pre-requisites	Construction Agreement
Related Files	Change Order Bulletin / Contractor Estimate

The graphic below provides a rough overview of the relationship between the Change Order Proposal to Amendment Process



Action By: PM / PC / Planner	Example

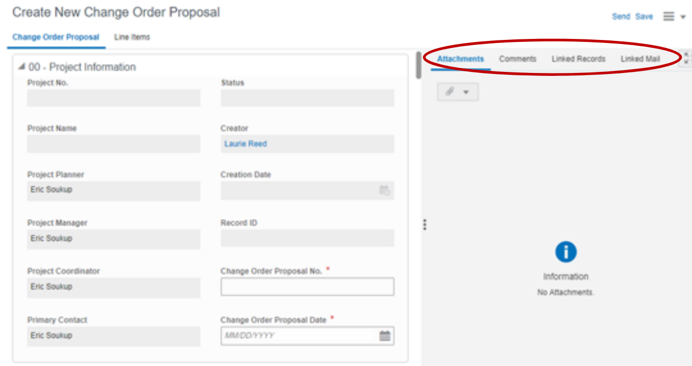
1. **Navigate** to Project>Change Management>Change Order Proposal.
2. **Select** "Create" to open a new record.



Action By: PM / PC / Planner	Example

In 00-Project Information:

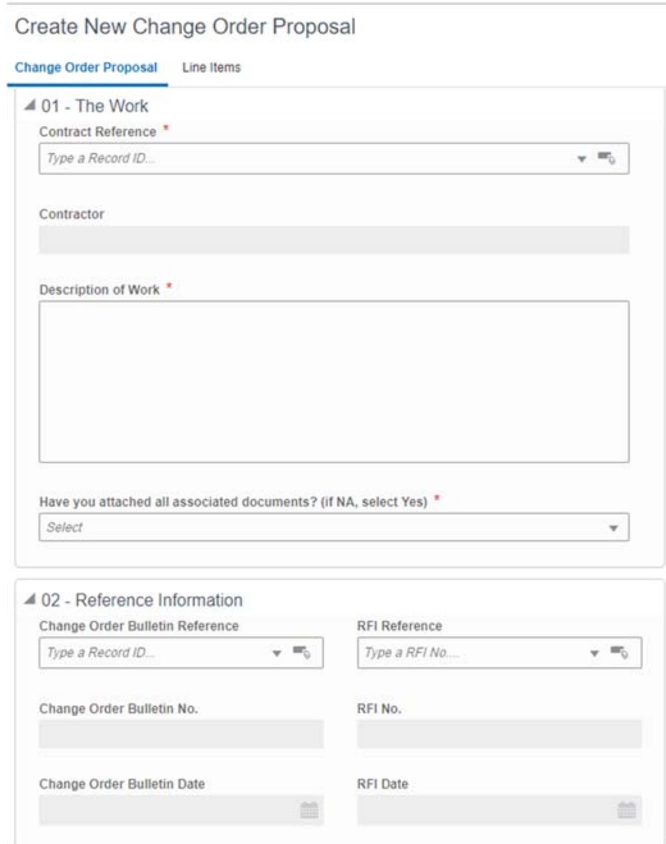
3. Greyed fields will auto-populate when a Contract/PO reference is selected
4. **Enter** data for red asterisked fields (required).
5. Attachment, Comments, etc. may be added using the buttons on the right-hand side.

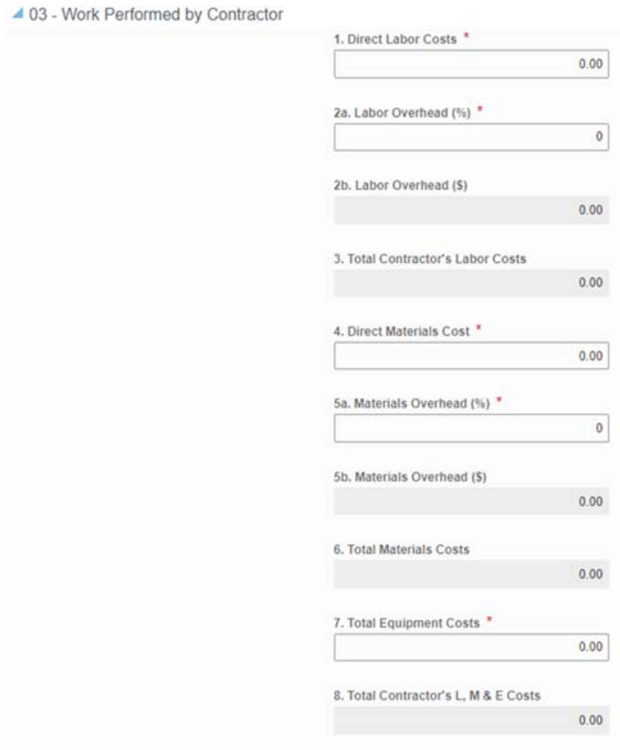


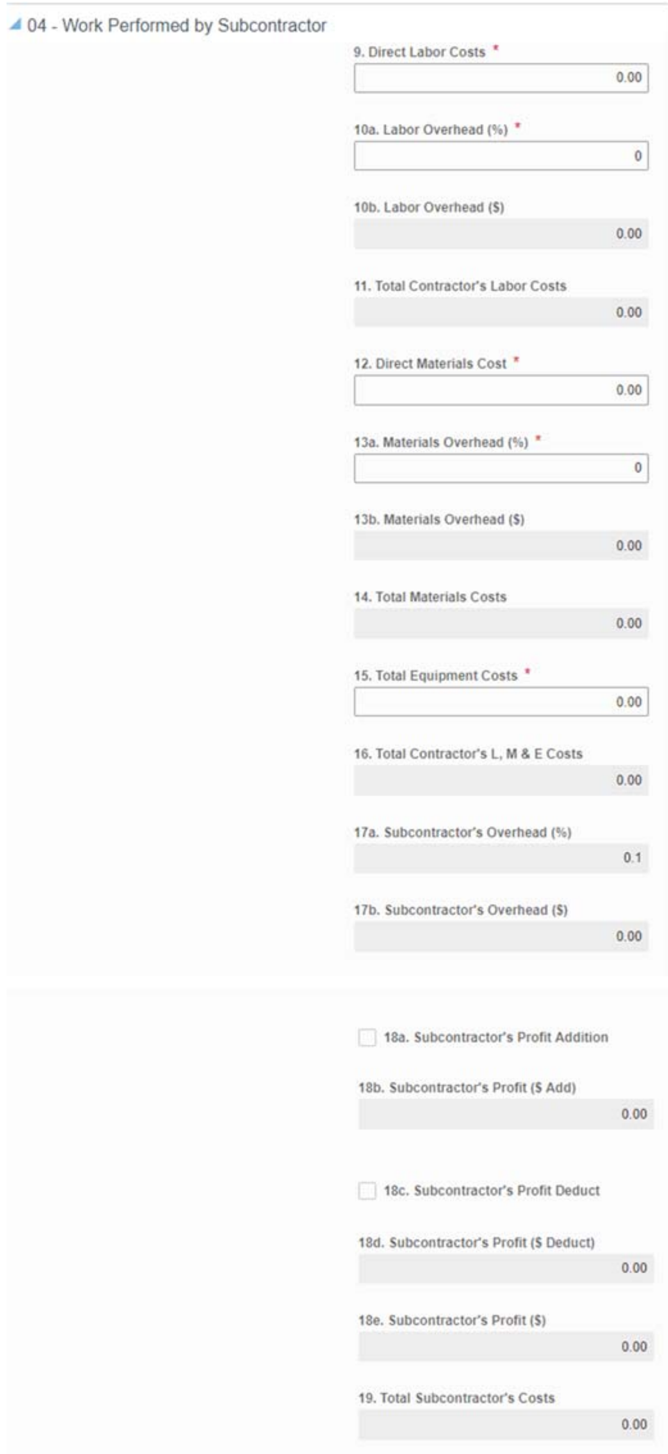
In block 01 – The Work & 02 – Reference Information:

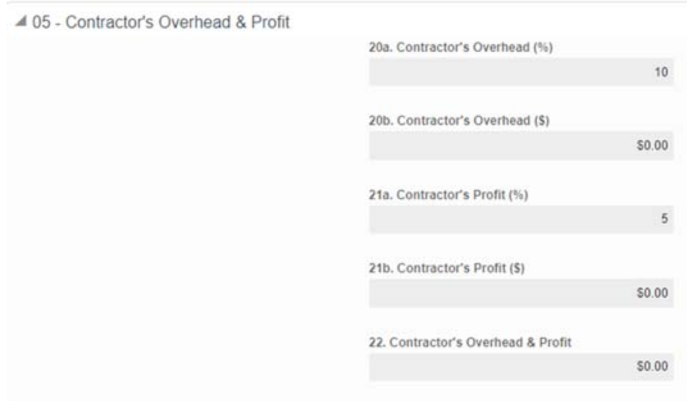
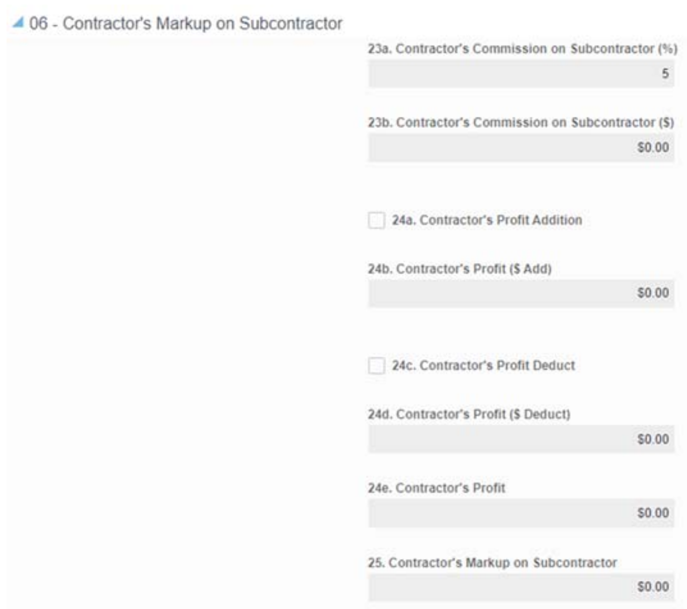
6. **Enter** data for red asterisked fields.
7. Greyed fields will auto-populate as appropriate.
8. Greyed fields on the right-hand side are sum formulas based on current plus all past invoices.

   Note: Change Order Bulletin Reference and RFI Reference will appear as selections from previously approved Business Processes.



Action By: PM / PC / Planner	Example
In 03 – Work Performed by Contractor: 9. **Enter** data for red asterisked fields. 10. Greyed fields will calculate as appropriate.	

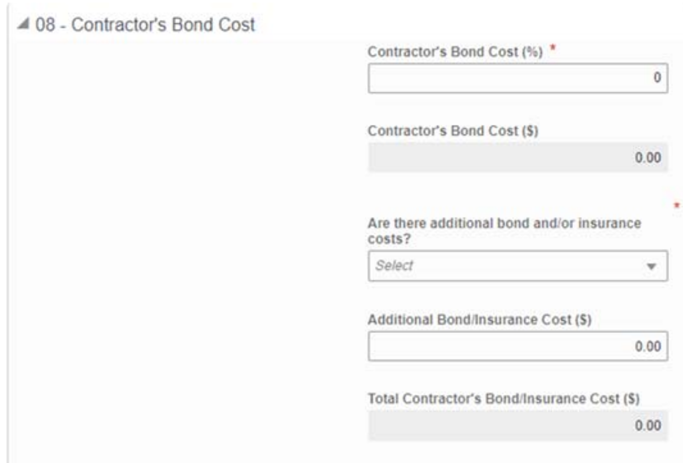
Action By: PM / PC / Planner	Example
In 04 – Work Performed by Subcontractor: 11. **Enter** data for red asterisked fields. 12. Greyed fields are formulas and will calculate as appropriate. 13. Ensure the correct checkbox is selected as only one or the other can be chosen	

Action By: PM / PC / Planner	Example
In 05 – Contractor's Overhead & Profit: 14. Greyed out fields are formulas and will auto-populate as appropriate.	
In 06 – Contractor's Mark-up on Subcontractor: 15. Greyed out fields are formulas and will auto-populate as appropriate. 16. **Ensure** the correct checkbox is selected as only one or the other can be chosen.	
In 07 – Subtotal CO Proposal: 17. Greyed out fields are formulas and will auto-populate as appropriate.	

Action By: PM / PC / Planner	Example

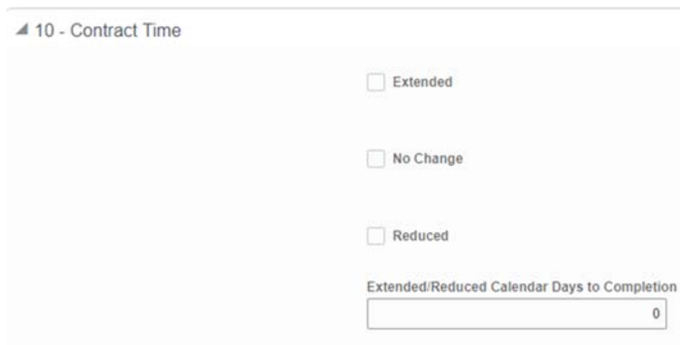
In 08 – Contractor’s Bond Cost – 09 Grand Total CO Proposal:

18. **Enter** data for red asterisked fields.
19. Greyed fields are formulas and will calculate as appropriate.



In 10 – Contract Time:

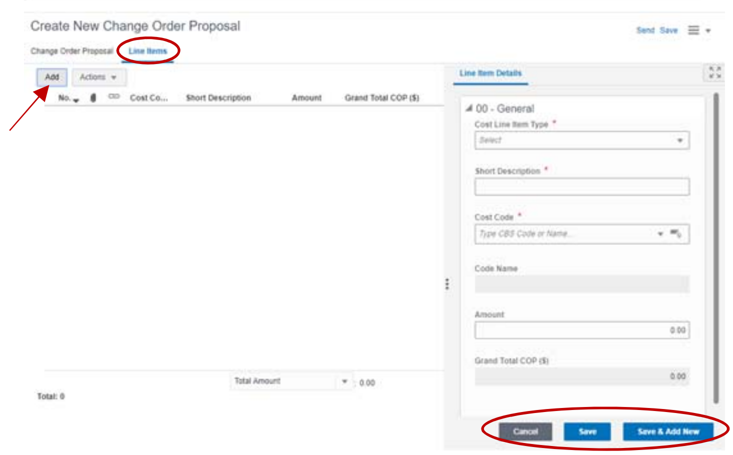
20. **Check** only one box and enter the appropriate value. If the Contract Time is Extended or Reduced, a number not equal to 0 must be entered.



21. **Select** Line Items at the top of the page.
22. **Select** Add.
23. **Enter** data for red asterisked fields.
24. Greyed fields will auto-populate as appropriate.
25. **Select** Cancel to cancel the current entry
26. **Select** Save to save current entry.

    Note: Optionally, can select Save & Add New to save current entry and add another.

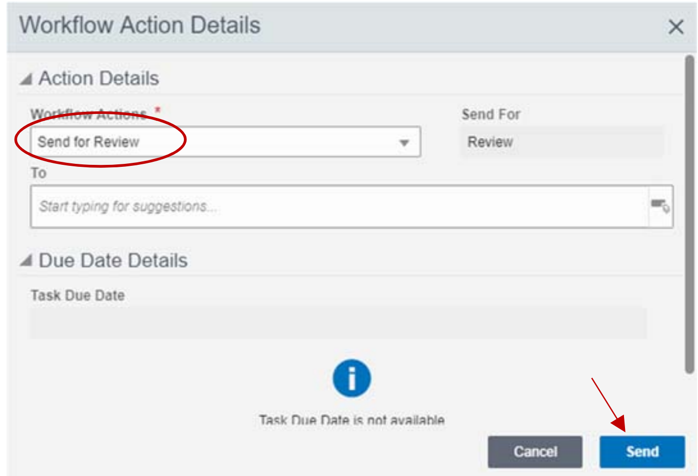
    Note: Total Amount must equal Grand Total COP.



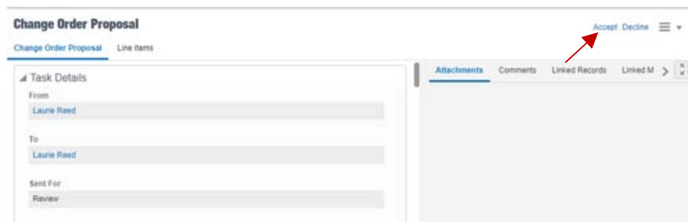
Action By: PM / PC / Planner	Example

27. **Select** "Send" to send the Business Process into the workflow. Alternatively, Select Save to save as a draft and complete later.
28. **Clicking** send opens the Workflow Action Details
29. In this step "Send for Review" is the only option.

    Note: "To" field is User select and Recipient(s) must be selected.
30. **Select** "Send" to Send for Review

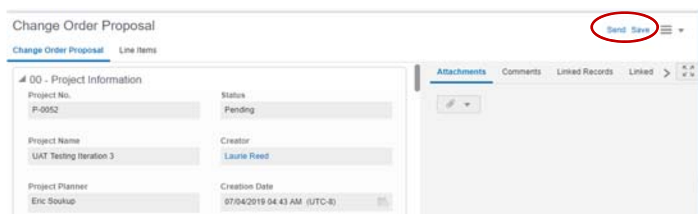


31. Recipient **locates** their Task, **opens** the record, and **Accepts**.



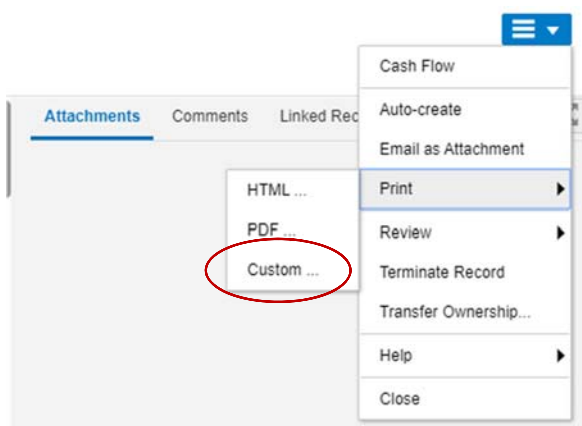
32. Reviewer reviews all data entry, attachments, comments, etc.

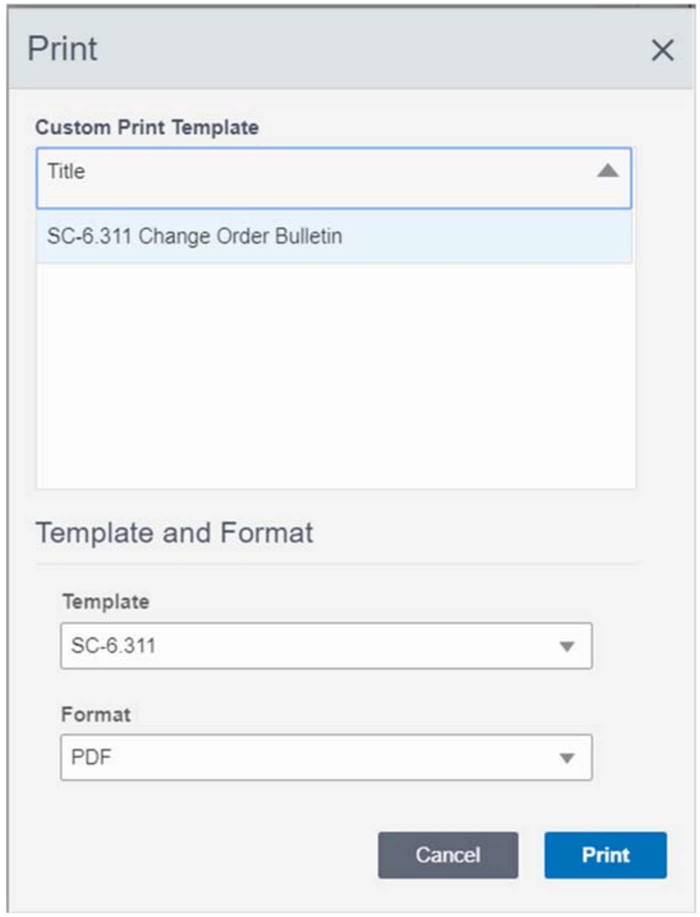
    Note: Attachment, Comments, etc. may be added as necessary.
33. **Select** "Send" or "Save" to open the Workflow Action Details screen.



34. Recipient **locates**, **opens** and **accepts** the task.

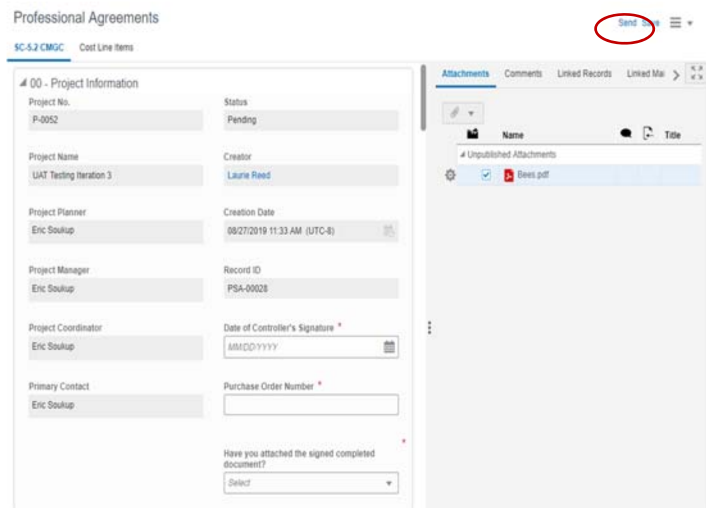
    Note: In this step the PC will obtain signatures outside of Unifier and upload the executed agreement and purchase order to Unifier.
35. **Select** the hamburger icon in the upper left corner and navigate to Print>Custom….



Action By: PM / PC / Planner	Example
36. **Select** "SC-6.311" to highlight the correct output. 37. **Ensure** the format is PDF. 38. **Select** "Print" to generate the PDF. 39. **Save** the PDF for upload into DocuSign.	
40. **Route** agreement through DocuSign with applicable attachments and routing document. 41. Upon executed agreement, **request** PO from Marketplace. 42. **Wait** until all signatures are obtained with any relevant documents.	

Action By: PM / PC / Planner	Example

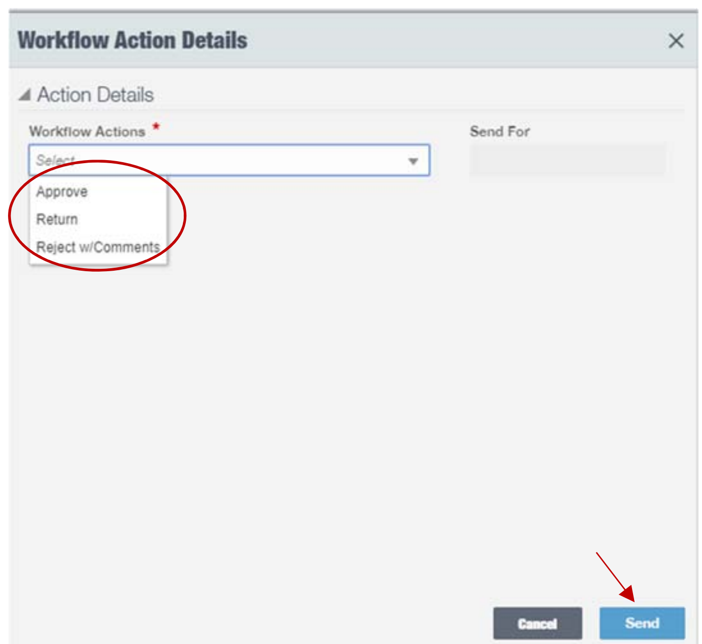
43. After all signatures are obtained, **return** to Unifier and **open** the accepted task.
44. **Enter** remaining data for red asterisked fields.
45. **Attach** executed agreement and Purchase Order.
46. **Select** “Send” to open the Workflow Actions Detail screen. .



47. **Select** “Approve” to send the Business Process to the Hold for Amendment Incorporation step. At this step the Change Order Proposal is available to be incorporated into an amendment.
    a. Optionally, **select** “Return” to send the Business Process back to the Review step. As a best practice comments should be included as to the reason for Return.
    b. Optionally, **select** “Reject w/Comments” to terminate the record.

“To” field is User select and Recipient(s) must be selected.

48. **Select** “Send”.

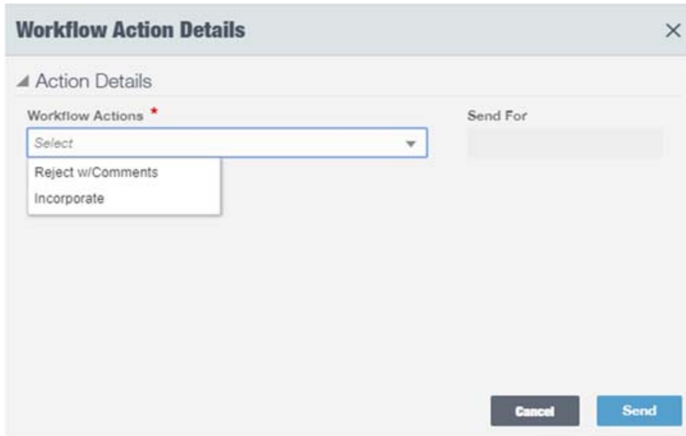


49. After a Construction Agreement Modification (CAM) is created, the Creator will locate the Change Order Proposal (COP) to be incorporated.
50. Open the COP to be incorporated. A new block, 01-Amendment

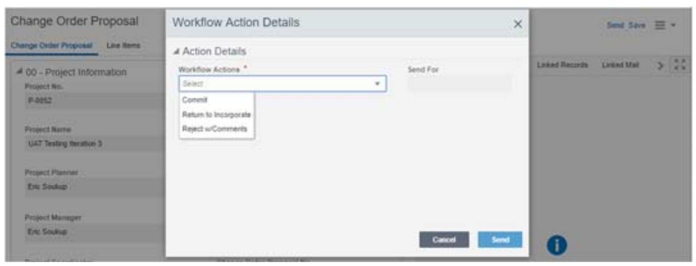
Action By: PM / PC / Planner	Example

Incorporation will appear in order to reference a CAM once the record is Accepted.

51. **Select** the select button and select the CAM that you want to incorporate the COP from the list.
52. **Select** “Send” to open the Workflow Action Details screen.



53. **Select** “Incorporate” to send the Change Order Proposal to the Hold for Amendment Approval step.
54. Optionally**, select** “Reject w/Comments” to terminate the record.
55. **Selec**t “Send”
56. **Wait** until the Construction Agreement Modification (CAM) is in the “Close Incorporated COPs” step.



57. When the CAM is in the Close Incorporated COPs step, Creator will locate, open, and accept the record.
58. Select “Commit” to confirm the incorporation. Note this is a terminal step for the Business Process
    a. Optionally, select “Return to Incorporate” sends the COP to the Return to Incorporate.

Note: The COP must be manually removed from the CAM in the Construction Agreement Modification record and the CAM reference removed in the COP record. Ask someone for more help if you get stuck.

    b. Optionally, select “Reject w/Comments” to terminate the record.

Note: “To” field is User select and Recipient(s) must be selected.

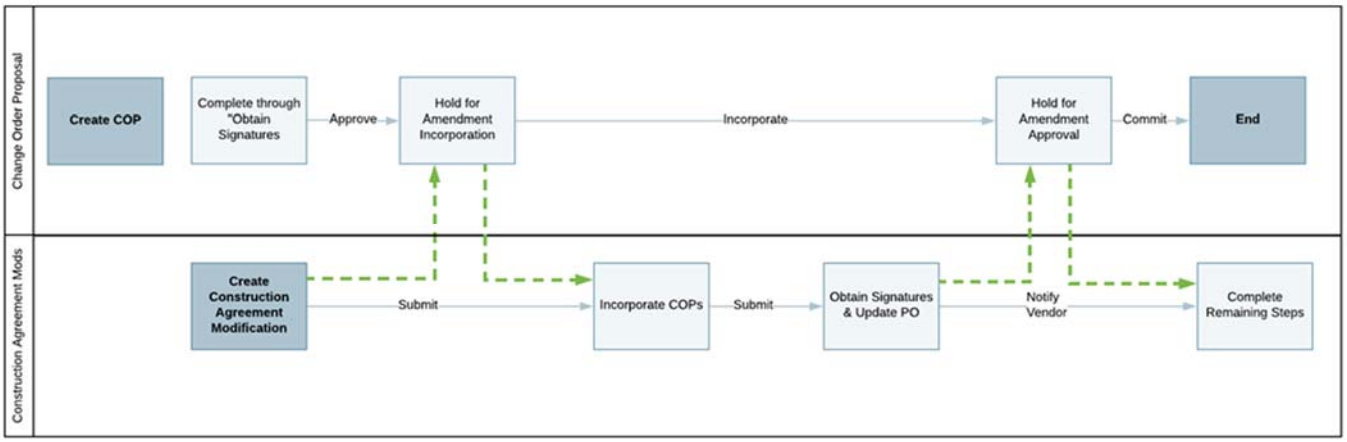
59. **Select** “Send”.

END TASK

3.4.5 MODIFYING A CONSTRUCTION AGREEMENT (UPDATED 03/11/2020)

Goals	How to consolidate change order proposals into a construction agreement modification, including generating state forms.
Navigation	Project>Change Management>Construction Agreement Modifications
Action By	Project Manager (PM) / Project Coordinator (PC) / Planner
Pre-requisites	Construction Agreements
Related Files	Change Order Proposal / Contractor Estimate

The graphic below provides a rough overview of the relationship between the Change Order Proposal to Amendment Process

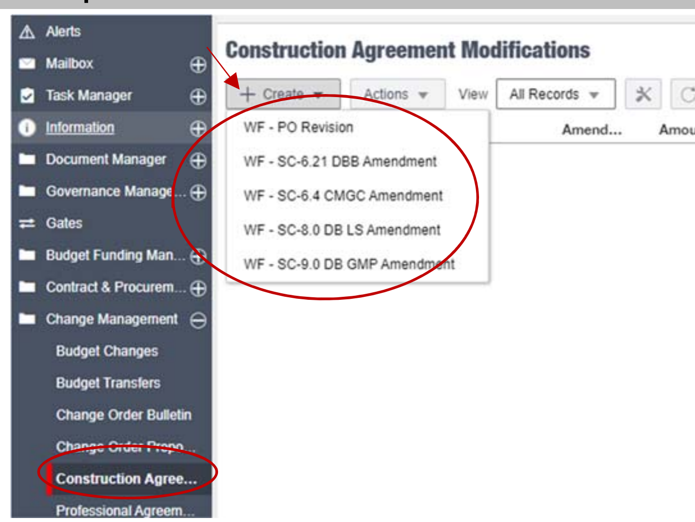


Action By: PM / PC / Planner	Example

1. **Navigate** to Project>Change Management>Construction Agreement Modifications
2. **Select** "Create".

   Note: This file will demonstrate modifying a SC-6.4 agreement.

   Note: There are workflow (WF) options for the type of agreement you are requesting. Choose the appropriate agreement. Each agreement has similar but different required fields for data entry

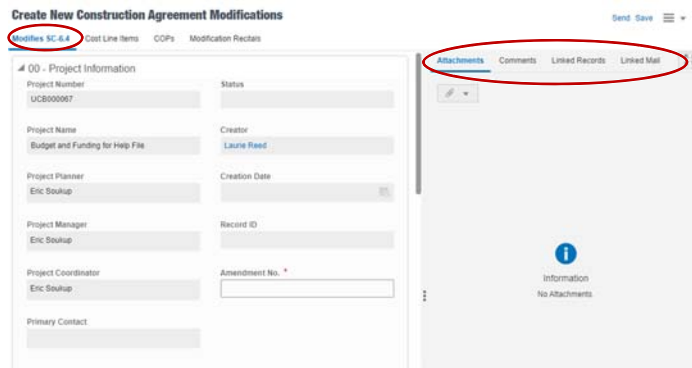


Action By: PM / PC / Planner	Example

In 00 – Project Information:

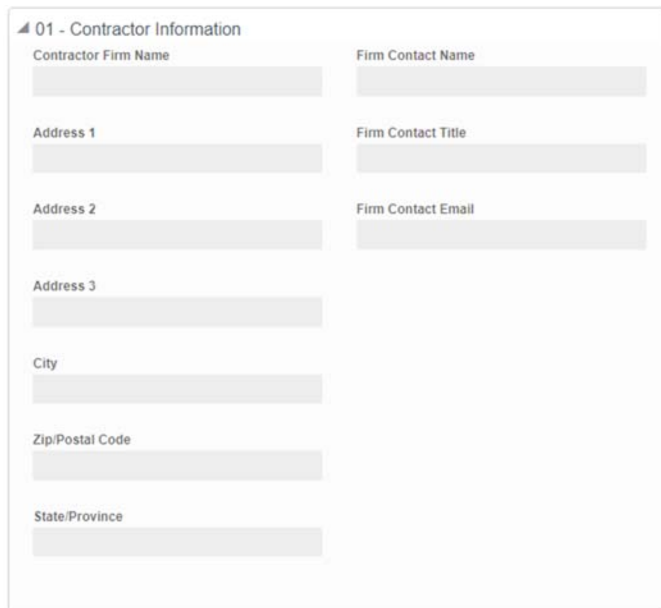
Note: The type of amendment is shown in the top left-hand corner.

3. Greyed fields will auto-populate as appropriate.
4. **Enter** data for red asterisked fields.
5. Attachment, Comments, etc. may be added using the buttons on the right-hand side.



In 01 - Contractor Information

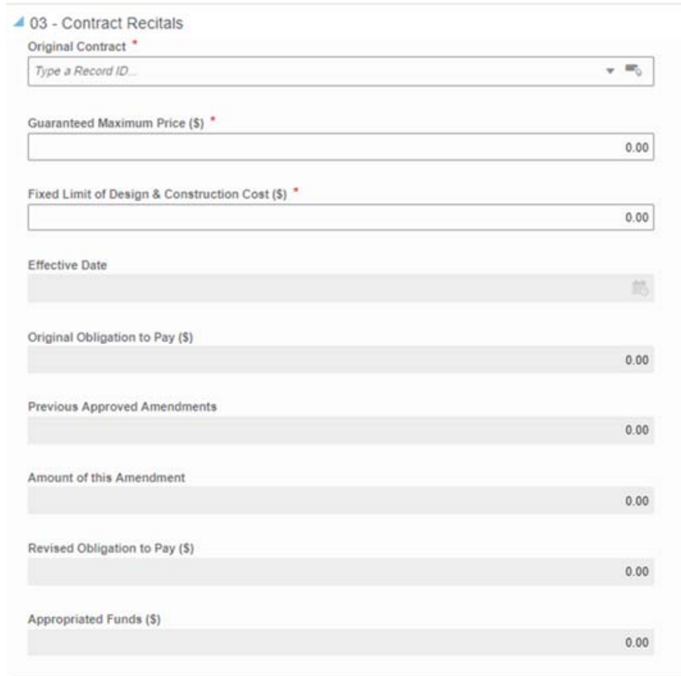
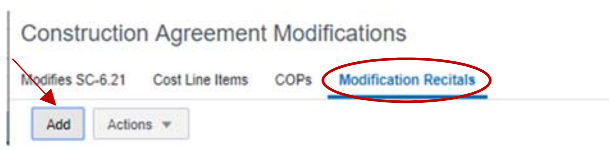
6. Greyed fields will auto-populate based on the Original Contract selected below.



In 02 - Purpose of Amendment

7. **Enter** data for red asterisked field; explain the background of the amendment.

Note: Blocks 01 and 02 are consistent for all agreements, with slight field name variations accordingly.

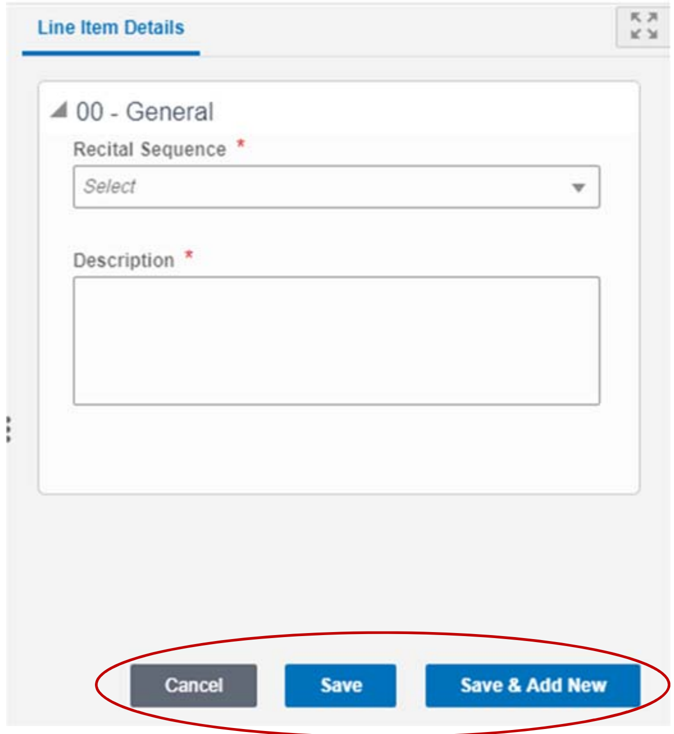
Action By: PM / PC / Planner	Example
In 03 - Contract Recitals: 8. **Enter** data for red asterisked fields. 9. Greyed fields will auto-populate based on Contract/PO chosen 10. "Amount of this Amendment" is a sum of Cost Line Items	
In block 04 – Time of Completion & 05 Principal Representative: 11. **Enter** data for red asterisked fields. Note: Principal Representative defaults to 'Ronald L. Ried, Direct, IS Business Services' but is editable via the drop-down menu.	
12. **Access** Modification Recitals at the top of the page. 13. **Select** Add	

Action By: PM / PC / Planner	Example

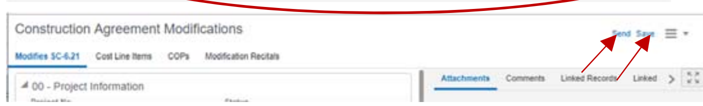
14. **Enter** data for red asterisked fields
15. **Select** “Cancel” to cancel the current entry
16. **Select** “Save” to save current entry
17. **Select** “Save & Add New” to save current entry and add another.

    Note: Purpose of Modification Recitals is to itemize all changes to the agreement as part of the amendment. This may include scope changes, dates, cost, etc. The bulk of the narrative detail is derived from Modification Recitals

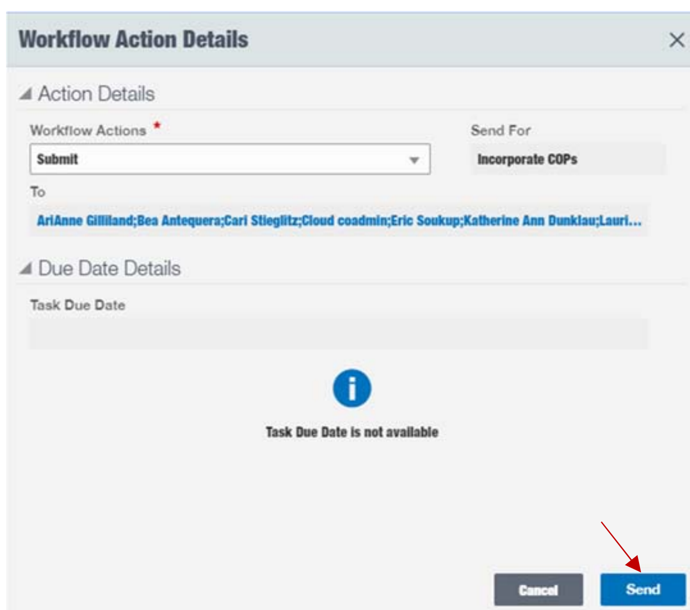
    Note: Standard language for recitals is included in Section 5.

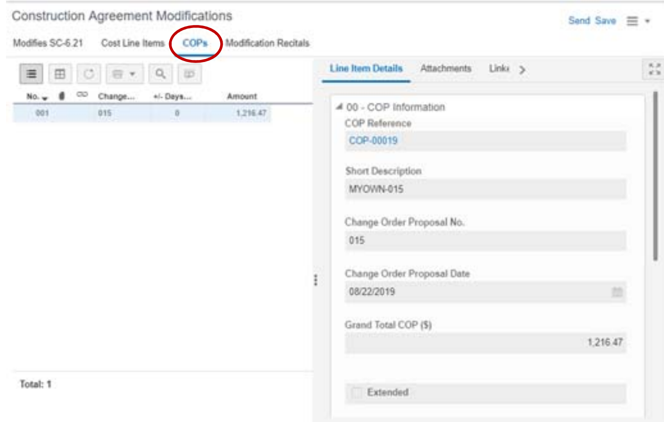
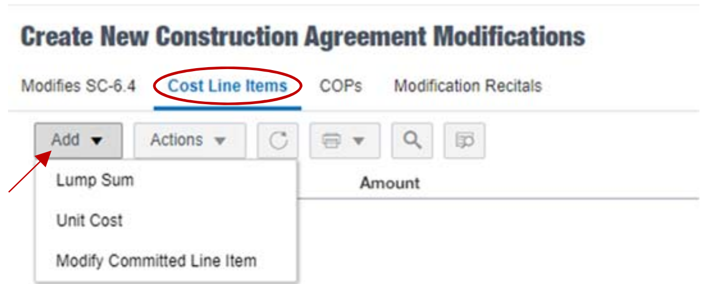


18. **Select** “Send” to send the Business Process into the workflow. **Select** “Save” to save as a draft and complete later.



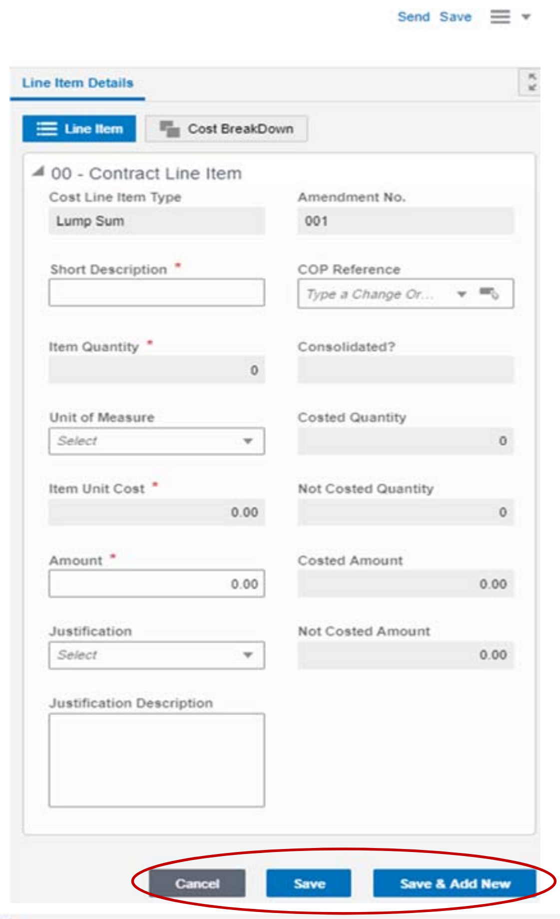
19. **Clicking** “Send” opens the Workflow Action Details screen.
20. In this step “Submit” is the only option and sends the record for “Incorporate COPs”.
21. **Select** “Send”



Action By: PM / PC / Planner	Example
22. Only COPs that have been Incorporated into this CAM via the COP Business Process will be populated Note: Incorporation of COP(s) will occur in the next workflow step (Incorporate COPs) in the Change Order Proposal BP. Note: Refer to the graphic demonstrating the relationship between the Change Order Proposal to Amendment process.	
23. In addition to incorporating COPs, Cost Line Items may be added in this step as well. 24. Cost Line Items is accessed at the top of the page. 25. **Select** “Add” 26. Line Items can be added individually by clicking Add and choosing “Lump Sum” from the options shown.	

Action By: PM / PC / Planner	Example

27. **Enter** data for red asterisked fields
28. You can **cancel** the entry by clicking "Cancel" at the bottom of the page
29. **Clicking** "Save" or "Save & Add New" at this point will give you an error message until you enter a Cost Breakdown for the Line

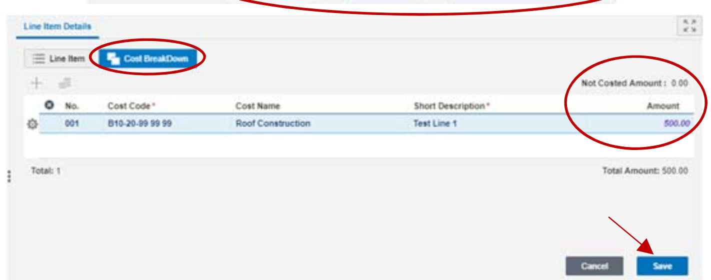


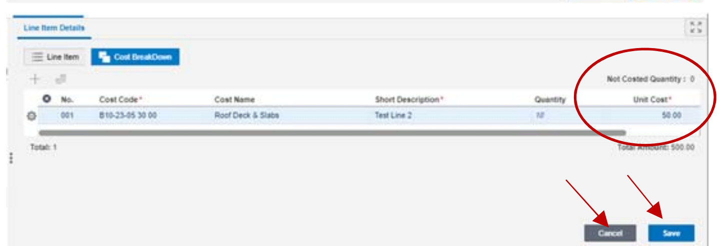
30. **Access** Cost Breakdown at the top of the page
31. Select the + symbol and choose the associated Cost Code
32. **Enter** Amount.

    Note: more than one Cost Code may be assigned to a single Line Item.

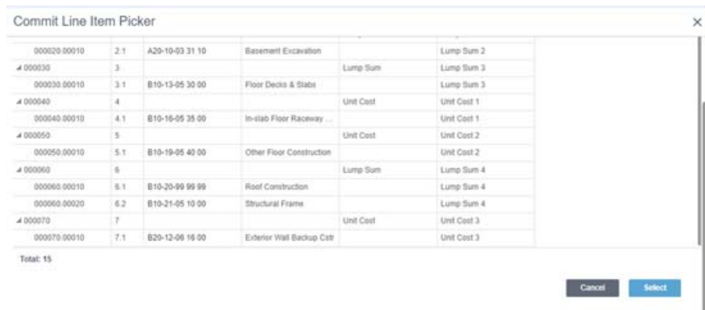
    Note: Not Costed Amount must equal 0.00 for a Lump Sum entry
33. **Select** "Save" to save the Cost Breakdown to the Line entry

    Note: Not Costed Quantity must equal 0 for a Unit Cost entry
34. **Select** "Cancel" to cancel the entire Contract Line entry
35. **Select** "Save" to save the Cost Breakdown to the Line entry



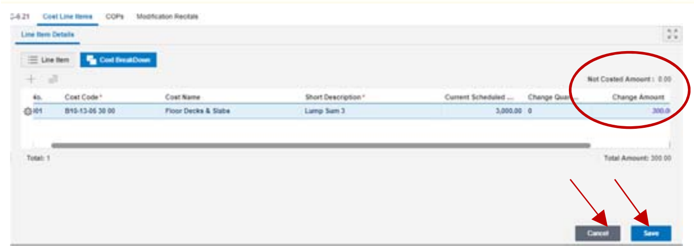


Action By: PM / PC / Planner	Example

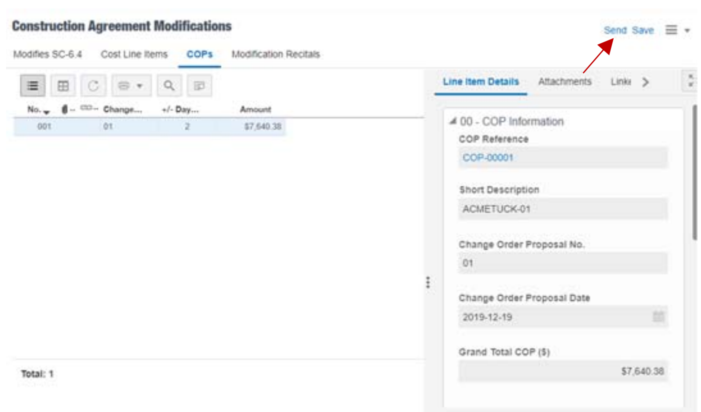


36. Optionally, **selecting** "Modify Committed Line Item" from the "Add" button drop down displays all committed line items in the contract.
37. **Double select or highlight and select** "Select" to choose the Line Item to Modify.
38. **Enter** the Change Amount for Lump Sum.

    Note: Not Costed Amount must equal 0.00 for a Lump Sum.



39. **Select** 'Cancel" to cancel the entire Contract Line entry
40. **Select** "Save" to save the Cost Breakdown to the Line entry.



41. After the record is sent into the workflow, the recipient **locates** the Task, **opens** the record and **accepts**.
42. The incorporated COP(s) are now visible in the COPs tab.

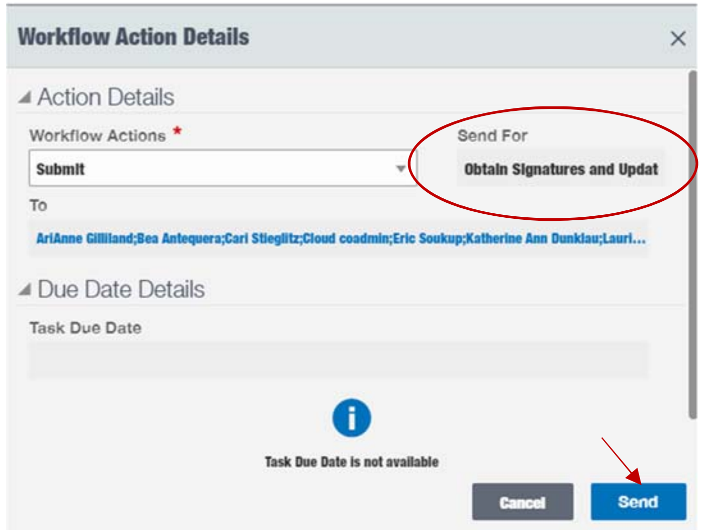
    Note: "Amount this Amendment" is now populated with the total of all incorporated COPs and Cost Line Items.

43. **Select** "Send"

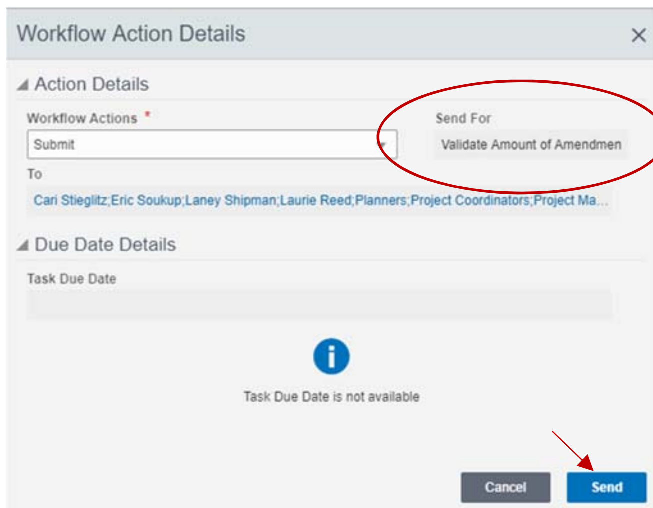
Action By: PM / PC / Planner	Example

44. In this step, “Submit” is the only option and is pre-selected.

    a. If the total amount of the COP(s) does not equal the Total Amount of the Amendment, the Send For will say “Obtain Signatures and Update”.



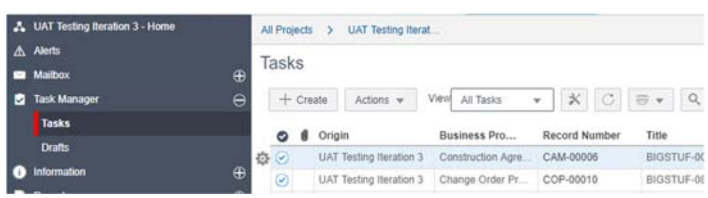
    b. If the total amount of the COP(s) did not equal total Amount of the Amendment (cost line items were added in addition to incorporated COPs, for example), the Business Process will be sent to “Validate Amount of Amendment”.



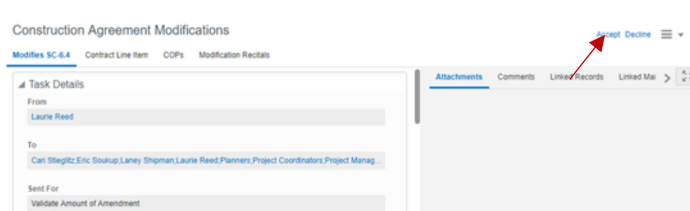
Note: In this case, the Amendment will be routed back to you for additional information. Continue to modify until the COP(s) are equal to the Total Amount of the Amendment.

45. **Select** “Send”.

46. Recipient **locates** their Task and **opens** the record.



47. **Select** “Accept” to open the record.



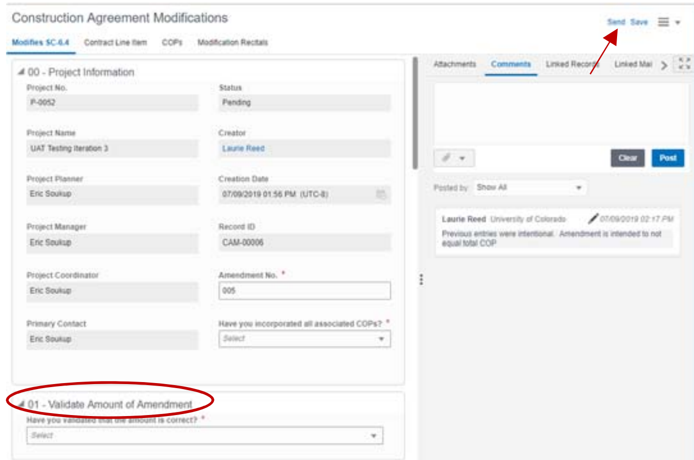
Action By: PM / PC / Planner	**Example**

48. **Enter** data for red asterisked fields. Some of the fields will be reset, while some remain populated with previous entries but remain editable.

    Note: 01-Validate amount of Amendment is a new required block.

49. **Review** previous entries and modify if necessary. It is allowed for an amendment total to not equal total amount of COP(s). It is best practice to enter Comments that indicate the what changes, if any, were done.

50. **Select** “Send”

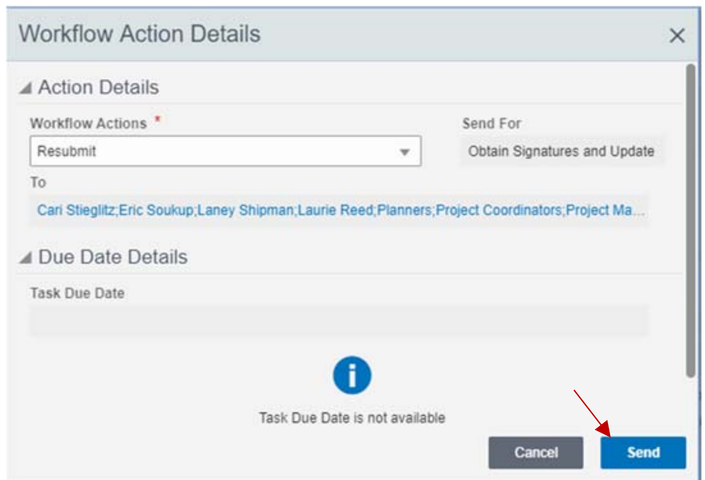


51. Clicking send opens the Workflow Action Details

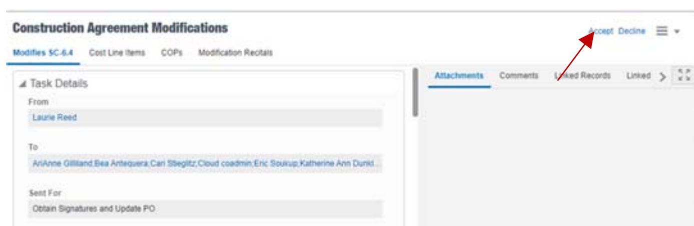
52. In this step “Submit” is the only option.

53. “To” field is User select and Recipient(s) must be selected.

54. **Select** “Send” to send for Obtain Signatures and Update



55. Recipient **locates** their Task, **opens** the record and **Accepts**.



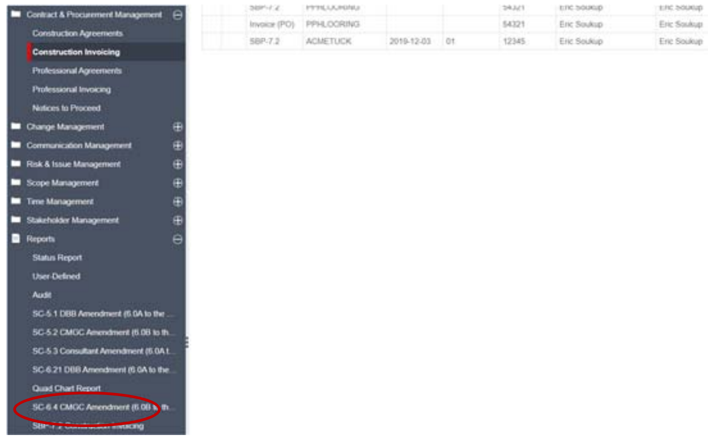
Action By: PM / PC / Planner	Example

56. Recipient **locates**, **opens** and **accepts** the task.

    Note: In this step the PC will obtain signatures outside of Unifier and upload the executed agreement and purchase order to Unifier.

57. **Note** the Construction Agreement Number.

58. **Navigate** to Reports>SC-6.4 CMGC Amendment (6.0B to the 6.4) and selects to open the report screen.



59. **Ensure** the format is PDF.

60. Under Search Parameters, **select** the Construction Agreement number.

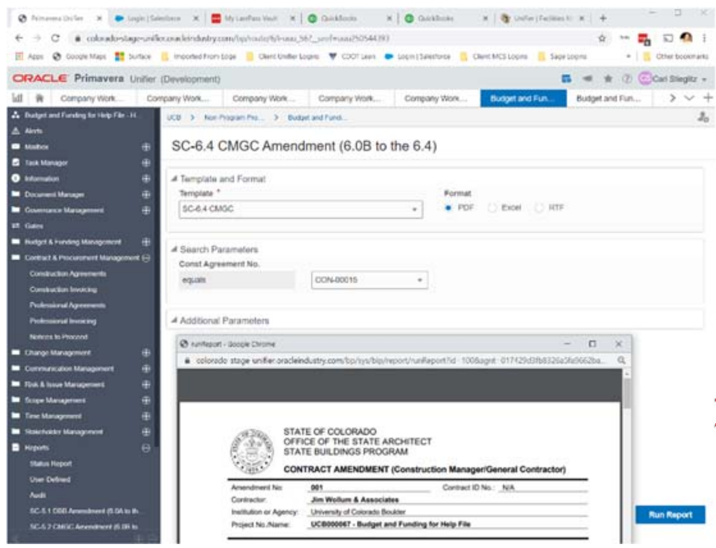
61. **Select** “Run Report” to generate the PDF.

62. **Save** the PDF for upload into DocuSign.

63. **Route** agreement through DocuSign with applicable attachments and routing document.

64. **Wait** until all signatures are obtained in DocuSign.

65. **Update** PO in Marketplace.

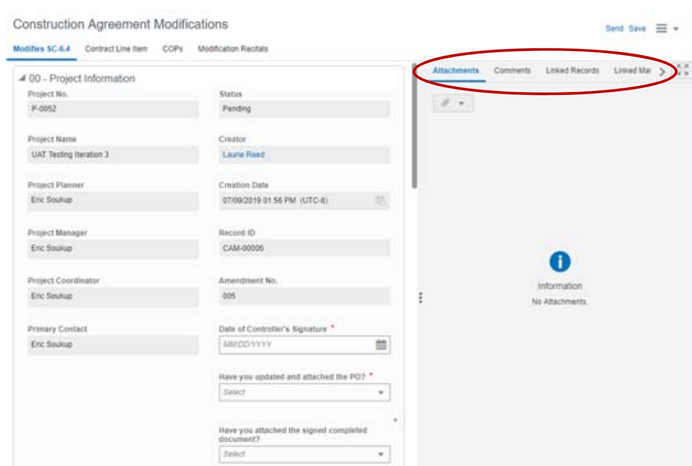


66. **Return** to Unifier and open the modification task.

67. **Enter** data for red asterisked fields once known.

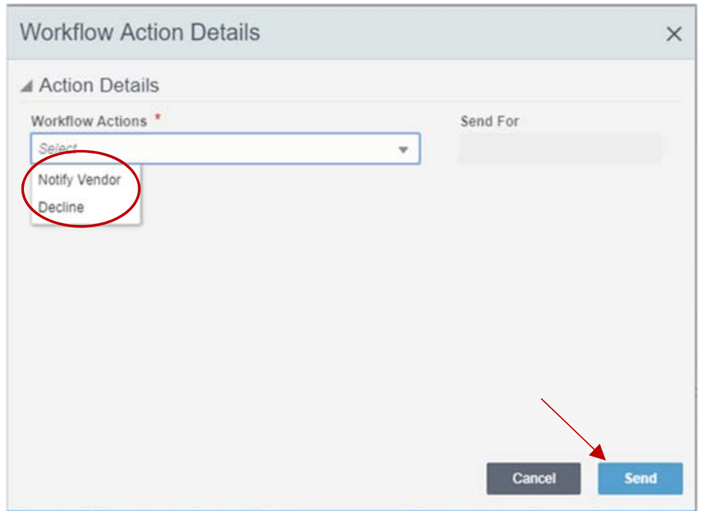
68. **Add** Attachment, Comments, etc. as necessary.

69. **Select** “Send” to open the Workflow Action Details screen.

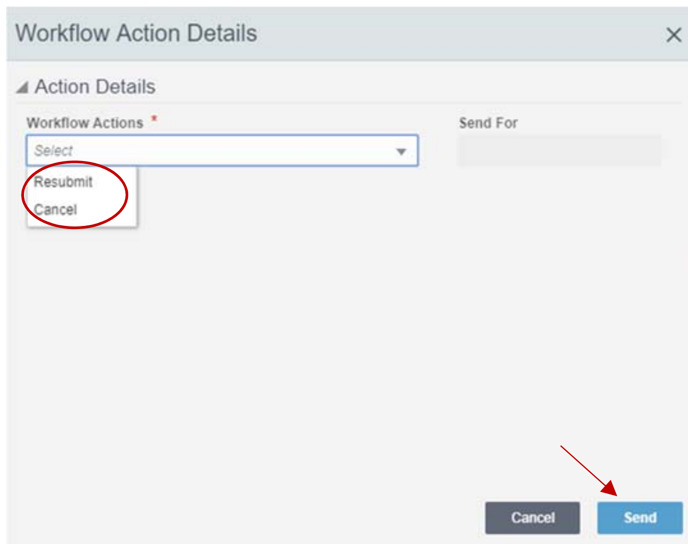


Action By: PM / PC / Planner | **Example**

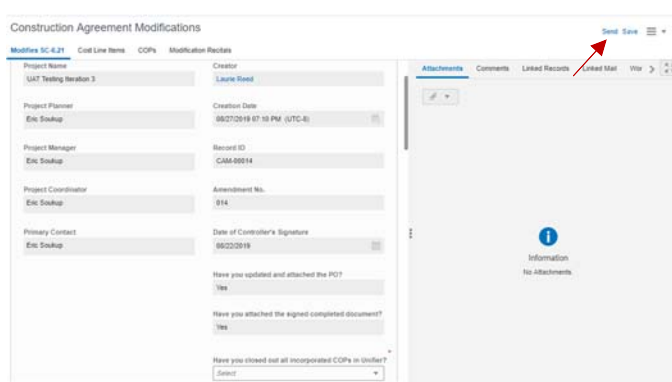
70. **Select** “Notify Vendor” to send the Business Process to Close Incorporated COPs. At this step Creator returns to the COP(s) incorporated into the CAM to “Commit” the COP(s).
    a. Optionally, **select** “Decline” to send the Business Process to the Creator for revision. Best practice is to add Comments for the reason to Decline.
71. Both Workflows will have a User select “To” field.
72. **Select** “Send”



73. If Revision is selected:
74. Creator **locates** and **Accepts** the task.
75. **Reviews** Comments provided and makes corrections as requested.
76. Open Workflow Actions
77. In this step the Creator has two Workflow options.
78. **Select** “Resubmit” to resend the Business Process to the “Obtain Signatures and Update” step.
    a. Optionally, **select** “Cancel” to terminate the record.
79. Both Workflows will have a User select “To” field.
80. “Obtain Signatures” will then have the same Workflow Action options as before (Notify Vendor or Decline).

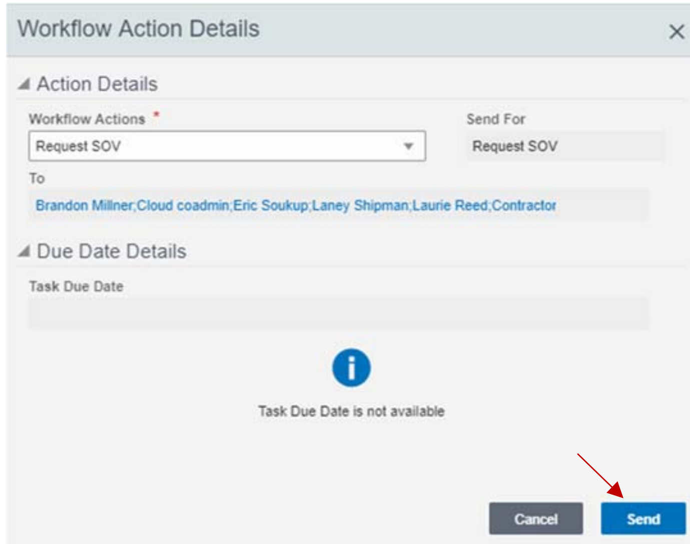


81. If “Notify Vendor” is selected:
82. Recipient **locates**, **opens**, and **accepts** the task
83. **Review** all information provided
84. **Enter** data for all red asterisked fields
85. **Select** “Send”



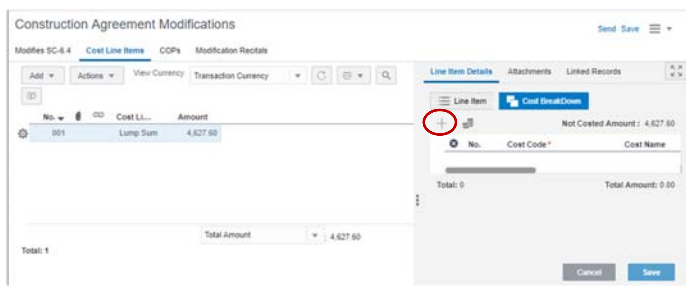
Action By: PM / PC / Planner	Example

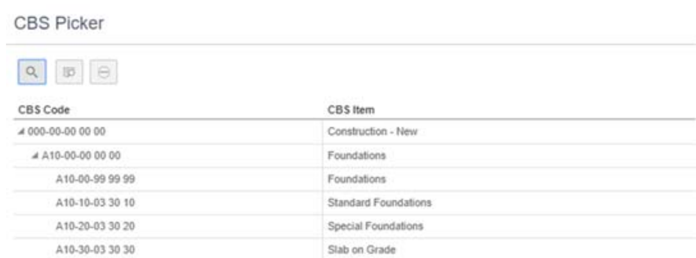
86. Clicking send opens the Workflow Action Details
87. "Request SOV" is the only option. Notice is sent to the Contractor.
88. **Select "**Send"



89. Contractor **locates**, **opens**, and **accepts** the task
90. **Enter** the Cost Breakdown by clicking + icon
91. **Select** the CBS code.

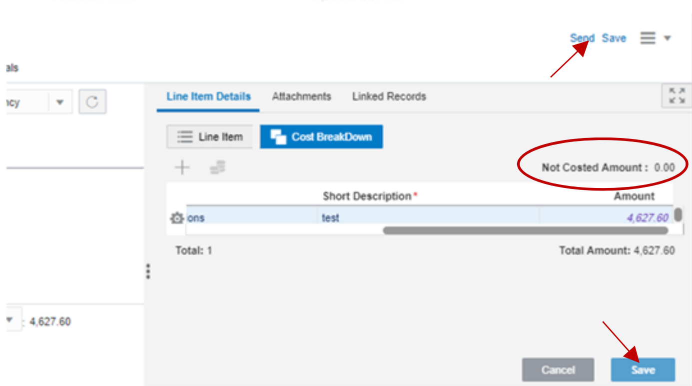
    Note: More than one CBS code may be allocated to a Cost Line Item.





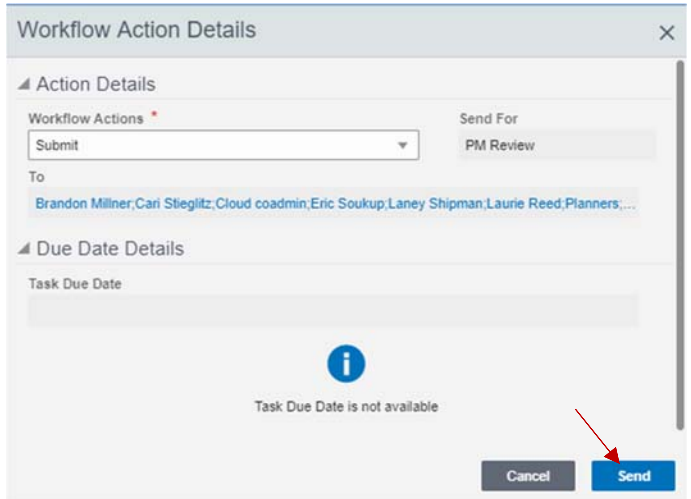
92. **Enter** the Amount

    Note: Not Costed Amount must equal 0.00 for a Lump Sum entry.
93. **Select** "Save"
94. **Select** "Send"

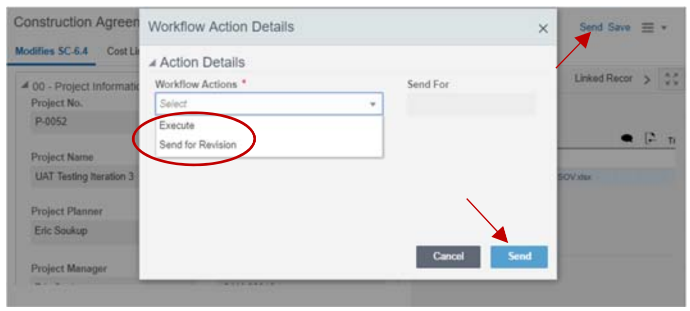


Action By: PM / PC / Planner	Example

95. Clicking send opens the Workflow Action Details
96. “Submit for PM Review” is the only option.
97. **Select** “Send”.



98. PM **locates**, **opens**, and **accepts** the task
99. PM **reviews** all data
100. **Select** “Send” in the upper right-hand corner of the record to open the Workflow Action Details.
101. **Select** “Execute” to complete the business process.
    a. Optionally, **select** “Send for Revisions” to send the Business Process back to the “Request SOV” step
102. **Select** “Send” on Workflow Action Details



END TASK

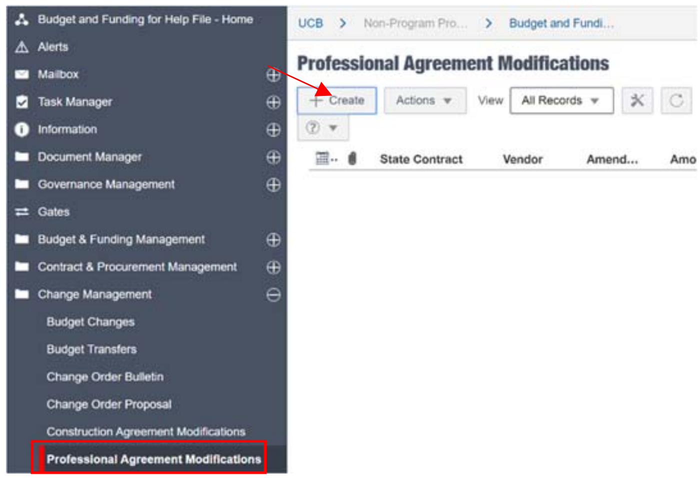
3.4.6 MODIFYING A PROFESSIONAL AGREEMENT (UPDATED 02/26/2020)

Goals	How to manage a professional agreement modification, including generating state forms.
Navigation	Project>Change Management>Professional Agreement Modifications
Action By	Project Manager / Planner
Pre-requisites	Approved Professional Agreement
Related Files	None.

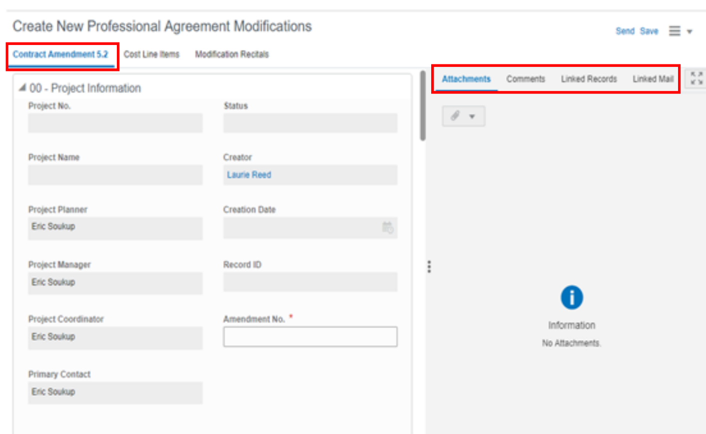
Action By: Project Manager / Planner | **Example**

1. **Navigate** to Project>Change Management>Professional Agreement Modifications
2. Select Create.
3. Selecting “Create” opens the modification available according to the project delivery shell template.

   Note: There are workflow (WF) options for each type of agreement modification. Each agreement modification has similar but different required fields for data entry



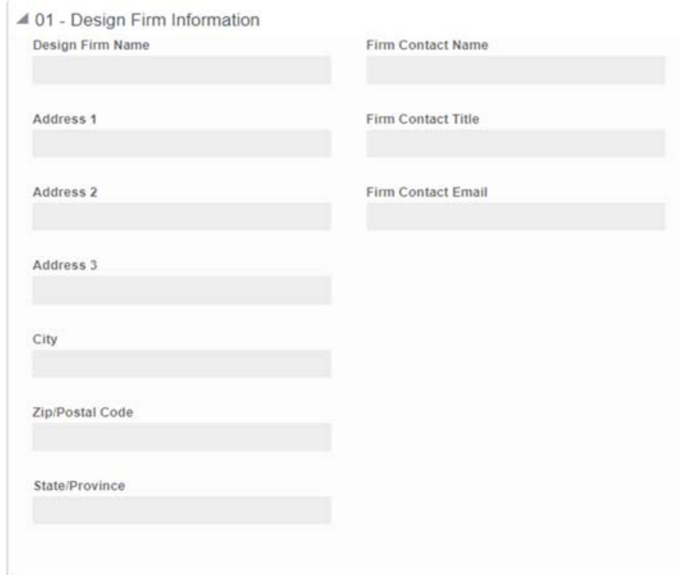
4. Note the type of amendment is shown in the top left-hand corner.
5. Greyed fields will auto-populate as appropriate.
6. Enter data for red asterisked fields.
7. Attachment, Comments, etc. may be added using the buttons on the right-hand side.



Action By: Project Manager / Planner	Example

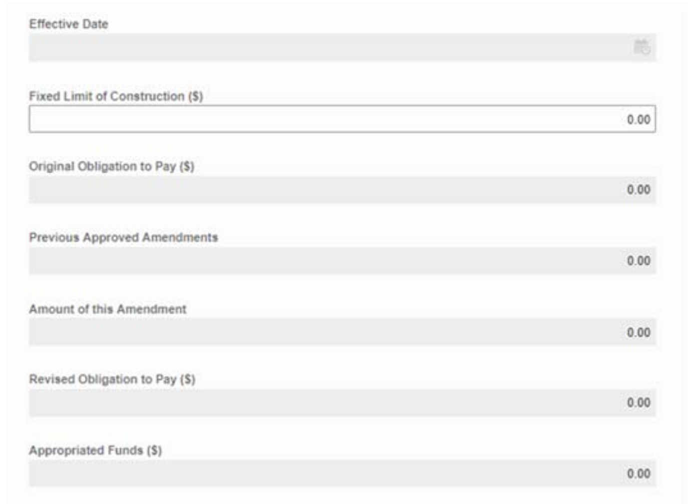
8. In 01 - Design Firm Information note Design Firm information will auto-populate based on the Original Contract selected below.
9. In 02 - Purpose of Amendment, explain the background of the amendment.

   Note: Blocks 01 and 02 are consistent for all agreements, with slight field name variations accordingly.



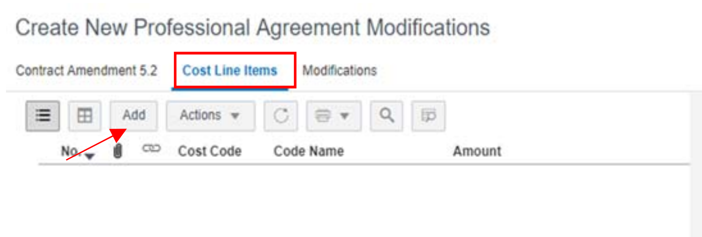
10. In 03 - Contract Recitals:
11. Enter data for red asterisked fields. Greyed fields will auto-populate based on Contract/PO chosen
12. Amount of this Amendment is a sum of Cost Line Items

Action By: Project Manager / Planner | **Example**

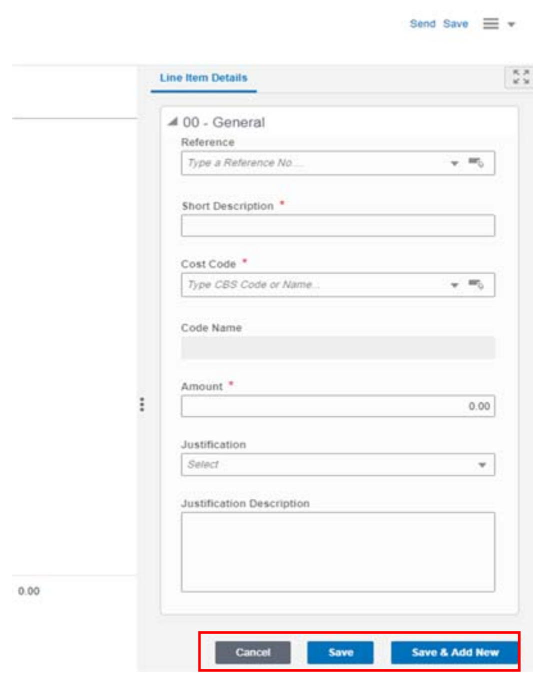


13. Note the Principal Representative.

14. Cost Line Items is accessed at the top of the page.
15. Select Add

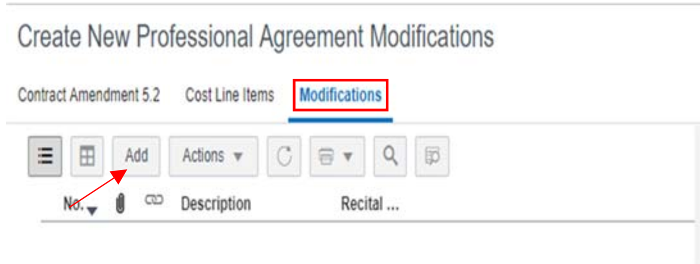


16. Enter data for red asterisked fields
17. If an existing Line Item is Referenced, Short Description and Cost Code will auto-populate
18. Enter data for additional fields as appropriate
19. Select Save to save current entry
20. Select Cancel to cancel the current entry
21. Select Save & Add New to save current entry and add another.



Action By: Project Manager / Planner	Example

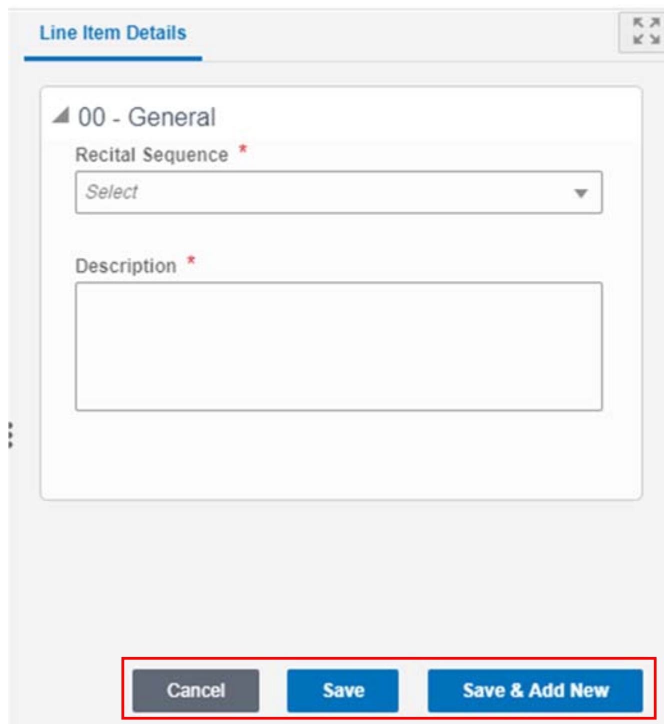
22. Modification Recitals is accessed at the top of the page.
23. Select Add



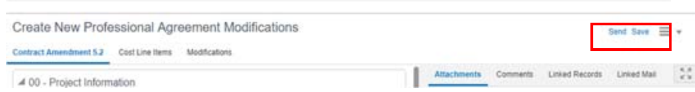
24. Enter data for red asterisked fields

    Note: Standard recital language is provided in Section 5.

25. Select Cancel to cancel the current entry
26. Select Save to save current entry
27. Select Save & Add New to save current entry and add another.

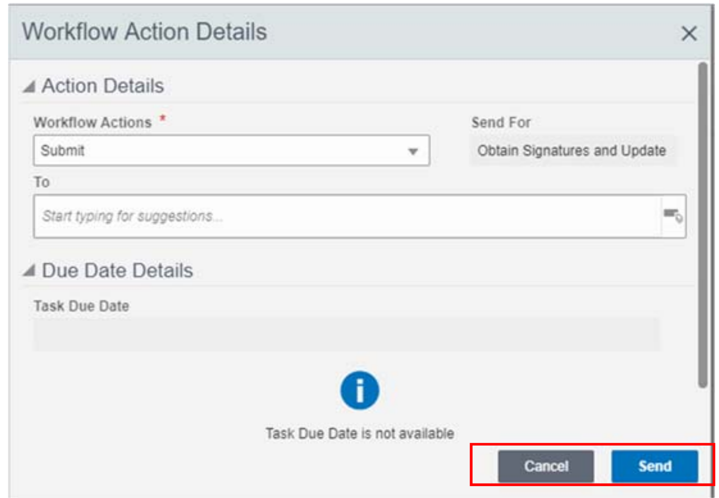


28. Select Send to send the Business Process into the workflow. Select Save to save as a draft and complete later.

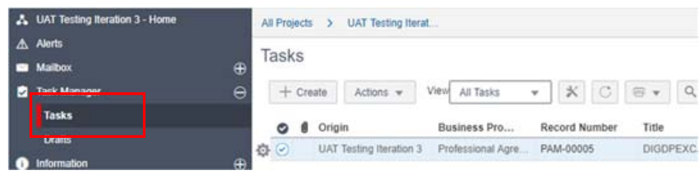


Action By: Project Manager / Planner	Example

29. Clicking send opens the Workflow Action Details
30. In this step Submit is the only option.
31. “To” field is User select and Recipient(s) must be selected.
32. Select Send to send for Obtain Signatures and Update



33. Recipient locates their Task and opens the record.

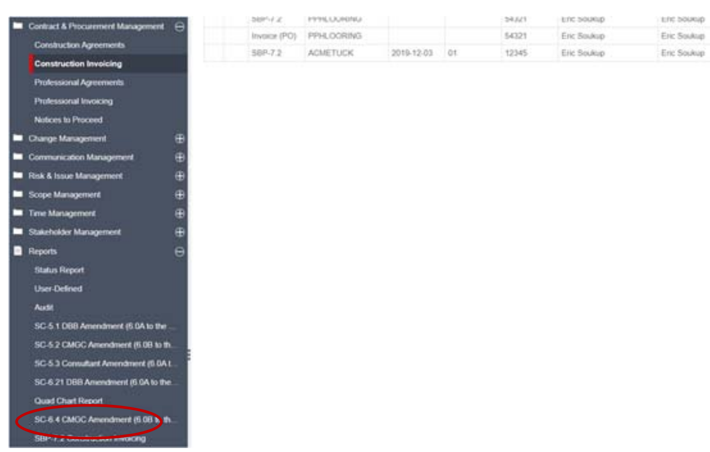


34. Select Accept to open the record.

35. Recipient **locates**, **opens** and **accepts** the task.

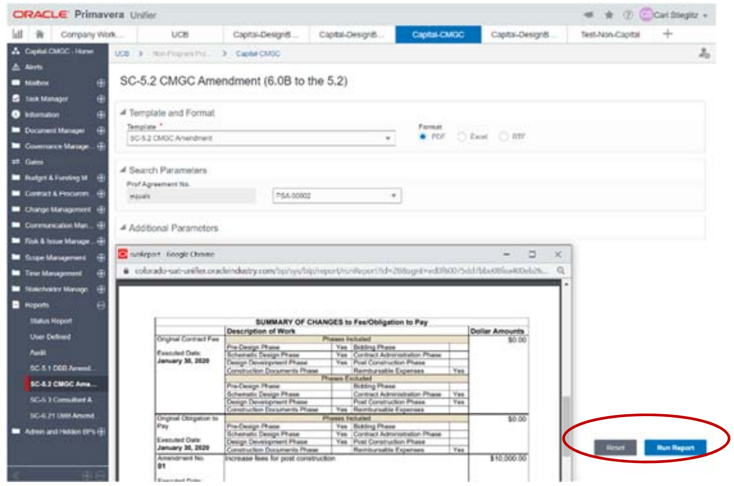
    Note: In this step the PC will obtain signatures outside of Unifier and upload the executed agreement and purchase order to Unifier.

36. **Note** the Construction Agreement Number.
37. **Navigate** to Reports>SC-5.2 CMGC Amendment (6.0B to the 5.2) and selects to open the report screen.

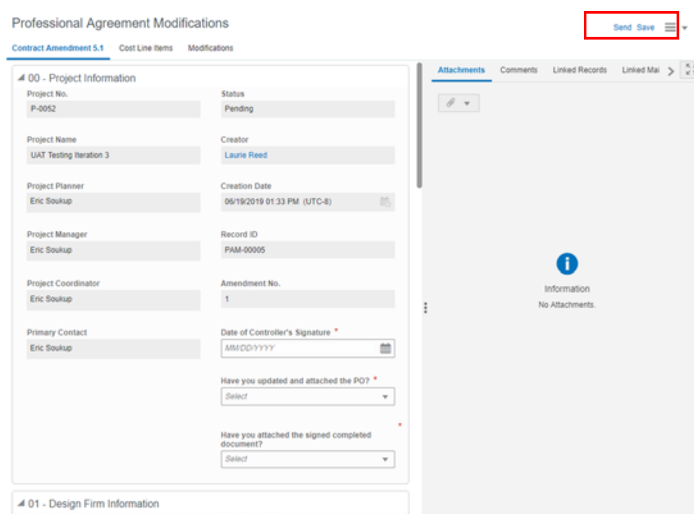


Action By: Project Manager / Planner	Example

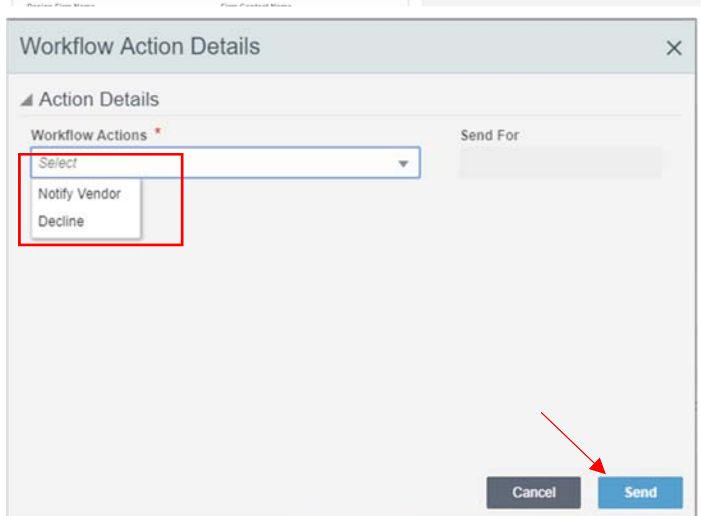
38. **Ensure** the format is PDF.
39. Under Search Parameters, **select** the Professional Agreement Number.
40. **Select** “Run Report” to generate the PDF.
41. **Save** the PDF for upload into DocuSign.
42. **Route** agreement through DocuSign with applicable attachments and routing document.
43. **Wait** until all signatures are obtained in DocuSign.
44. **Update** PO in Marketplace.

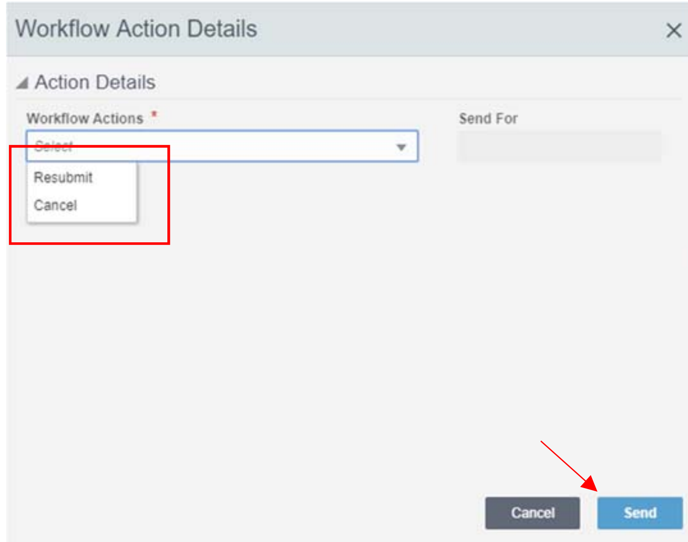


45. **Return** to Unifier and open the modification task.
46. **Enter** data for red asterisked fields once known.
47. **Add** Attachment, Comments, etc. as necessary.
48. **Select** “Send” to open the Workflow Action Details screen.



49. **Select** “Notify Vendor” to send an email notification to the Vendor and any others CC’d. Note this is a terminal step for the Business Process.
    a. Optionally, **select** “Decline” to send the Business Process to the Creator for revision. Best practice is to add Comments for the reason to Decline.
50. **Select** “Send”.



Action By: Project Manager / Planner	Example
51. If "Revision" is selected: a. Creator locates and Accepts the task. b. Reviews Comments provided and makes corrections as requested. c. Open Workflow Actions d. In this step the Creator has two Workflow options. e. Choosing Resubmit resends the Business Process to the Obtain Signatures and Update step. f. Choosing Cancel is a terminal step for the Business Process. g. Both Workflows will have a User select "To" field. h. Obtain Signatures will then have the same Workflow Action options as before (Notify Vendor or Decline).	

END TASK

3.5 COMMUNICATION MANAGEMENT

3.5.0 INTRODUCTION

Communication happens throughout the project formally and informally. In our PDS system we have formalized some communications in order to capture information for reporting or tracking of “whose” court it is in.

Communication can be initiated at any point in the project.

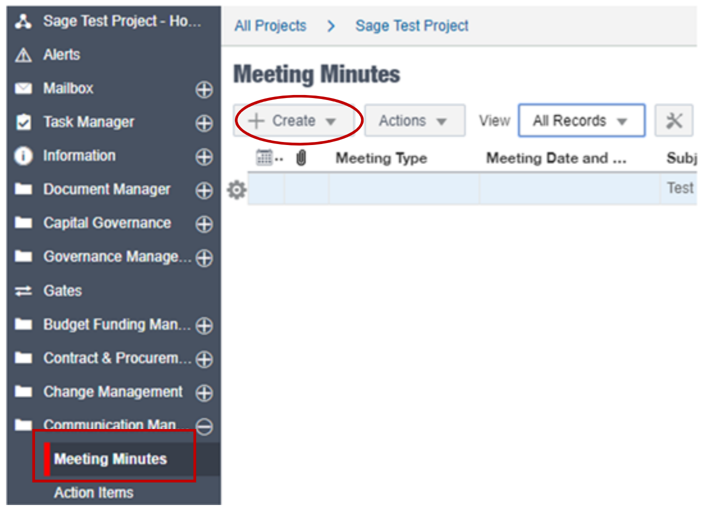
3.5.1 CREATING AGENDAS AND MEETING MINUTES (UPDATED: 03/12/2020)

Goals	How to create a meeting agenda and take meeting minutes. Minutes include capturing key decisions, taking notes and assigning action items.
Navigation	Project>Communication Management>Meeting Minutes
Action By	Project Team
Pre-requisites	Discuss standard agenda content with the project team.
Related Files	3.5.2 Creating and Updating Action Items

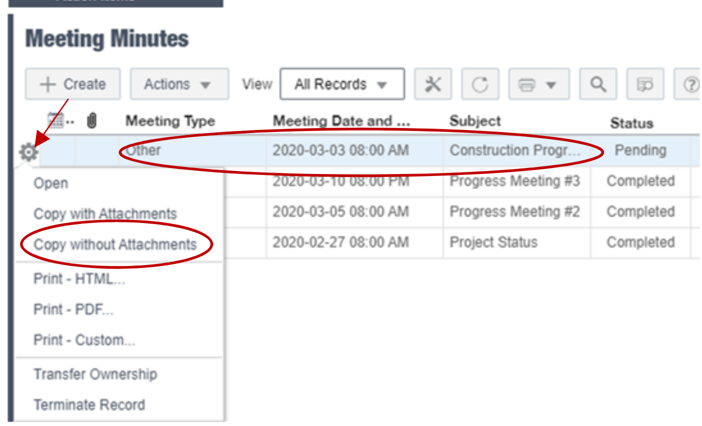
Action By: Project Team | **Example**

1. **Navigate** to Project>Communication Management>Meeting Minutes.
2. **Select** "Create".

   Note: Meeting agendas can be prepared in advance of the meeting. Workflow allows both an "Approve" and a "Document Meeting Results" output. If creating as an agenda, do not enter results until the actual meeting, or after the meeting. This file will assume you are creating the minutes in the meeting.

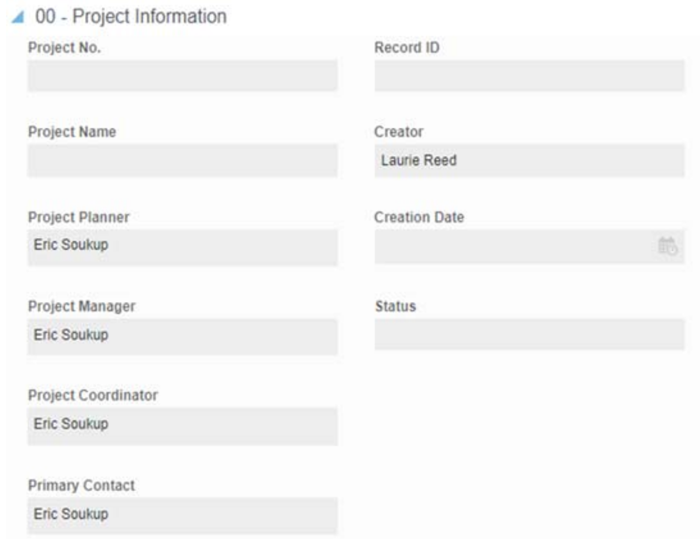


   a. Optionally, **copy** from the last meeting type.
   b. **Highlight** the meeting
   c. **Select** the Gear Icon to open the options window.
   d. **Select** "Copy without Attachments".

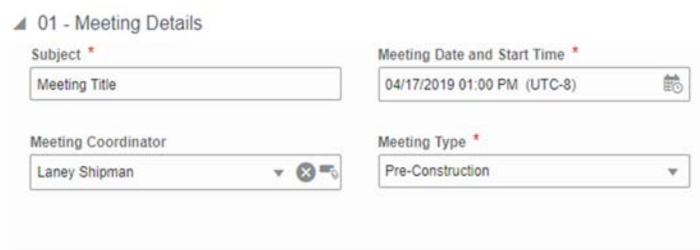


Action By: Project Team	Example

3. In 00 – Project Information tab, note greyed fields will auto-populate.



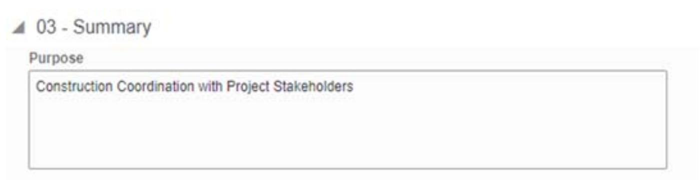
4. In 01 - Meeting Details, **enter** data for red asterisked fields.



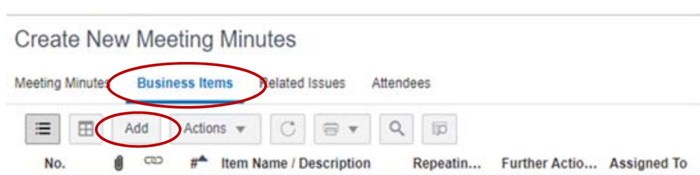
5. In 02 – Meeting Location Details, **enter** data for red asterisk fields.

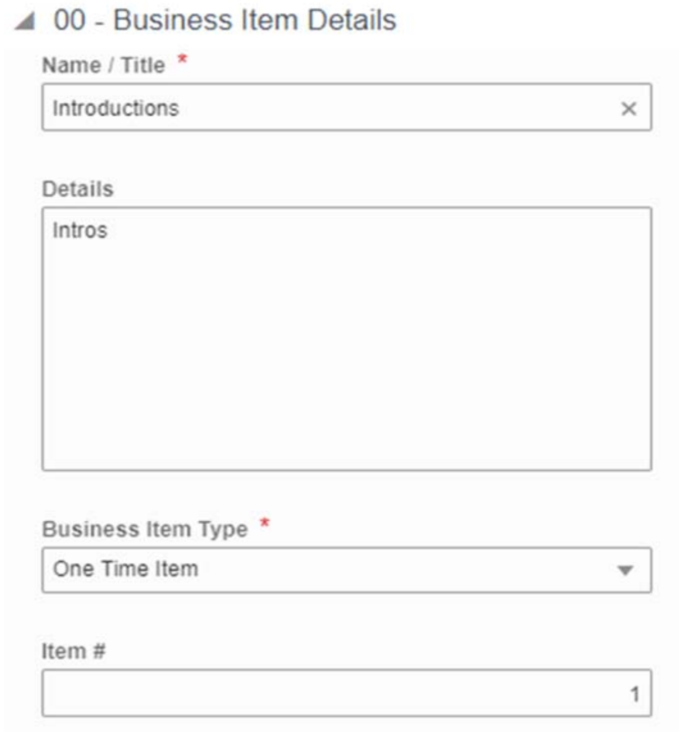
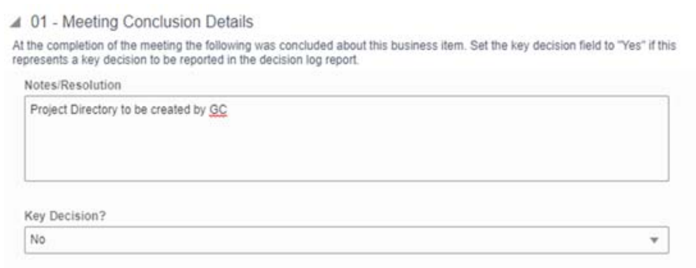
   Note: It is a good idea to fill in the location information as it can be used for future meetings when copied.

6. In 03 – Summary, **enter** the meeting purpose.



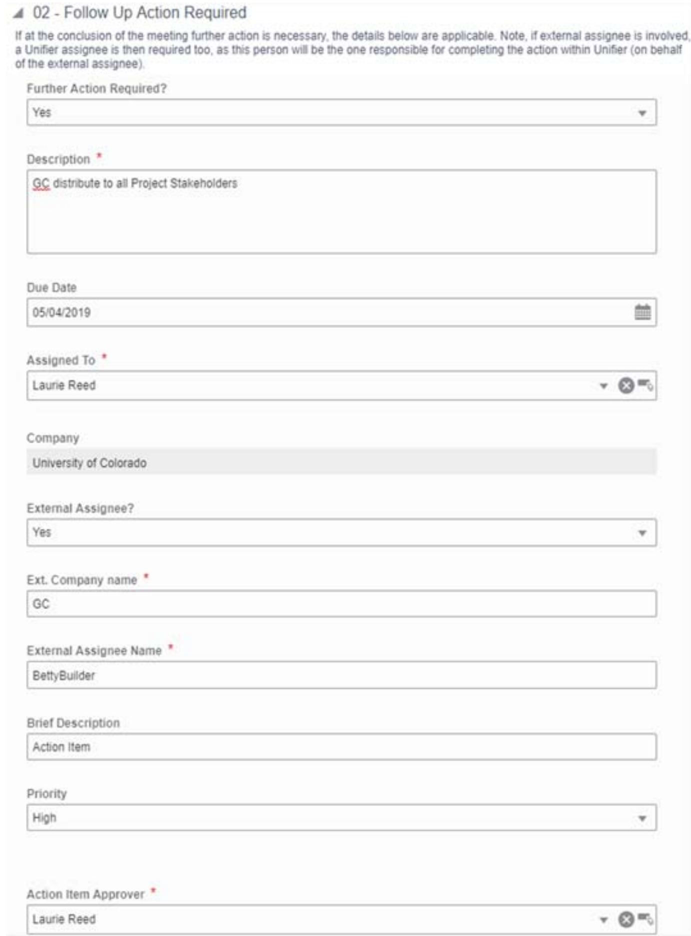
7. **Select** "Business Items" at the top of the window.
8. **Select** "Add".



Action By: Project Team	Example
9. In 00 - Business Item Detail, **enter** agenda items. 10. **Select** a “Business Item Type” as either a One Time Item or a Standard Agenda item. Note: Selecting Standard Agenda Item carries it over to the next meeting.	
11. After or during the meeting, enter the outcome in 01 - Meeting Conclusion Details. 12. If the item was a key decision, **change** to “Yes”.	

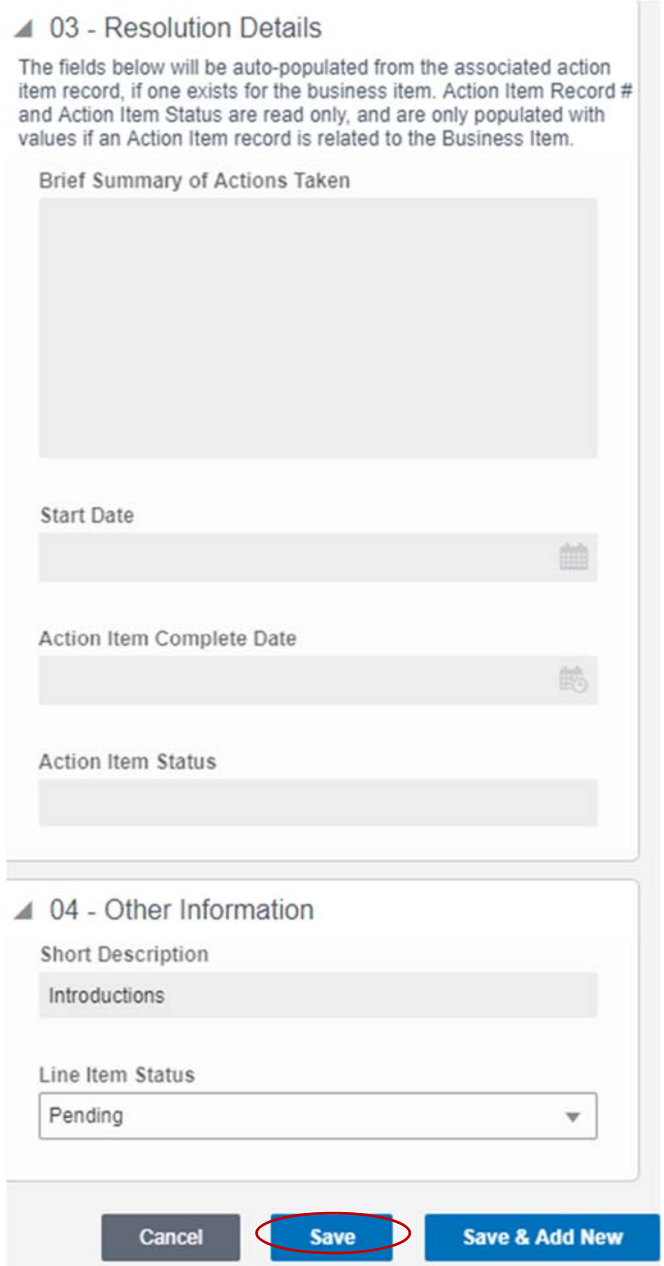
Action By: Project Team	Example

13. Under 02 - Follow Up Action Required, if there is additional action, **complete** this section.
14. **Enter** Data for red asterisked fields
    a. If Further Action Required is Yes, then an Action Item is auto created. (See Help File 3.5.2 Creating and Updating Action Items)
15. **Enter** the description of the action item needed.
16. **Select** the due date of the action item.
17. **Select** the Unifier user that the action item will be assigned to.
    a. If the actual person responsible is not a Unifier user, select External Assignee as “Yes”.
18. **Enter** the Ext. Company Name.
19. **Enter** the name of the actual person responsible for completing the task.
20. **Select** the priority.
21. **Select** the action item approver.



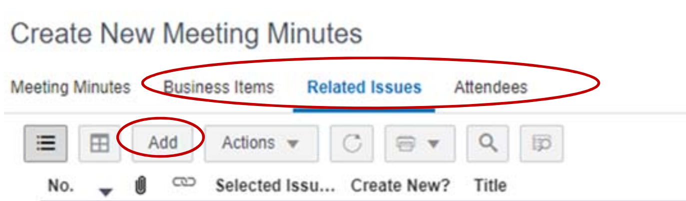
Action By: Project Team	Example

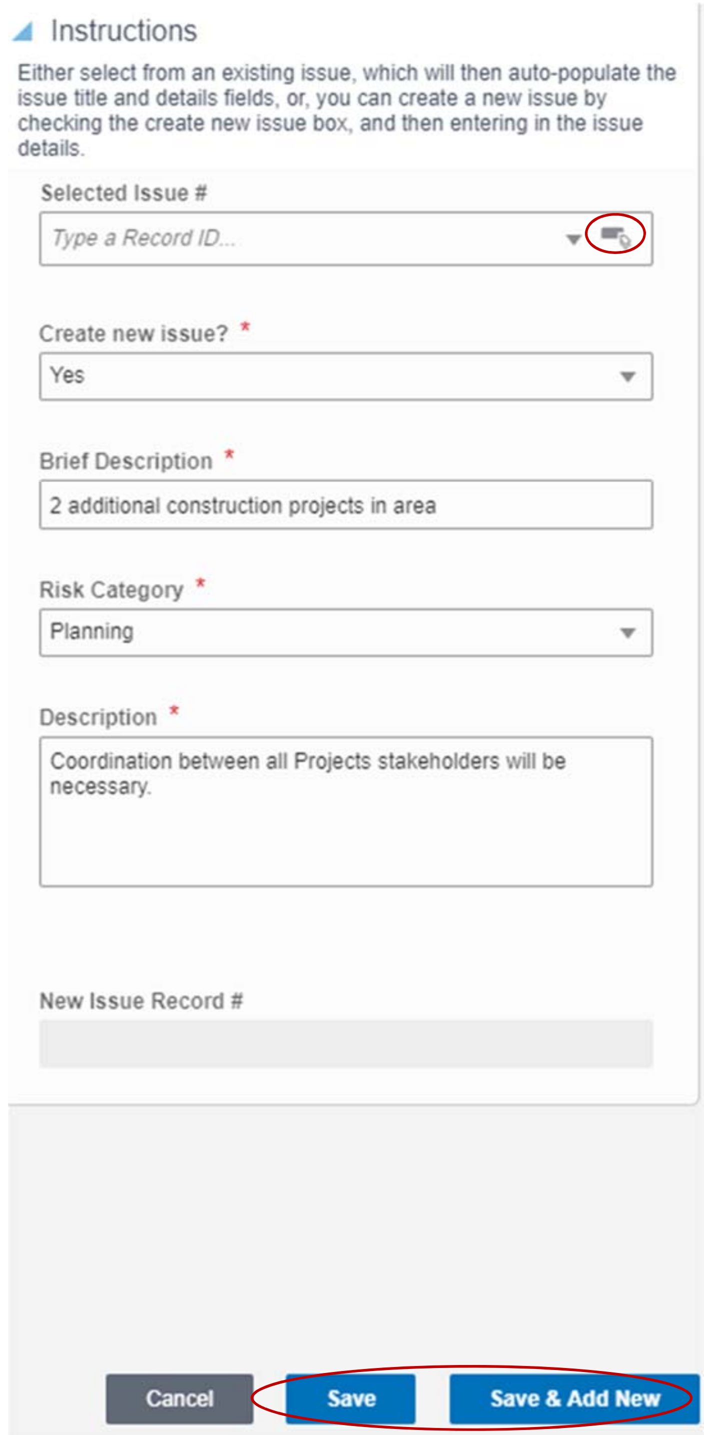
22. If further action is required, note 03 - Resolution Details & 04 – Other Information, these fields are for tracking Action Items only.
23. **Enter** “Line Item Status” as Pending.
24. **Select** “Save”.
25. Optionally, **select** “Save & Add New” if there are more agenda or meeting line items to add.



26. If issues arise during the meeting, **select** “Related Issues” at the top of the window.
27. **Select** “Add”.

Note: Issues should be added if they impact scope, schedule or budget.

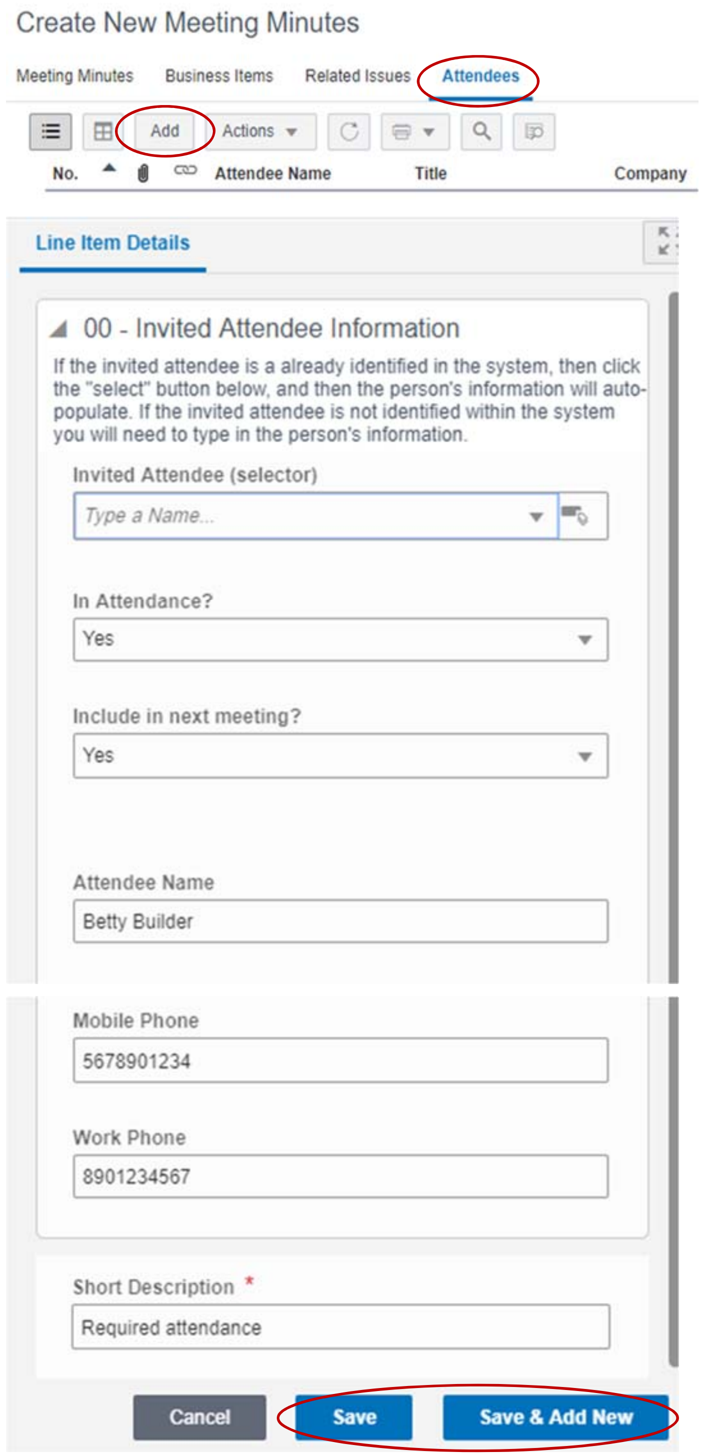


Action By: Project Team	Example
28. **Change** "Create new issue?" to yes. Note: Per Instructions, existing risks & issues will be available for selection, or Creating a new issue will auto-create a new risk & issue. (See Help File 3.6.1 Managing Risks & Issues) 29. Optionally, if the issue already exists, **select** the issue from the picker. 30. **Enter** data for red asterisk fields 31. **Select** "Save". 32. Optionally **select** "Save & Add New" to add more line items.	

Action By: Project Team	Example

33. Select “Attendees” at the top of the window.
34. **Select** “Add”.
35. In 00 – Invited Attendee Information, add invitees and if they attended.

    If the invited attendee is already in the system, a new window will open for you to select the attendee.
36. **Enter** other invited attendees, not already in the system and other fields as known.
37. **Select** “Save”.
38. Optionally, **select** “Save & Add New” to enter more items.

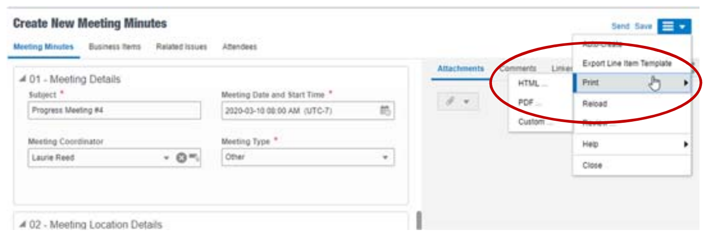


Action By: Project Team	Example

39. **Select** “Send” to open the Workflow Action Details screen.
    a. Optionally, **select** “Save” to create a draft to complete later.

40. To email the agenda or meeting minutes out, including non-Unifier users, **select** “Print” from the drop-down menu.
41. Select “PDF” or “HTML”

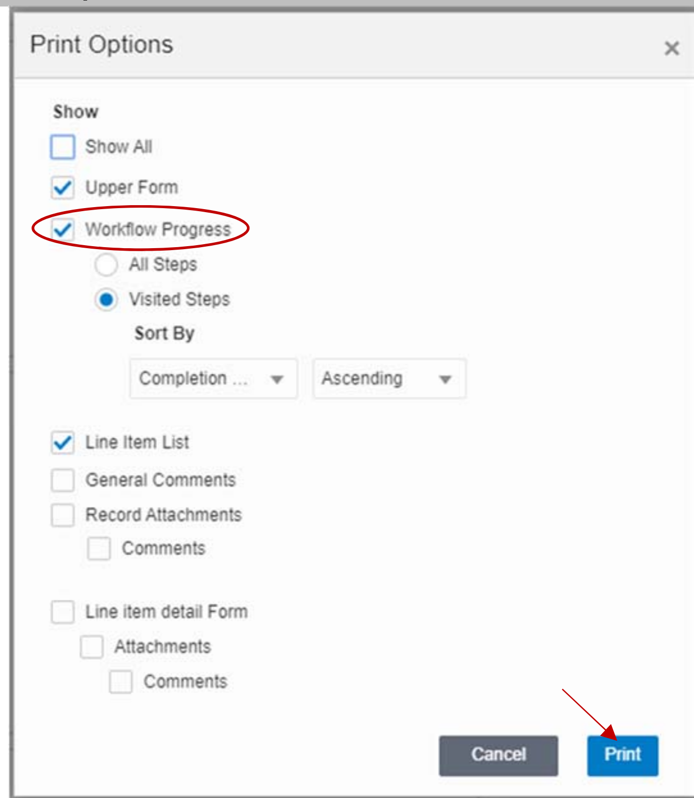
    Note: HTML will give you a more User-friendly format. “Custom” is not an option in this instance.



42. **Selecting** your format will display this window.
43. **Select** “Yes”.

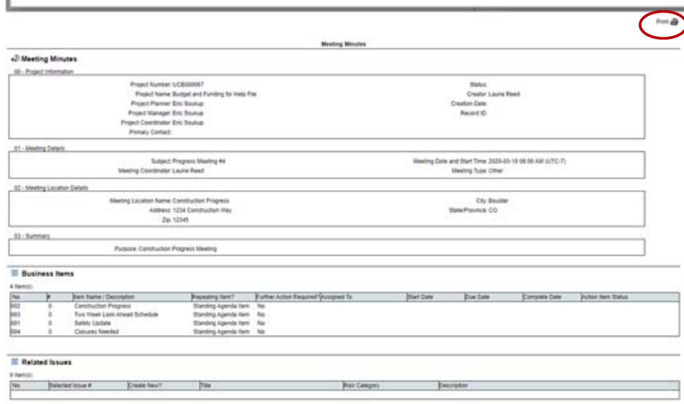
Action By: Project Team	Example

44. In “Print Options” **uncheck** the “Workflow Progress” box.
45. **Select** “Print”.

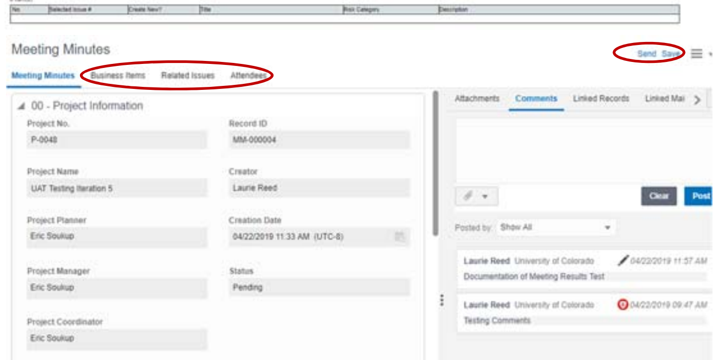


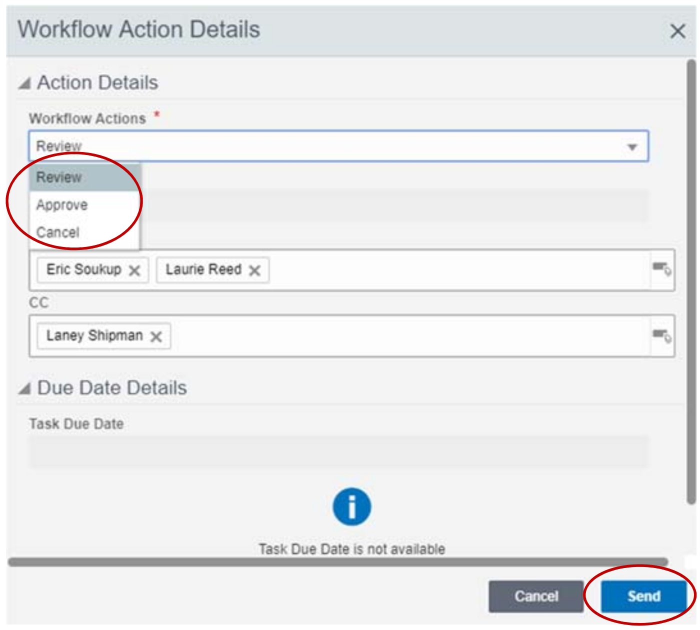
46. **Manipulate** page to display all you need for your meeting agenda.
47. **Select** “Print”.
48. **Save** as a PDF for emailing agenda to attendees.

    Note: This may also be done to send out meeting minutes after the record has been final edited and approved.



49. If the steps above were for creating the Agenda only, wait until the meeting occurs.
50. During or after the meeting, recipient **accept** the task to edit.
51. **Update** all line items with most recent information.
52. If needed, Recipient can add new relevant information that were not included by the Creator in the editable fields at the top of the window.



Action By: Project Team	Example
53. **Select** "Send" to open the Workflow Action Details screen.	
54. **Select** "Approve" to complete the meeting minutes. a. Optionally, **select** "Review" if more review is need. b. Optionally, **select** "Cancel" to cancel the minutes without issuing or approving them. 55. **Select** "Send"	 END TASK

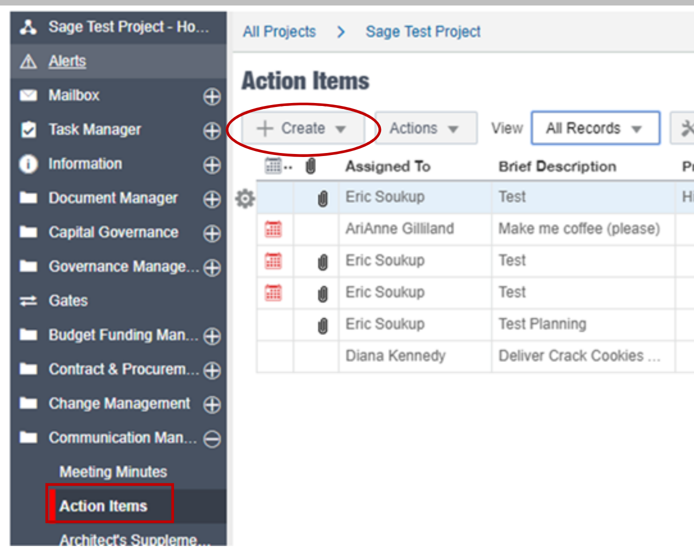
3.5.2 CREATING AND UPDATING ACTION ITEMS (UPDATED: 10/24/19)

Goals	How to view, edit and reassign action items. Includes updating the progress of the action item on a weekly basis.
Navigation	Project>Communication Management>Action Items
Action By	Project Team
Pre-requisites	None.
Related Files	3.5.1 CREATING AGENDAS AND MEETING MINUTES

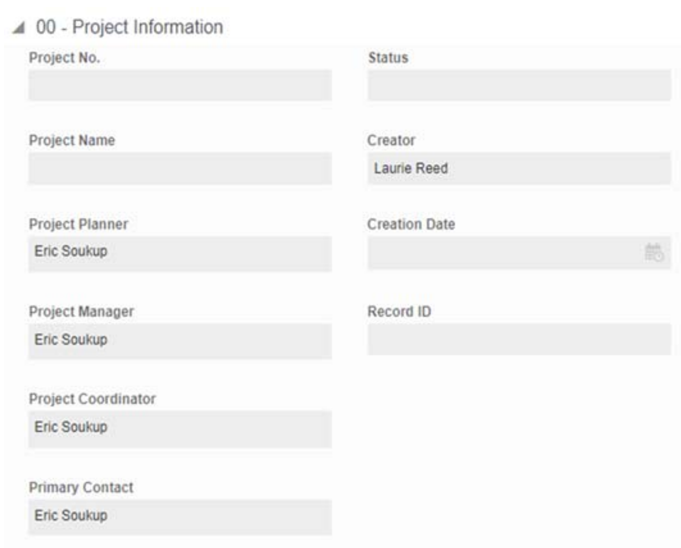
Action By: Project Team | **Example**

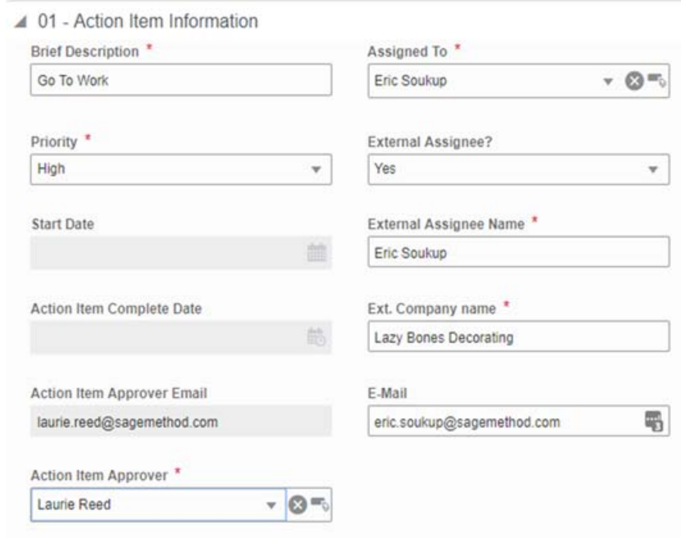
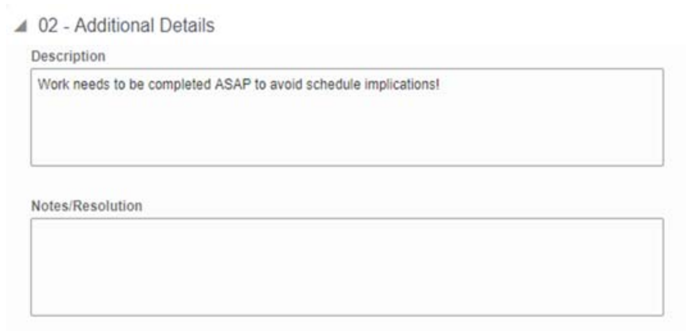
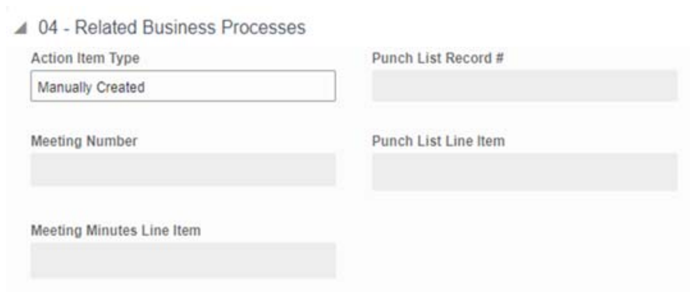
1. **Navigate** to Project>Communication Management>Action Items.
2. **Select** “Create”.

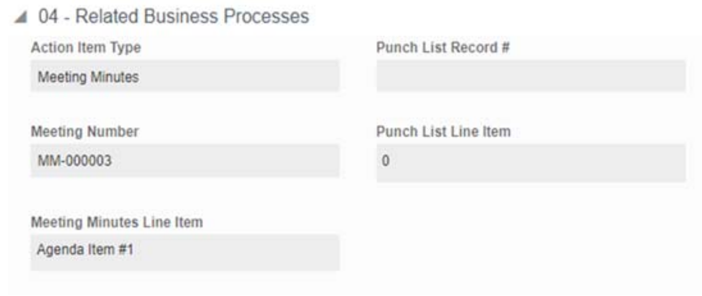
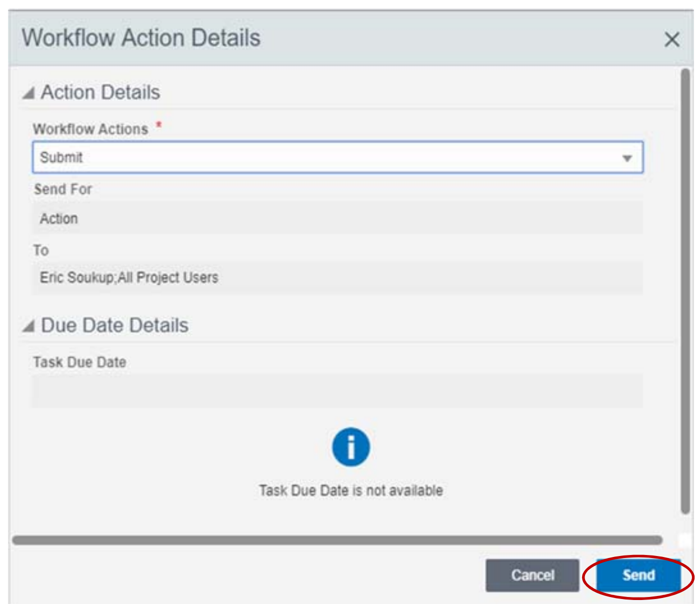
   Note: If another process or individual assigns you an action item, you will be notified via tasks and skip to Step 13.



3. In 00 – Project Information note greyed fields will auto-populate as appropriate.

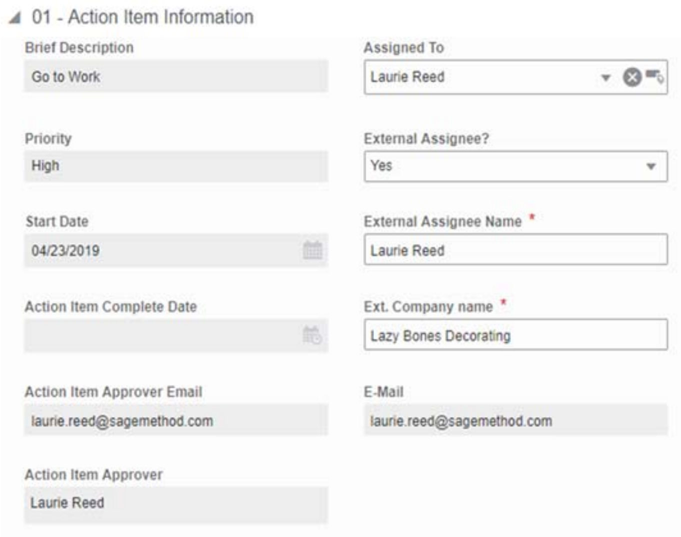


Action By: Project Team	Example
4. In 01 - Action Item Information, **enter** information. 5. **Enter** data for red asterisk fields. 6. **Enter** "Assigned To" as the person who will be completing the Action Item. 7. **Enter** "Action Item Approver" as the person who will final review the Action was completed by the "Assigned To". 8. **Mark** "External Assignee" as yes, if the person assigned is not a Unifier user. Note that the "Assigned To" will still be responsible for ensuring the task is complete and updating it in the system.	
9. In 02 – Additional Details, **enter** the work that needs to be done. Enter notes/resolution as a recommended path to be confirmed by the assignee.	
10. In 03 –Details on Action Taken, note greyed fields will be populated later in the workflow.	
11. In 03 – Related Business Processes, note greyed fields only be populated if the Action Item is populated from another BP (Meeting Minutes or Punch List).	

Action By: Project Team	Example
12. In 04–Related Business Processes, if the action item was created by another process, note example to the right shows it populated.	
13. **Select** “Send” to open the Workflow Action Details screen. 14. Optionally **select** “Save” to save as a Draft to complete later.	
15. In the Workflow Action Details screen, note “Submit” is the only option. 16. **Select** “Send”. 17. Action Item is sent to the Assignee for Action.	
18. Assignee receives notification of a new Action Item and will **locate** the Action Item in their Tasks. 19. **Open** Action Item and **select** “Accept”.	

Action By: Project Team	Example

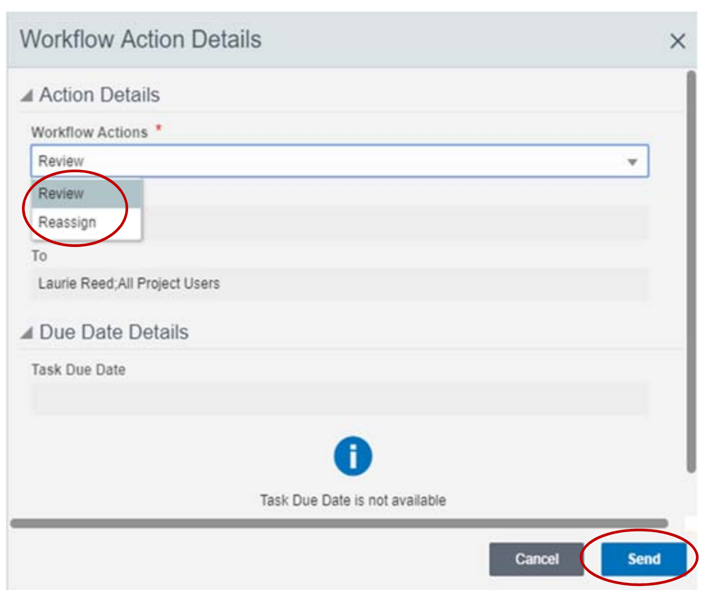
20. In 01 – Action Item Information, note some fields remain editable to allow the Assignee to Re-assign to someone else.
21. When an Action is re-assigned, the "Assigned To" field must be changed to the new assignee.



22. In 03 – Details on Action Taken, **enter** the action taken prior to moving to the next step in the workflow.
23. **Select** "Send" to open the Workflow Action Details screen.
24. Optionally, **select** "Save" to save as a Draft to complete later.

25. In the Workflow Action Details screen:
26. **Select** "Review: to send the Business Process to the Review Step.
27. Optionally, **select** Reassign to send the Business Process to the Assignee and remains in the Action Step. The system will automatically define the "To" based on the User selected "Assigned To" field.

    Note: If Reassigning, you must change "Assigned To" field in 01- Action Item Information Block first.
28. **Select** "Send".

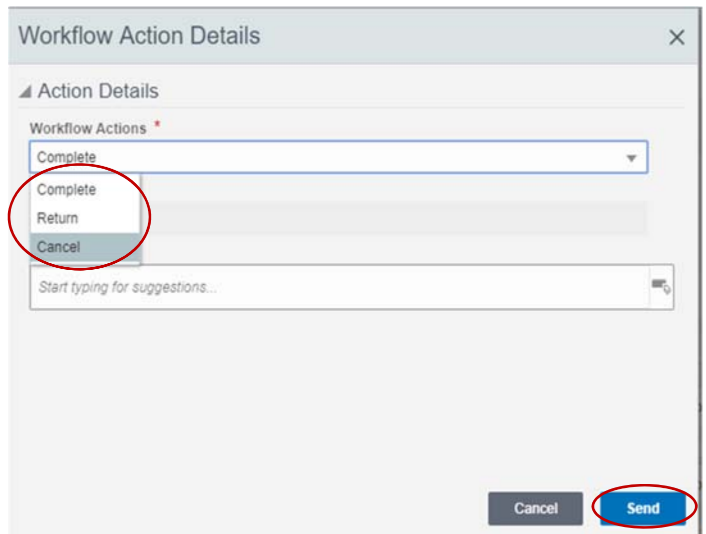


Action By: Project Team	Example

29. Assignee will receive notification of the Action Item and **locate** it in their Tasks
30. **Select** "Accept" to start reviewing the task.

    Note: No fields are editable at this step. Only review is possible.

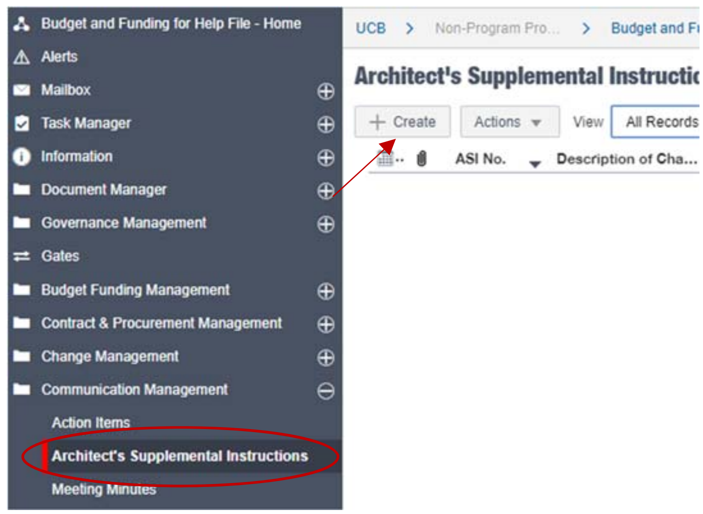
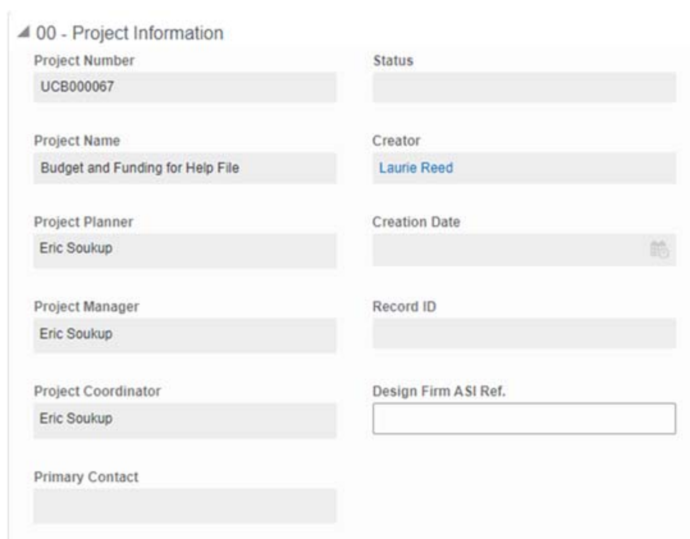
31. After review is done, **select** "Send" to open the Workflow Action Details screen.
32. **Select** "Complete" to finish the Action Item. Note this is a terminal end to the Business Process.
    a. Optionally, **select** "Return" to send the Business Process back to Assigned To person.
    b. Optionally, **select** "Cancel" to end the Action Item without completing.
33. **Select** "Send".

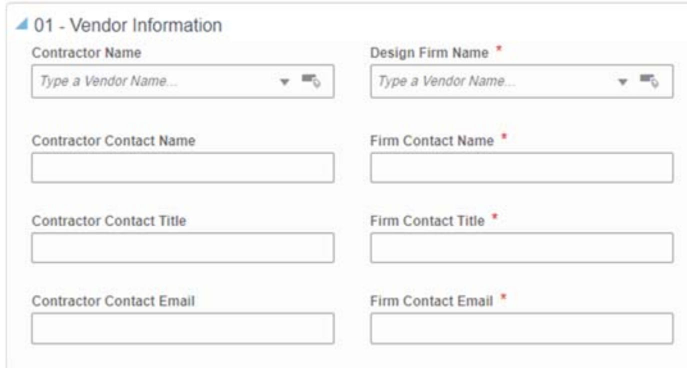
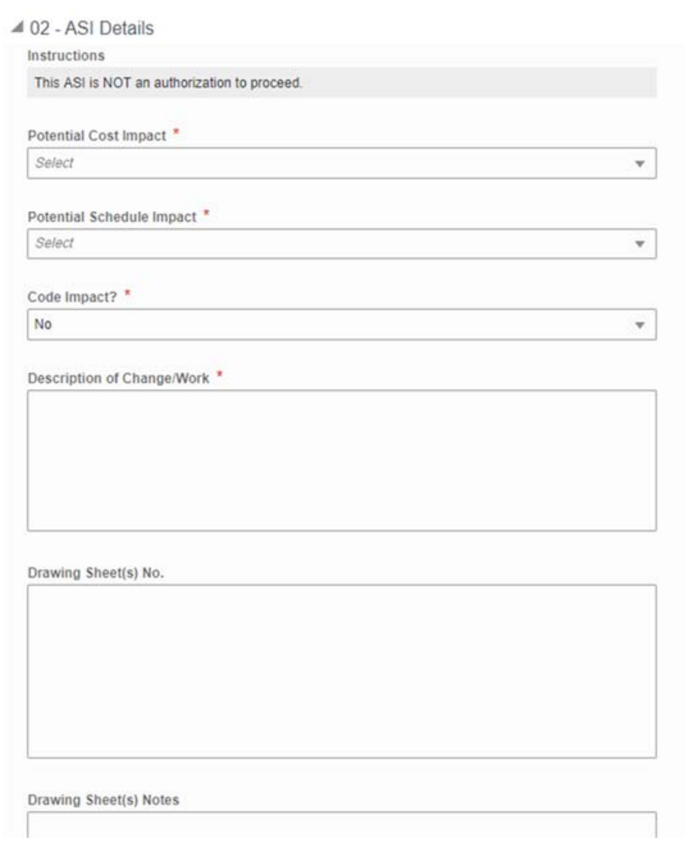


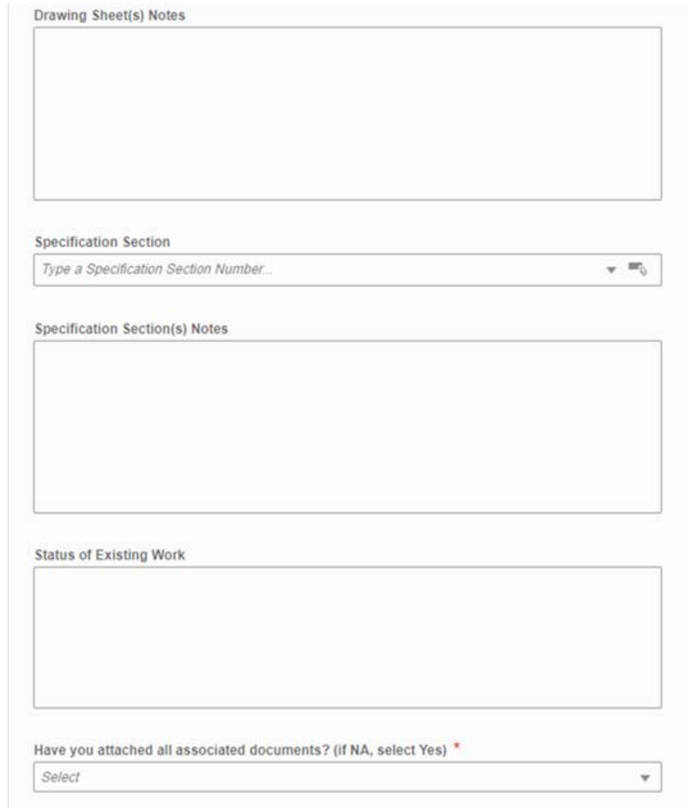
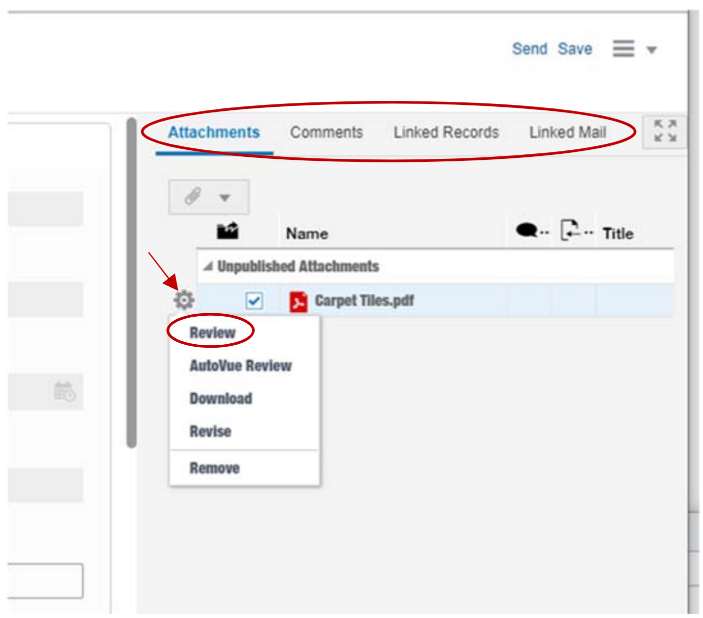
END TASK

3.5.3 COMPLETING ASI'S (UPDATED 03/04/2020)

Goals	How to complete Architect Supplemental Instructions (ASI).
Navigation	Project>Communication Management>Architect Supplemental Instructions
Action By	Project Manager / Project Coordinator / Planner / AE
Pre-requisites	Construction Documents
Related Files	Construction Documents

Action By: PM / PC / Planner / AE	Example
1. Navigate to Project>Communication Management> Architect Supplemental Instructions. 2. Select "Create".	
3. Fill in data for red asterisked field. ASI number should be sequential 4. Note: Greyed fields will auto-populate as appropriate	

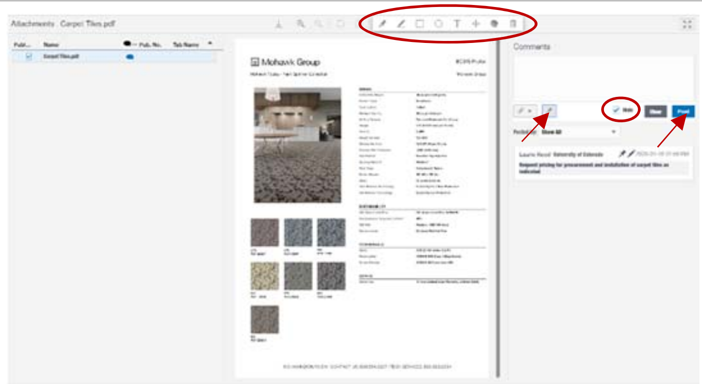
Action By: PM / PC / Planner / AE	Example
5. Enter data for red asterisked fields 6. Enter additional data as appropriate Note: Selecting a “Design Firm Name” will auto populate other design contact fields.	
7. Enter data for red asterisked fields 8. Enter additional data as appropriate	

Action By: PM / PC / Planner / AE	Example
02- ASI Details continued	
9. Attachments, Comments, etc. can be added in the right-hand view. Note: this can be done in any step 10. Attachments may be annotated by clicking the gear icon then selecting “Review”. Note: Never select “AutoVue Review.	

Action By: PM / PC / Planner / AE	Example

11. **Review** window opens displaying selected file attachment.
12. **Clicking** the push pin in the Comments window opens the annotation tool bar.
13. **Enter** annotations and associated comments.
14. **Uncheck** the "Hide" box.
15. **Select** "Post"

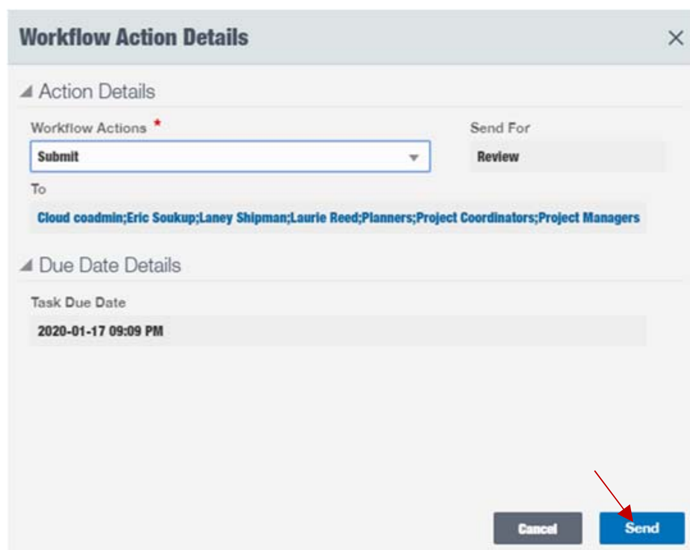
    Note: All annotations and comments are located on the right-hand side.



16. Select "Send" or "Save"

    Note: Need to close the Review screen to get back to this "Send or Save" option.

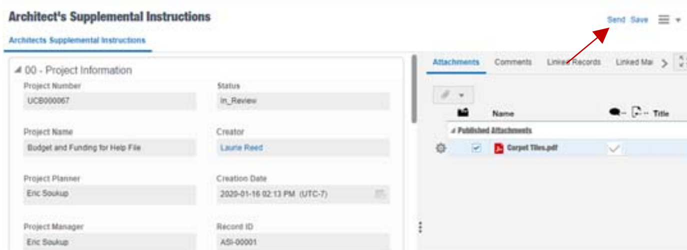
17. Clicking Send opens Workflow Action Details screen
18. In this step submit is the only option.
19. Select "Send". ASI is sent for review.



20. Reviewer accepts to open the record.

Action By: PM / PC / Planner / AE	Example

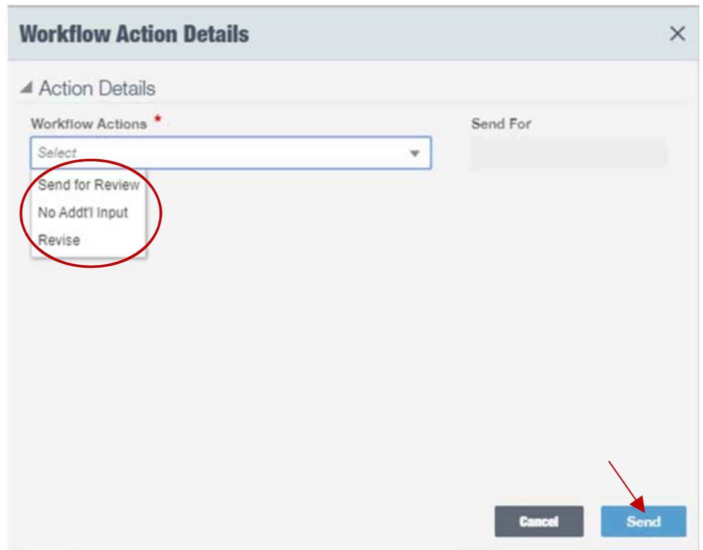
21. All information is reviewed
    a. Attachments, Comments, etc. can be added as appropriate
22. **Select** “Send”



23. **Select** “Send for Review” to send the ASI for Review and Comment. Reviewer selects recipient(s).

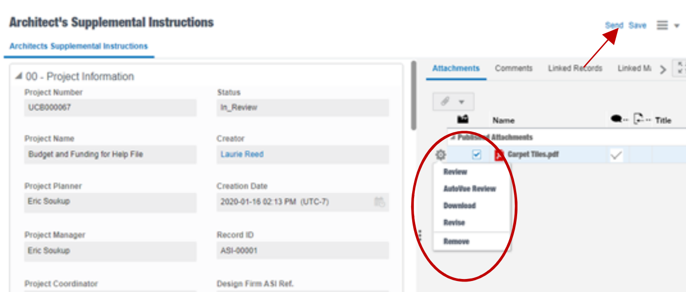
    Note: If more than one Reviewer, all recipients must respond before the ASI can progress.

    a. Optionally, **select** “No Additional Comments” sends the ASI for Comments Response
    b. Optionally, **select** “Revise” sends the ASI to Revisions. Revisions step can cancel the ASI or revise and resubmit to Review step.
24. Select “Send”.



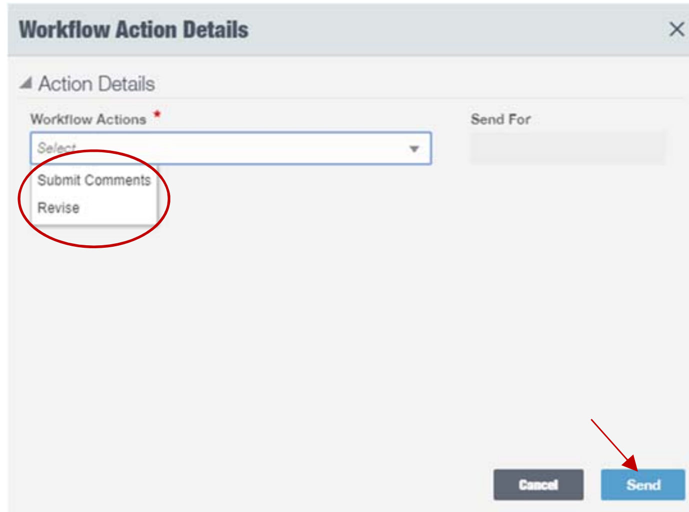
25. Reviewer(s) locates, open, and accepts the task
26. All information is reviewed

    Note: Reviewer(s) can review attachment annotations and comments or add their own by accessing “Review” in the gear icon drop down. Additional attachments can be entered as well. Refer to steps 10 through 15.
27. Select “Send” or “Save”



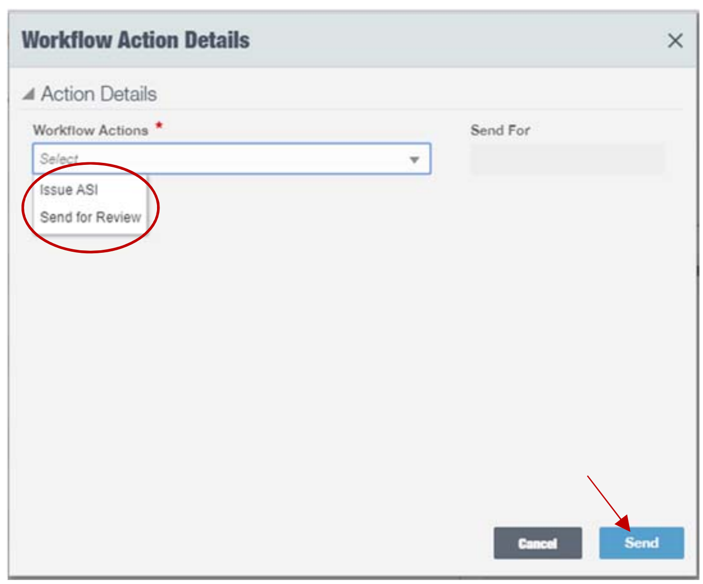
Action By: PM / PC / Planner / AE	**Example**

28. **Select** “Submit Comments” to send the ASI for Comments Response.
    a. Optionally **select** “Revise” to send the ASI back to the Creator for revision and resubmit, or the Creator may cancel the ASI.
29. **Select** “Send”.



30. Reviewer(s) locates, open, and accepts the task
31. All information is reviewed
32. Attachments, Comments, etc. can be added as appropriate
33. Select “Send”.

34. **Select** “Issue ASI” to complete the business process.
    a. Optionally, **select** “Send for Review” to send the ASI to Review and Comment workflow step.
35. **Select** “Send”



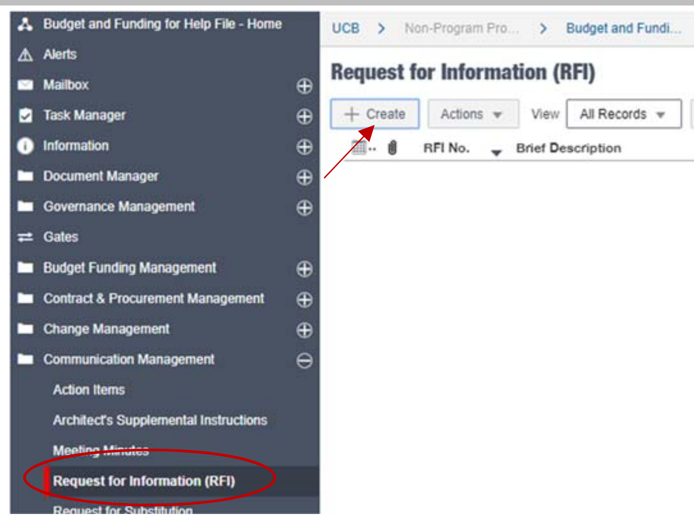
END TASK

3.5.4 SUBMITTING A REQUEST FOR INFORMATION (UPDATED 01/09/2020)

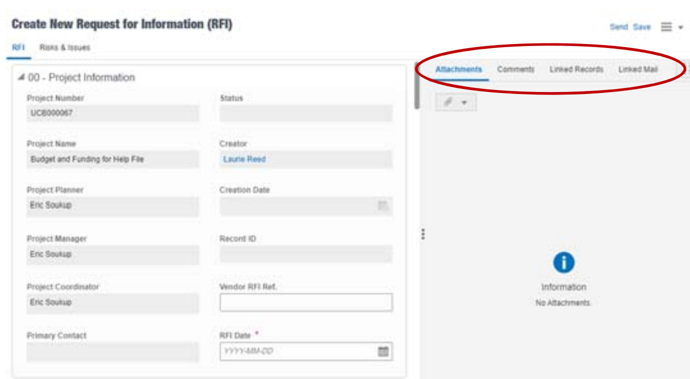
Goals	How to submit a Request for Information (RFI) and manage the response.
Navigation	Project>Communication Management>Request for Information
Action By	Project Manager (PM) / Project Coordinator (PC) / Planner / Contractor
Pre-requisites	Construction Documents / Construction Agreement
Related Files	Construction Documents

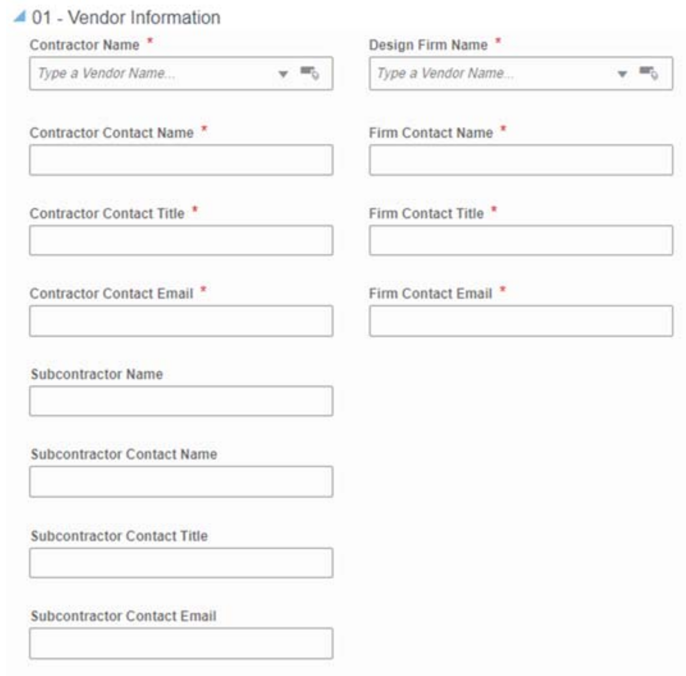
Action By: PM / PC / Planner / Contractor	**Example**

1. **Navigate** to Project>Communication Management>Request for Information.
2. **Select** "Create".



3. In 00 – Project Information **note** greyed fields will auto-populate as appropriate.
4. **Enter** data for red asterisked field.
5. Attachment, Comments, etc. may be added using the buttons on the right-hand side.



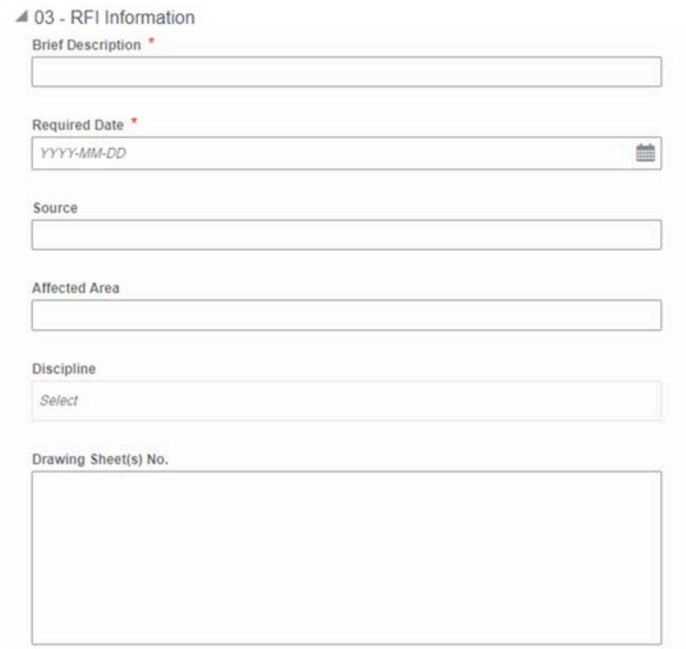
Action By: PM / PC / Planner / Contractor	Example
6. In 01 – Vendor Information, **enter** information. 7. **Enter** data for red asterisk fields. 8. Choosing Contractor and Design Firm from the drop down or Select button, auto-populates some of the red asterisked fields. 9. Fill in other fields as applicable.	
10. In 02 – RFI Question 11. Enter data for red asterisked field. 12. Enter Proposed Solution as applicable.	

Action By: PM / PC / Planner / Contractor	Example

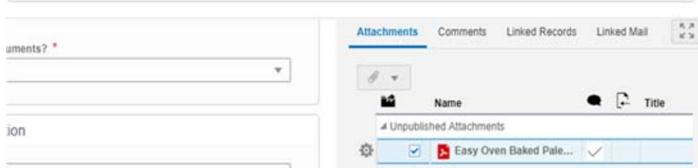
13. In 03 –RFI Information, **enter** data for red asterisked fields.
14. **Enter** data for other fields as applicable.
    a. Source is the where the RFI came from.
    b. Affected area is the location for the RFI.
    c. Discipline can be multi-select if needed.

    Note: Specification Section options will be available when a Specifications Section Business Process is completed for the project.

    Note: Block 04 information is meant for Owner. Cannot enter a risk here, can only select one already entered under Risks and Issues. The Contractor will not be able to enter a risk.



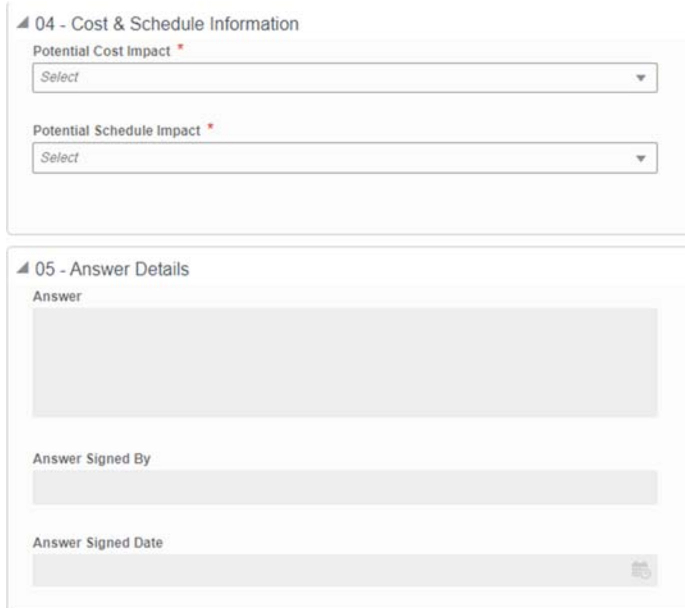
15. Attachments can be annotated by clicking the gear icon.



Action By: PM / PC / Planner / Contractor	Example

16. In 04–Cost & Schedule Information and 05 – Answer Details
17. **Enter** data from drop down as known.

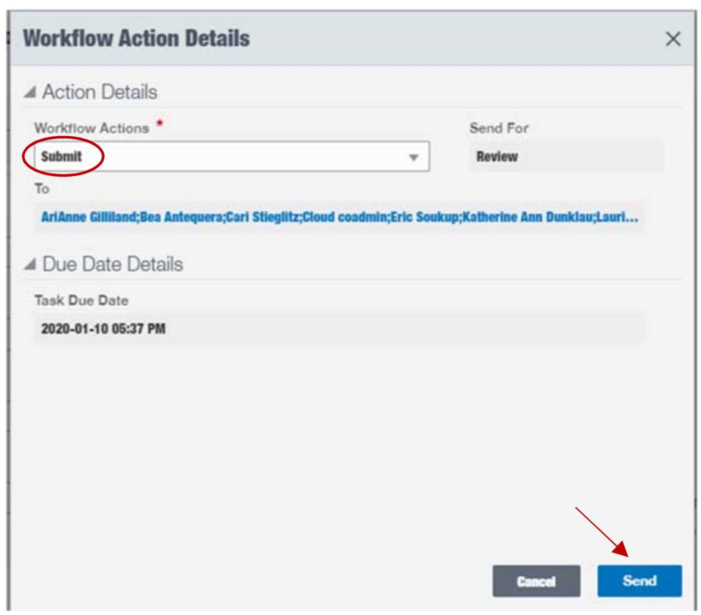
    Note: Greyed fields will auto-populate as appropriate

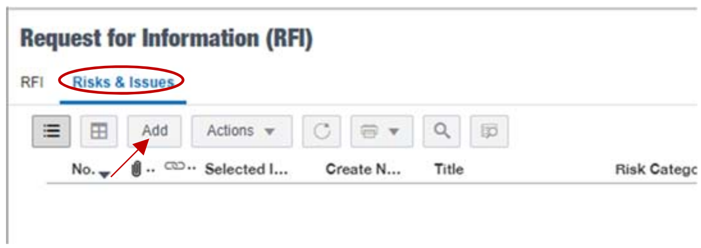
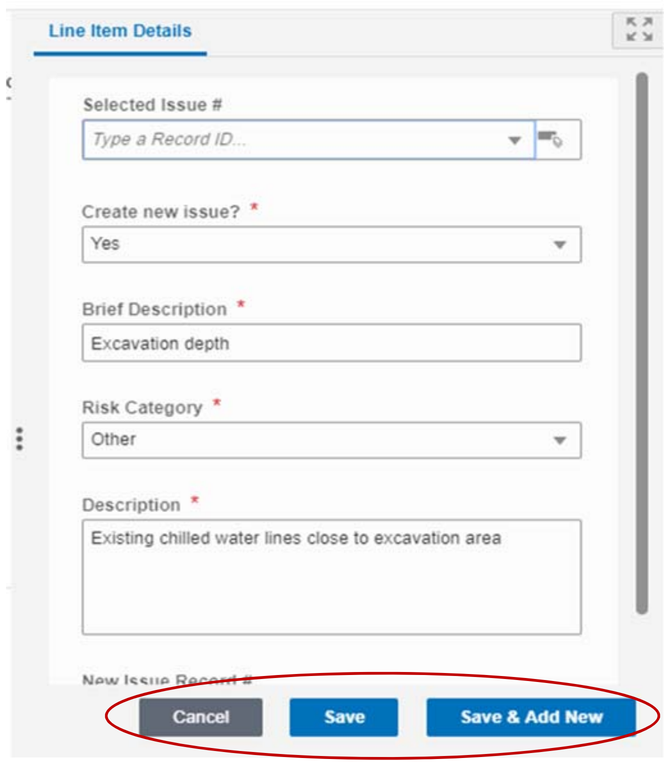


18. **Select** "Send" to open the Workflow Action Details screen.
19. Optionally **select** "Save" to save as a Draft to complete later.

20. In the Workflow Action Details screen, note "Submit" is the only option.
21. **Select** "Send".
22. RFI is sent for Review.

    Note: The task due date is auto-assigned to five days (excluding holidays and weekends). If you need an expedited review, contact the reviewers independently. The RFI will move to the next step as soon as all responses are received.

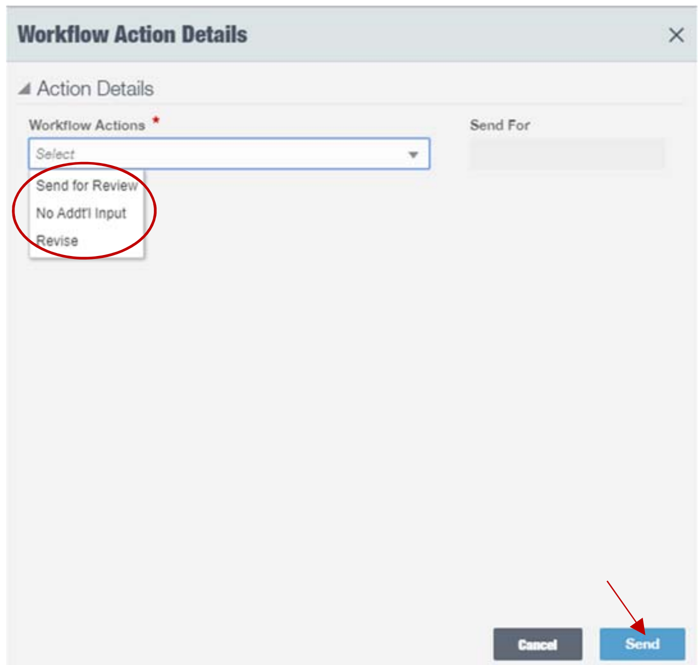


Action By: PM / PC / Planner / Contractor	Example
23. In this view, Reviewer can reference an existing record or create a new RFI record by clicking the “tool” icon and Copy>Without Attachments.	
24. Reviewer receives notification of a new RFI and will **locate** the RFI in their Tasks. 25. **Open** RFI and **select** “Accept”. 26. Review all information provided.	
27. Risks & Issues may be added in this step by accessing the tab at the top of the window. Note: Adding Risks & Issues is not available in the Create step. 28. **Select** “Add”.	
29. Chose an existing record from the selection window, or enter data for the red asterisked fields to create a new record. 30. Select “Save”. 31. **Select** “Cancel” cancels the current entry.	

Action By: PM / PC / Planner / Contractor	Example

32. Reviewer clicks “Send” or “Save”.

33. Reviewer chooses the appropriate workflow action:
    a. “Send for Review” sends the RFI for Review and Comment. Reviewer selects recipient(s). If more than one Reviewer, all recipients must respond. Review and Comment can forward for Comment Response or send for Revision.
    b. If sent for Revision at this step, the RFI can be canceled or sent back for Revise by the Creator.
    c. “No Addt’l Input” sends the RFI for Comments Response. This sends the RFI to the Response step.
    d. “Revise” sends the RFI back to the Creator for revision and resubmit.



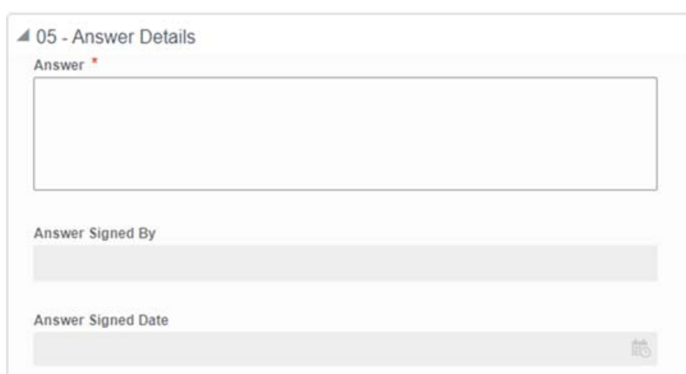
34. **Select** “Send”.

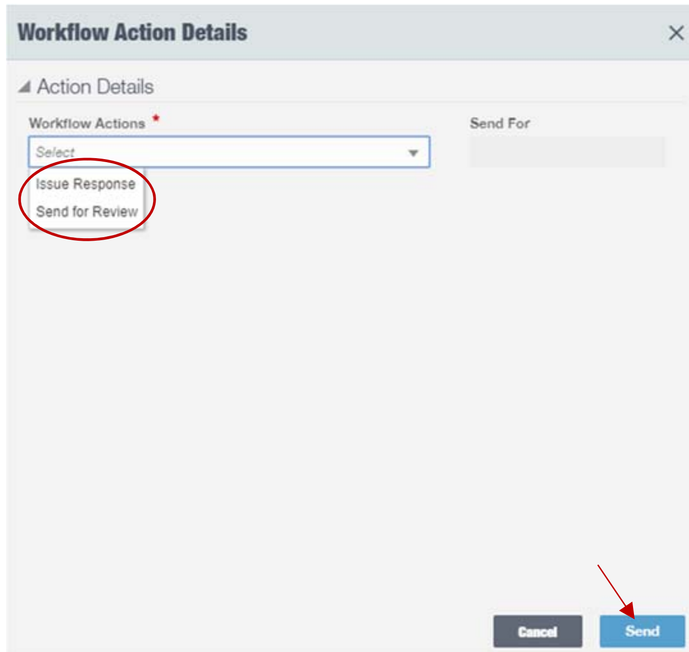
35. In “Comments Response” Responder **select** “Accept” to activate.

36. **Review** all information.

    Note: Only section 05-Answer Details is editable.

37. Responder must issue a response in the red asterisked block.
    a. Greyed fields will auto populate when response is sent.



Action By: PM / PC / Planner / Contractor	Example
38. **Select** "Send" to open the Workflow Action Details screen.	
39. Responder choses the appropriate workflow action. a. "Issue Response" sends the RFI to Acknowledge. A Recipient must be selected. b. "Send for Review" send the RFI to the Review and Comment. A Recipient must be selected. 40. **Select** "Send"	
41. **Select** "Accept" to activate	
42. **Review** all information 43. **Select** "Send" to open the Workflow Action Details screen.	

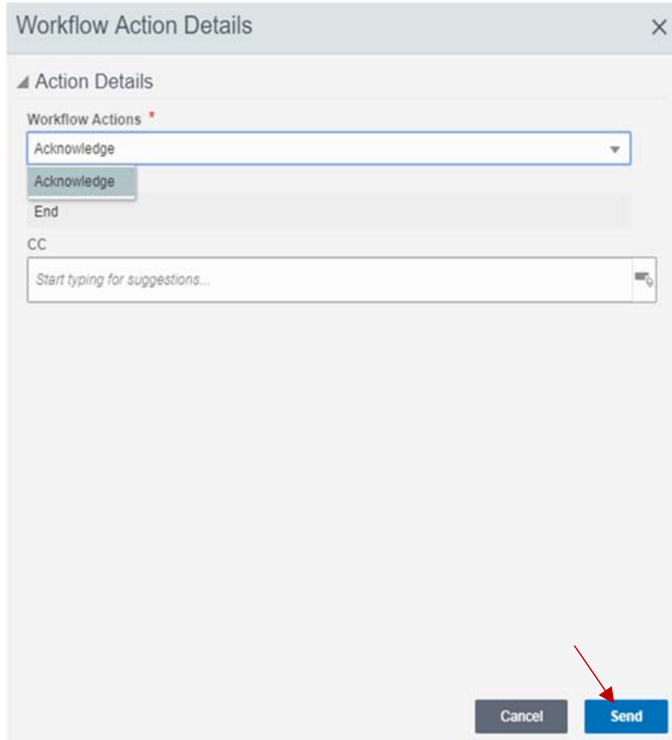
Action By: PM / PC / Planner / Contractor	Example

44. Note in this step “Acknowledge” is the only option and is pre-selected.

    Note: Acknowledge must occur. If a revision is required, or the creator has an issue with the response, a new RFI must be submitted.

    a. This is a terminal end the business process.

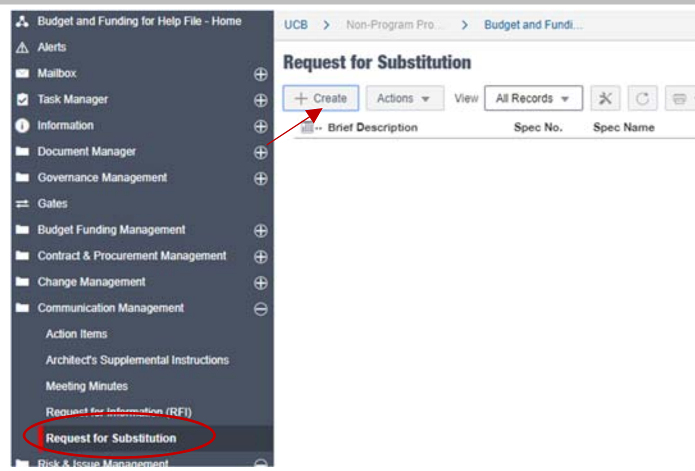
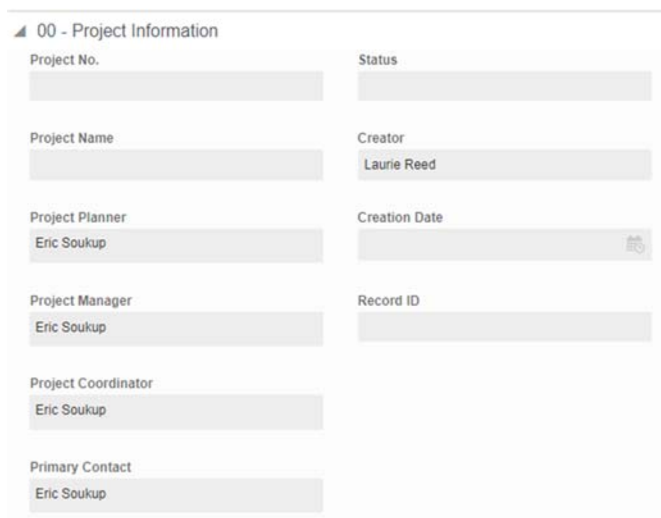
45. **Select** “Send”.

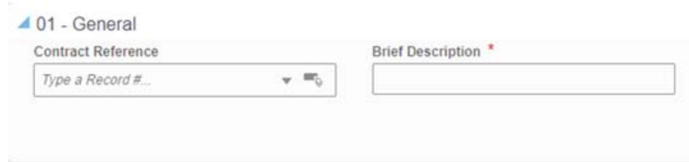
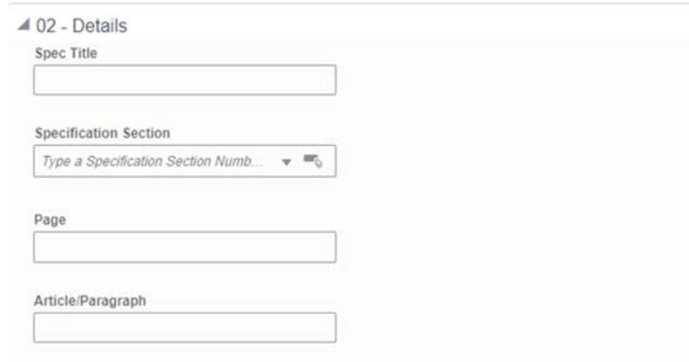
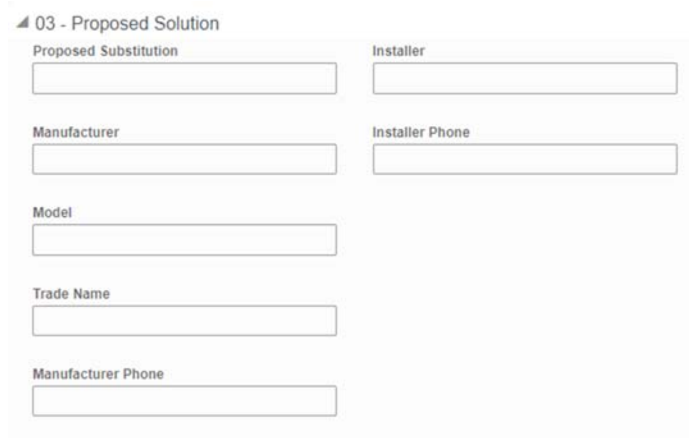


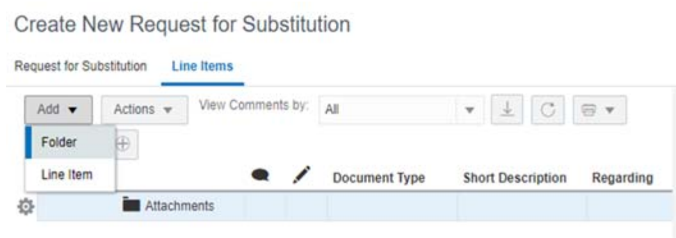
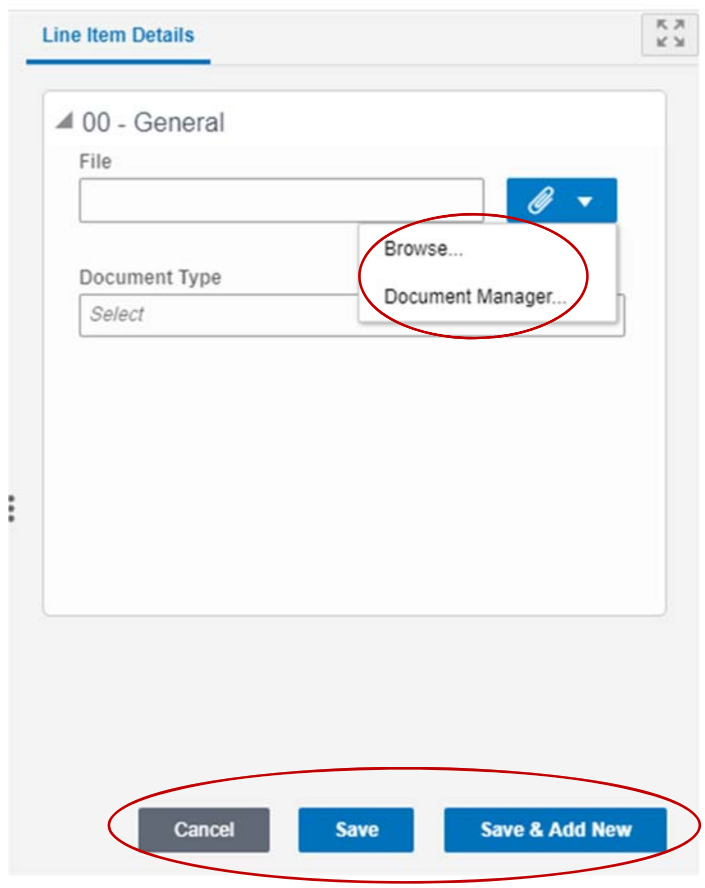
END TASK

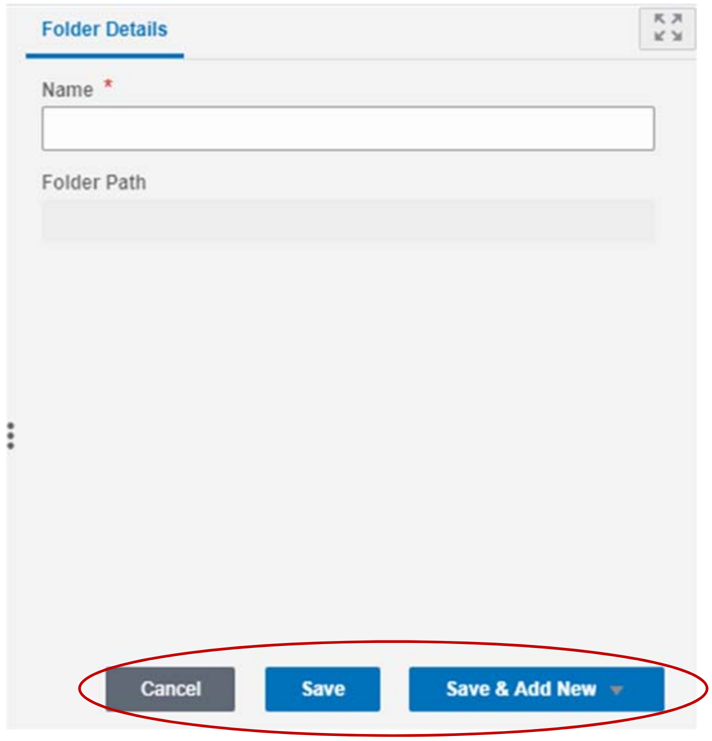
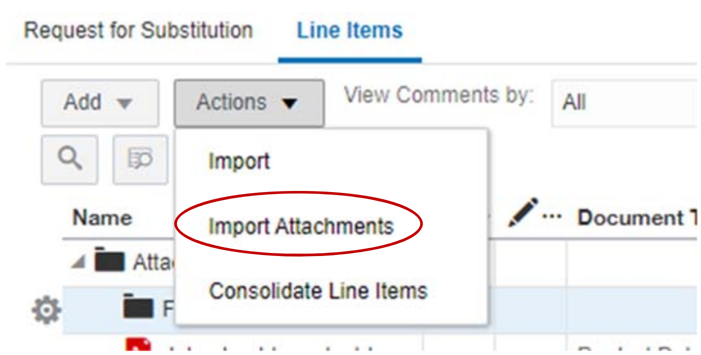
3.5.5 SUBMITTING A REQUEST FOR SUBSTITUTION (UPDATED 03/04/2020)

Goals	How to submit a Request for Substitution (RFI) and manage the response.
Navigation	Project>Communication Management>Request for Substitution
Action By	Contractor / Project Manager (PM) / Project Coordinator (PC) / Planner
Pre-requisites	Construction Documents
Related Files	Construction Documents / Substitution Request Back-up

Action By: Contractor / PM / PC / Planner	Example
1. **Navigate** to Project>Communication Management>Request for Substitution. 2. **Select** “Create”.	
3. In 00 – Project Information **note** greyed fields will auto-populate as appropriate.	

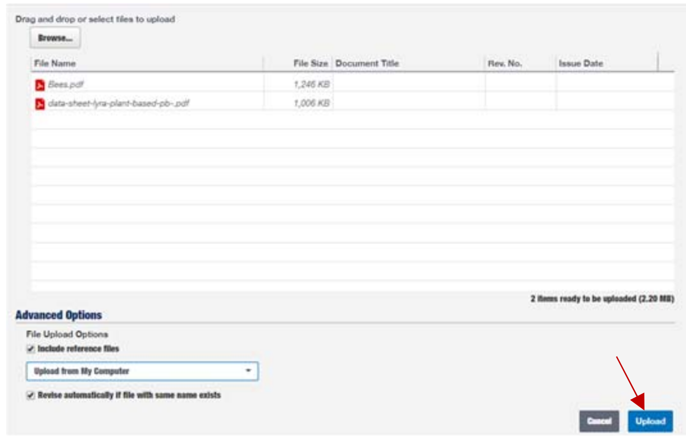
Action By: Contractor / PM / PC / Planner	Example
4. In 01 – General and 02 - Details, enter information. 5. Enter data for red asterisk fields. 6. Fill in other fields as applicable.	 01 - General Contract Reference Type a Record #... Brief Description *  02 - Details Spec Title Specification Section Type a Specification Section Numb... Page Article/Paragraph
7. In 03 – Proposed Solution 8. Enter all data as applicable.	 03 - Proposed Solution Proposed Substitution Installer Manufacturer Installer Phone Model Trade Name Manufacturer Phone
9. In 04 –Difference 10. Enter data for red asterisked fields.	 04 - Difference Describe Variables in Equipment *
11. In 05 –Reason 12. Enter data for red asterisked fields.	 05 - Reason Reason for not providing specified item *

Action By: Contractor / PM / PC / Planner	Example
13. In 06 - Savings 14. Enter data as applicable.	
15. Line Items are used to add attachments relevant to the request. 16. Select “Add” to add a Folder (see step 23) or a Line Item	
17. A new window opens in the right-hand pane 18. To enter a Line Item, add associated document by clicking the paper clip icon 19. Selecting “Browse” allows attachment of files from your computer. Note: Files uploaded from your computer will automatically be archived in Document Manager. Documents uploaded here should already follow standard naming conventions, see Section 5. 20. Selecting “Document Manager” opens the document management window. Drill down until you come to the file you wish to attach. 21. Select “Save” or “Save & Add New” 22. Selecting “Cancel” cancels the current entry.	

Action By: Contractor / PM / PC / Planner	Example
23. Optionally, Folder(s) may be added to contain multiple files for a specific folder. 24. **Enter** data as applicable 25. **Select** “Save” or “Save & Add New” a. Selecting “Cancel” cancels the current entry.	
26. To add files, highlight Folder 27. **Select** “Import Attachments”	

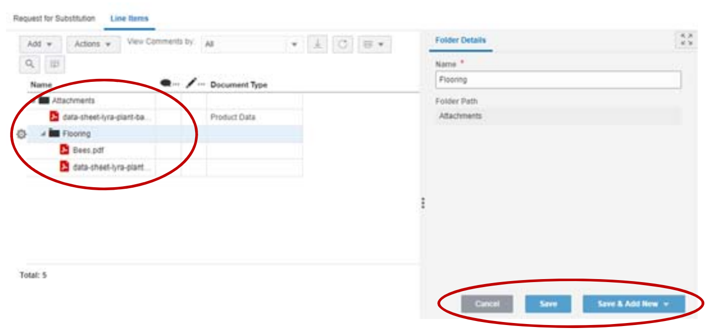
Action By: Contractor / PM / PC / Planner	Example

28. **Select** “Browse” locate the file(s) to add, or file(s) may be dragged into the window to add.
29. **Select** “Upload”

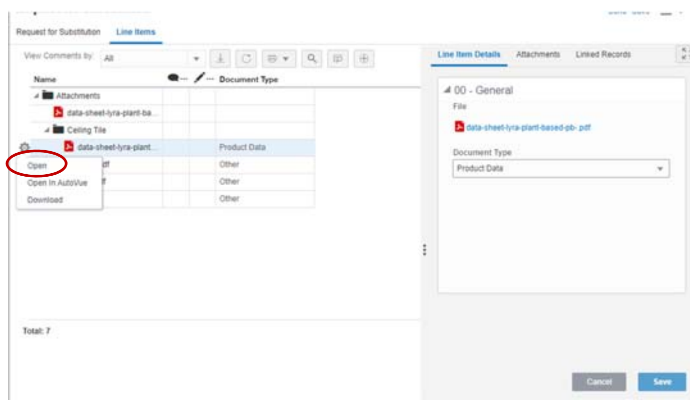


30. **Select** “Save” or “Save & Add New”
    a. Selecting “Cancel” cancels the current entry.

Note: Files added as a Line Item are located under “Attachments”. Files added via the add Folder option are located under the specific Folder (in this example “Flooring”)

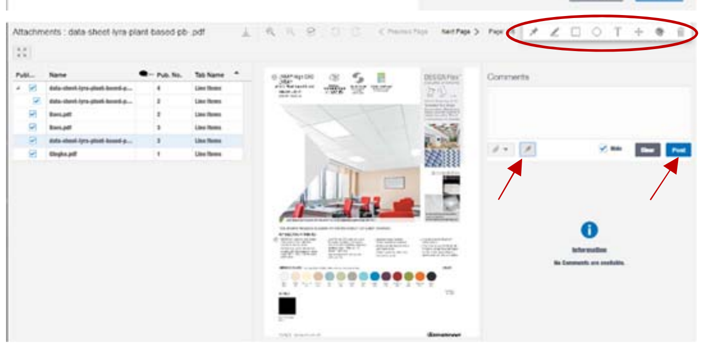


31. Attachments may be annotated comments entered by clicking the gear icon, then “Open”. Optionally, the file may be opened by clicking on the file name.



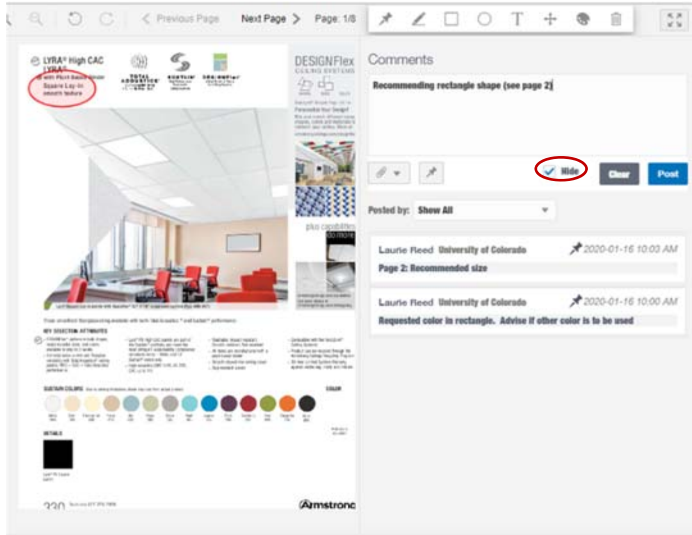
32. New window opens enabling markup and comment.
33. Write a comment or select the Push Pin icon in the Comments box. This opens a task bar with annotation type options.

Note: A list of all attachments are on the left. Documents may be opened from this list.



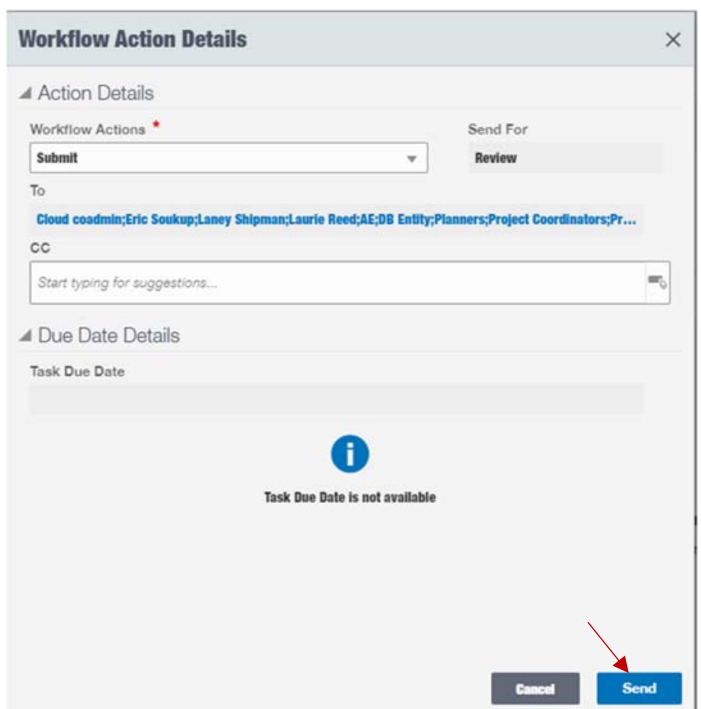
Action By: Contractor / PM / PC / Planner	Example

34. Record annotation(s) and comment(s). User should uncheck the Hide box so their comments can be viewed by others
35. Select Post
36. Markups made will disappear but be recorded in the posted markups below the Comments box. Repeat this step as needed.



37. **Select** “Send” to open the Workflow Action Details screen.
38. Optionally **select** “Save” to save as a Draft to complete later.

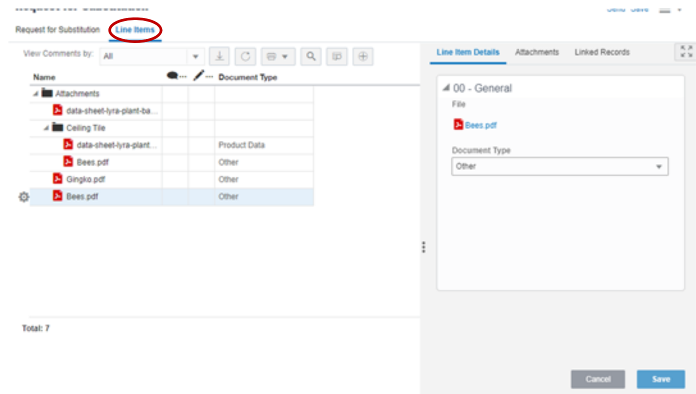
39. In the Workflow Action Details screen, note “Submit” is the only option.
40. Select “Send”.



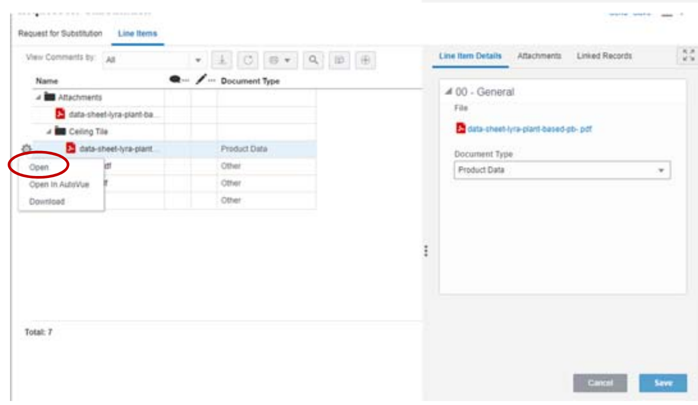
Action By: Contractor / PM / PC / Planner	Example

41. Reviewer receives notification of a new Request for Substitution and will **locate** the Request for Substitution in their Tasks.
42. **Open** Request for Substitution and **select** "Accept".

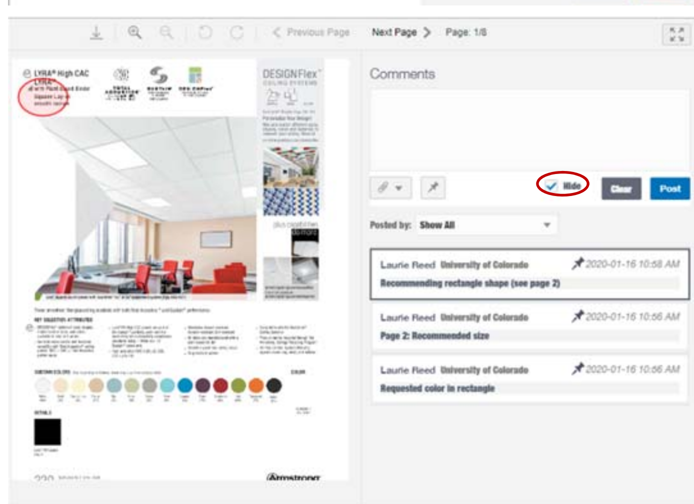
43. All data is reviewed.
44. File(s) associated with the request are in "Line Items"



45. The Reviewer can review all comments and annotations by clicking the gear icon, then "Open". Optionally, the file may be opened by clicking on the file name.



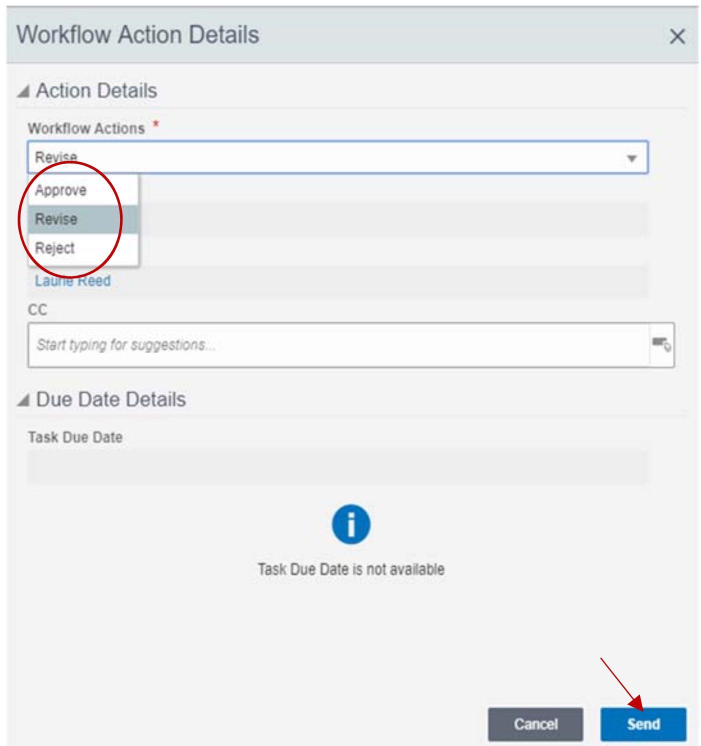
46. New window opens enabling reviewing of Requestor's markup and comment.
47. All information is reviewed.
48. Selecting a comment box on the right shows the annotated page
49. Reviewer may make comments and annotations as needed, per previous steps.



Action By: Contractor / PM / PC / Planner	Example

50. **Select** “Send” to open the Workflow Action Details screen.
51. Optionally **select** “Save” to save as a Draft to complete later.

52. Clicking send opens Workflow Action Details screen
53. **Select** “Approve” to complete the Business Process.
    a. Optionally, select “Revise” to send the Request for Substitution back to the Creator. Creator will accept the task, Revise and Resubmit back to Review.
    b. Optionally, select “Reject” to terminate the Business Process.
54. **Select** “Send”.



END TASK

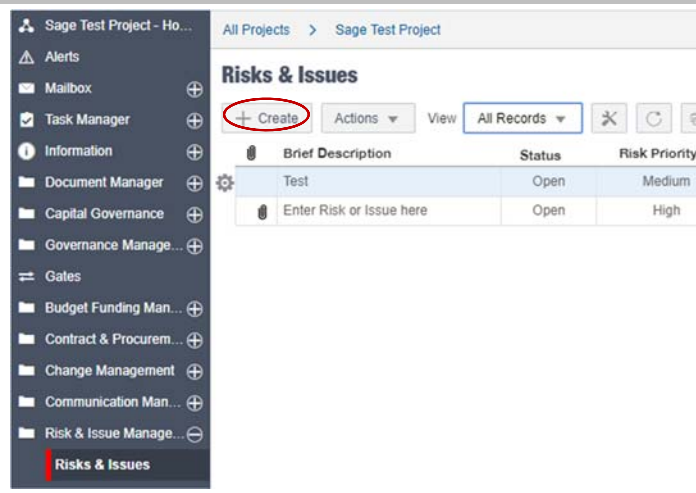
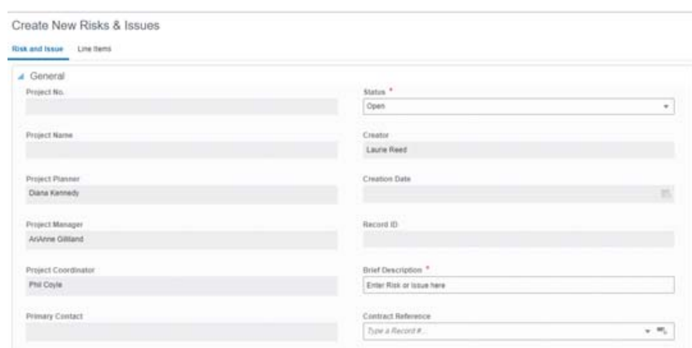
3.6 RISK MANAGEMENT

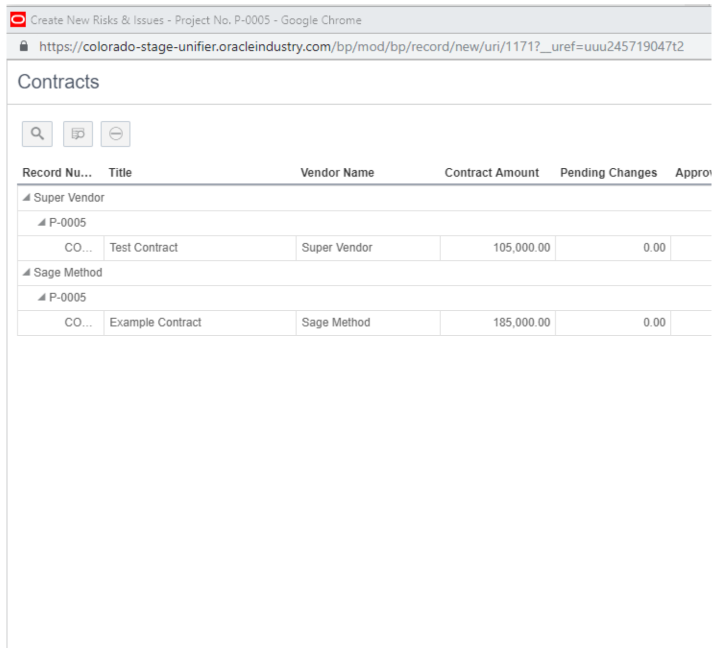
3.6.0 INTRODUCTION

Risk and issue management is ongoing throughout the project. Any risk or issue should be captured as soon as it is identified. Additional information and mitigations should be added as the risk or issue is monitored.

3.6.1 MANAGING RISKS & ISSUES (UPDATED 11/12/2019)

Goals	How to submit a Request for Information (RFI) and manage the response.
Navigation	Project>Risk Management>Risks & Issues
Action By	Project Team
Pre-requisites	None
Related Files	None

Action By: Project Team	Example
1. **Navigate** to Project>Risk Management>Risks & Issues. 2. **Select** "Create". Note: Risks & Issues does not have workflow.	
3. In General section: 4. **Enter** data for red asterisk fields. 5. Note greyed fields will auto-populate. 6. **Select** "Contract Reference" if associated to a contract.	

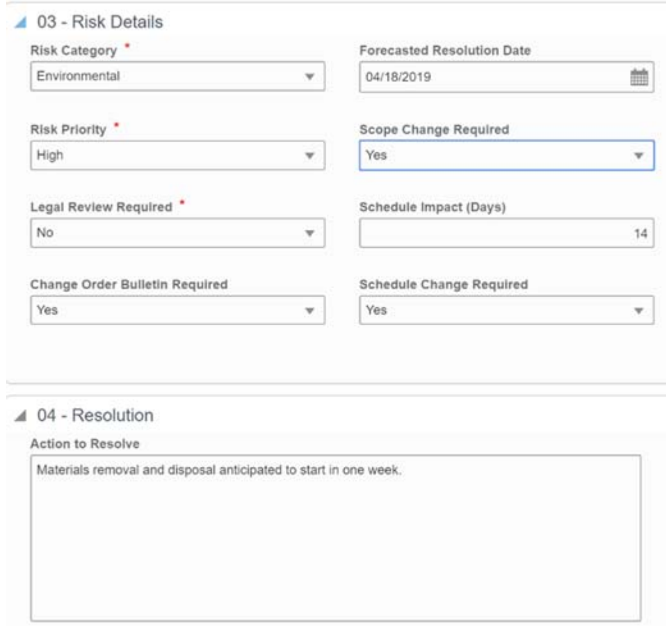
Action By: Project Team	Example
7. If the Contract Reference select is chosen, **find** available contracts for the project. 8. **Double-select** on the contract you are referencing to select it.	
9. In 01 – Description, **enter** information about the risk.	
10. In 02 – Estimated Costs, **enter** estimates as known. Note: “Probable Case Amount” is a sum of line items.	

Action By: Project Team	Example

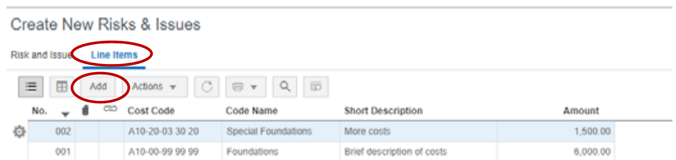
11. In 03 – Risk Details / 04 – Resolution, **enter** additional risk information.

    Note: If risk information changes as the project progresses, return to this screen and add or edit information as needed.

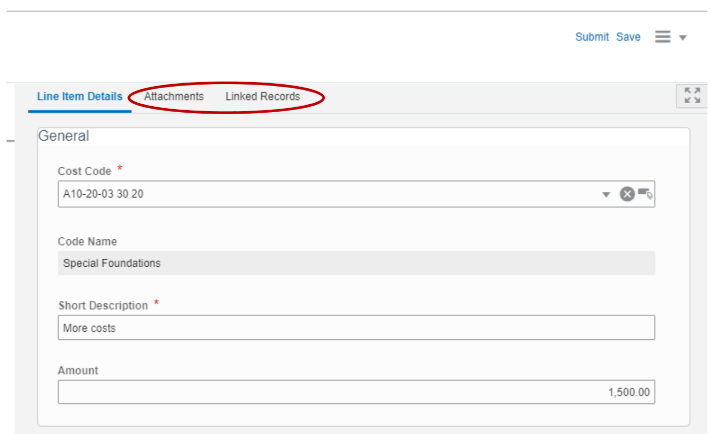
12. Under 04 – Resolution, **add** the actions to be completed, the mitigation, if the risk is realized.



13. Select “Line Items” from the top.
14. Select “Add”.



15. In the new line item, **select** Cost Code from drop down or select from the list.
16. **Enter** “Short Description”.
17. **Enter** “Amount” as the probable amount.
18. **Select** “Save”.
19. Optionally, **select** “Save & Add New” to add new line items.
20. Attachments or Linked Records can be added as needed.



21. **Select** “Submit” to publish the Risk or Issue.

END TASK

3.7 SCOPE MANAGEMENT

3.7.0 INTRODUCTION

Scope management is essential to managing design and execution of design.

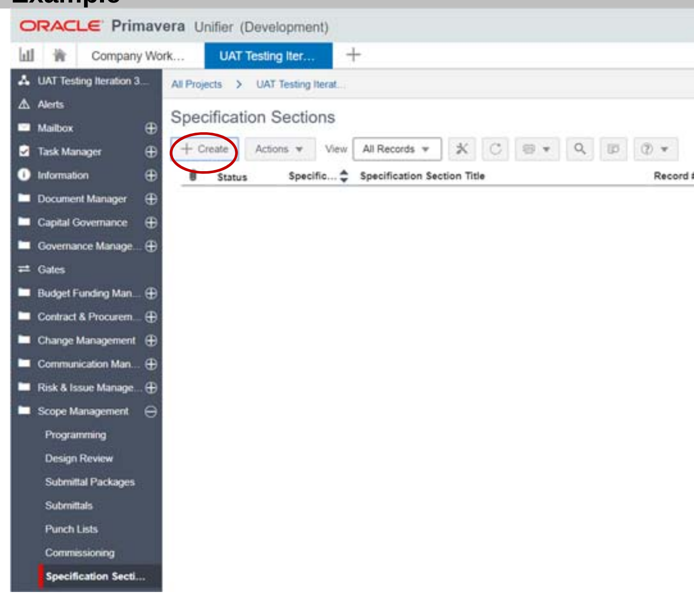
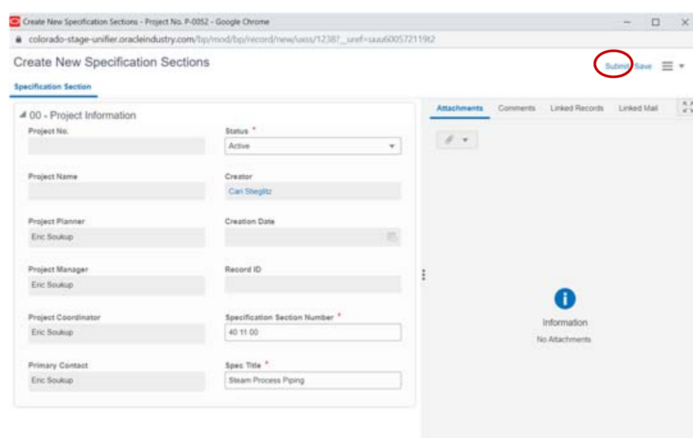
Scope starts out at a high level when the project is first created and is expanded, improved and approved as the project progresses through the phases. Scope should be updated as changes are known.

Design reviews can follow three of the following scenarios, depending on the project:

- In-House Design WF: UCB Staff creates and provides the drawings and specs (designed in AutoCAD).
- No Design Firm WF: Project Scope Development Form and sketch are created by the project manager.
- Design Firm WF: Contract with an A/E Firm who provides the drawings and specs.

3.7.1 ENTERING SPECIFICATION SECTIONS (UPDATED: 03/04/2020)

Goals	How to enter the initial specification sections.
Navigation	Project>Scope Management>Specification Sections
Action By	Project Manager
Pre-requisites	Defined spec sections for the project and/or an approved contract.
Related Files	None.

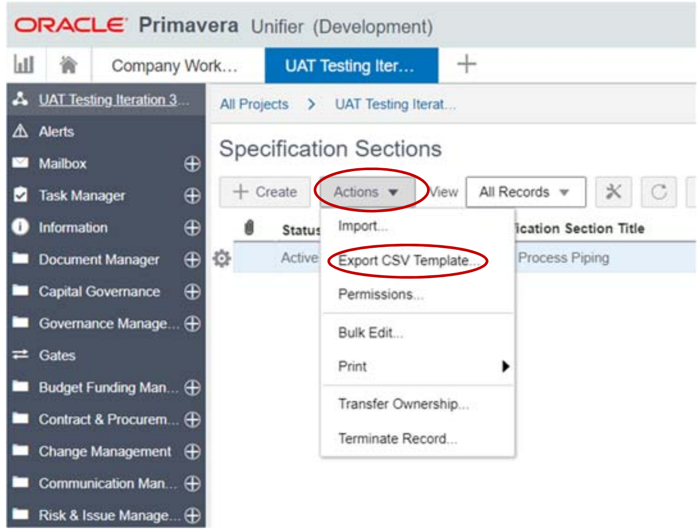
Action By: Vendor	Example
1. In Unifier, **navigate** to Scope Management>Specification Sections and select “Create”. Note: Specification Sections is used to capture the specification sections that are documented in multiple business processes.	
2. In 00 – Project Information, **select** the following: 3. “Status” is set to Active 4. “Specification Section Number”: The number of the section e.g. CSI Masterformat in a format like 03-30-00. 5. “Spec Title”: The name of the section. 6. **Select** “Submit” to save and close. 7. **Repeat** until all spec sections are entered. 8. Alternatively, use import to bring in all the Specification Sections.	

Action By: Vendor	Example

9. From the main screen, **select** “Actions” and “Export CSV Template”.

10. **Open** the Excel document and enter in all the Spec Sections.

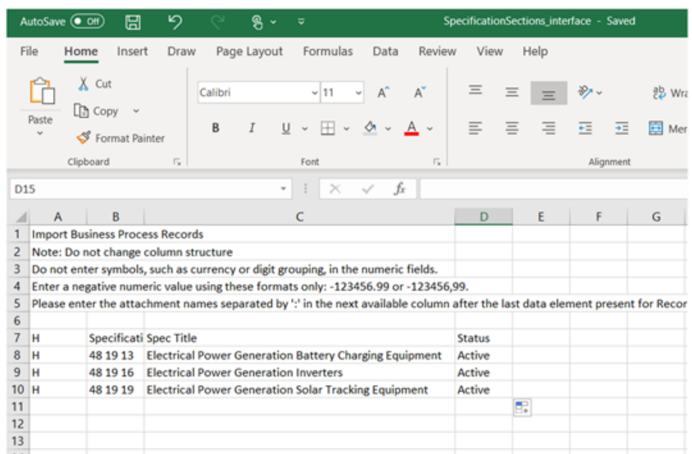
    Do not modify any of the Excel document structure, including adding or removing columns. Widening the column to show full text is okay.



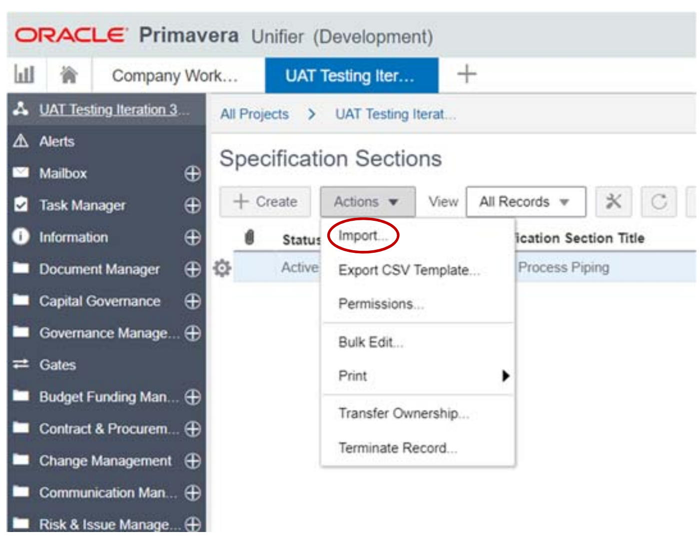
11. **Enter** each field for all rows needed.

    Ensure to copy down the H into all rows that need to be imported. The “H” stands for header and is language that helps Unifier know where to put it.

12. **Save** and **close** file.

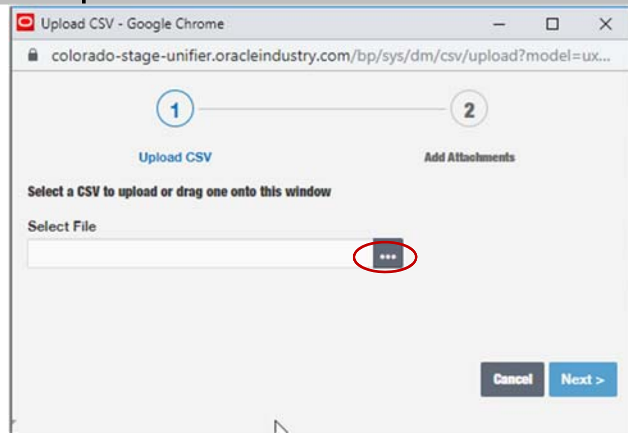


13. From the main screen, **select** “Import”.



Action By: Vendor	Example

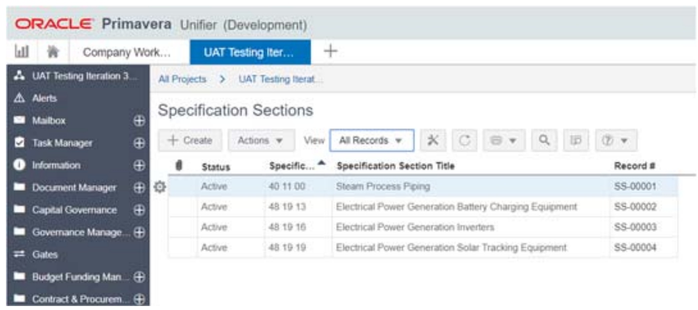
14. **Navigate** to the downloaded and modified CSV that was saved locally.
15. **Select** “Next” and follow prompt to complete upload.



16. When successfully loaded, Unifier will notify you. If there is no notification, refreshing the screen may help.

    Note: If there are errors, download the error file to read what the issues are.

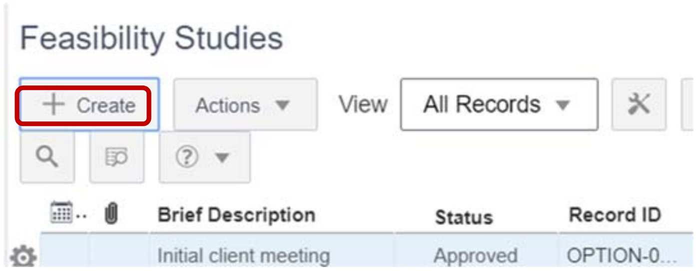
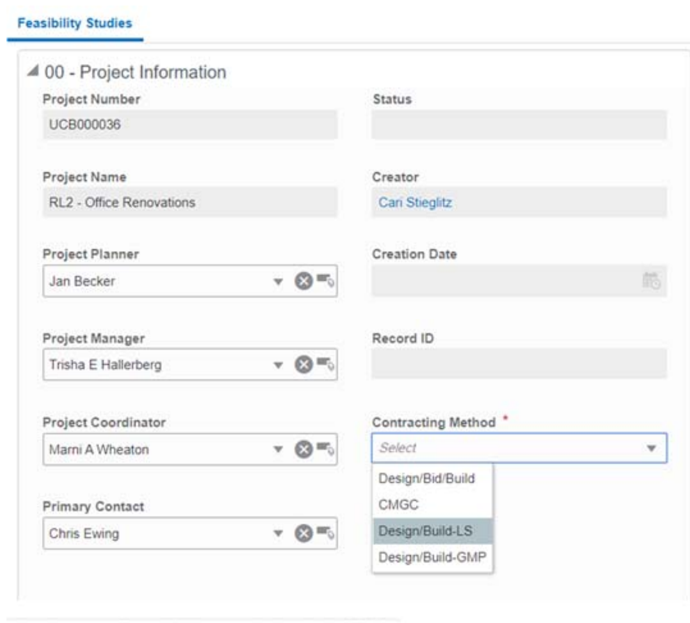
17. Repeat either process above until all the Specification Section items are entered.

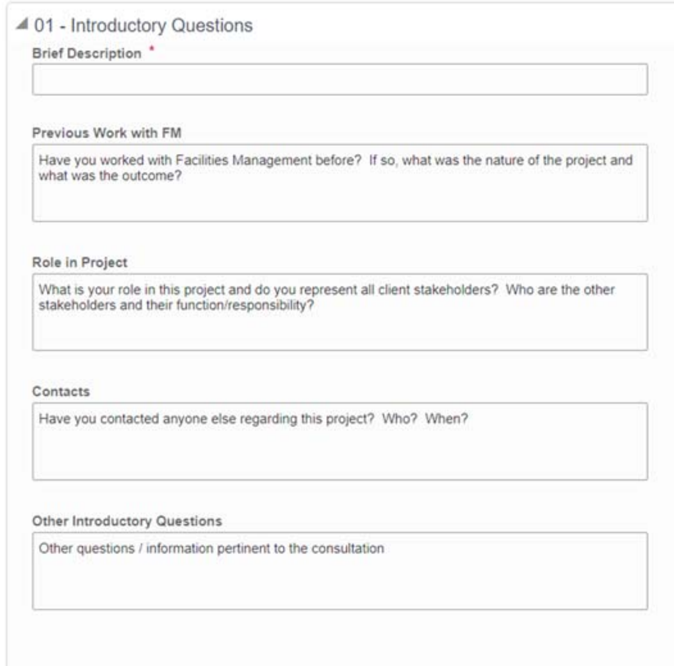
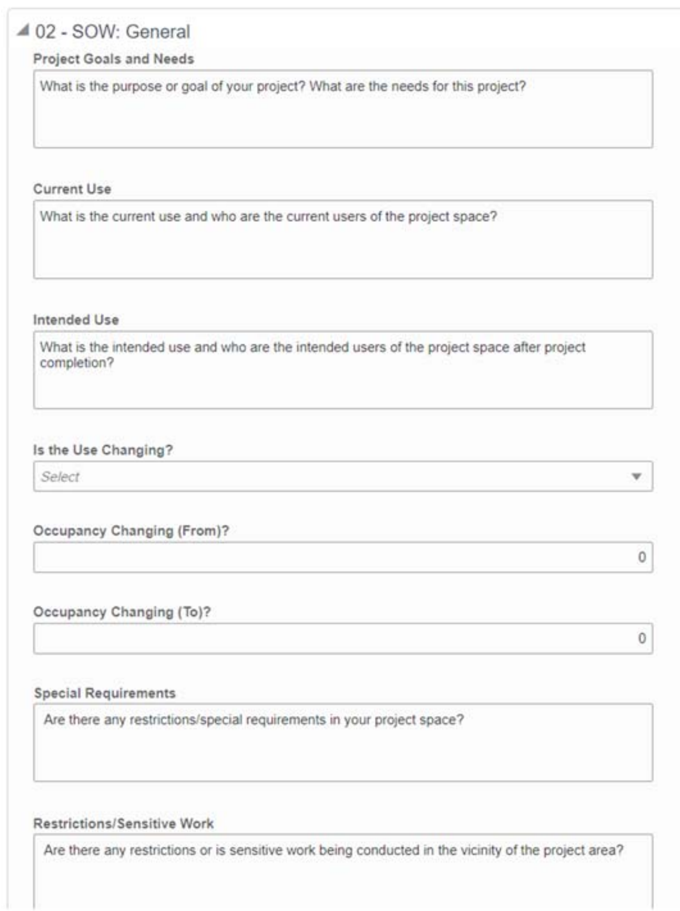


END TASK

3.7.2 COMPLETING A NON-CAPITAL FEASIBILITY STUDY (UPDATED 03/12/2020)

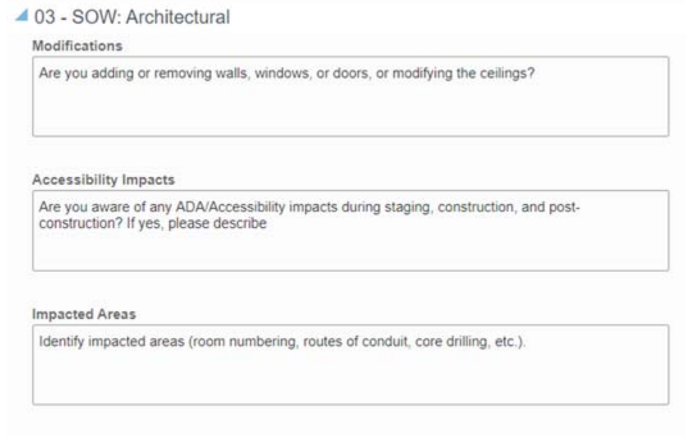
Goals How to enter and route a non-capital feasibility study, if needed.
Navigation Project >Scope Management>Feasibility Studies
Action By Project Manager (PM) / Project Coordinator (PC) / Planner
Pre-requisites Speed type and funding to start the feasibility study.
Related Files None.

Action By: PM / PC / Planner	Example
1. **Navigate** to Project >Scope Management>Feasibility Studies and note there are differences between capital and non-capital. Note: For the occasional non-capital project that requires Cap Gov approval, this process will auto-create Cap Gov Review Packages when sent for Promote for Cap Gov Approval. 2. **Select** "Create". Note: Every step other than a revision step will have a task duration of 3 days.	
3. For Block 00, **note** that names auto-populate from Project Information but are editable. 4. **Select** the Contracting Method.	

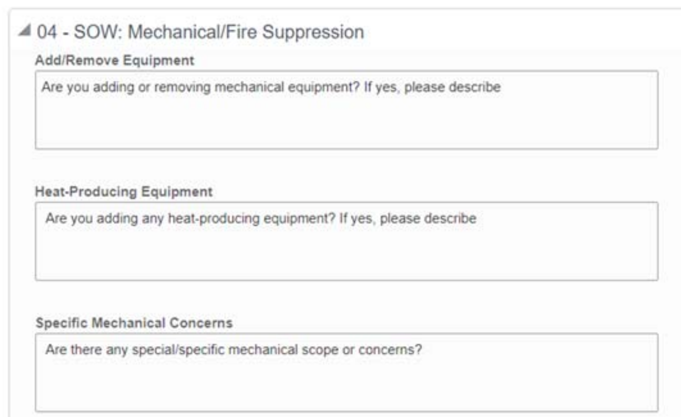
Action By: PM / PC / Planner	Example
5. In 01 – Introductory Questions, **work** through the questions with your client. 6. **Note** the text is for a prompt and should be highlighted and removed.	
7. In 02 – SOW: General, **enter** as much information as is known. 8. **Note** the text is for a prompt and should be highlighted and removed.	

Action By: PM / PC / Planner	Example

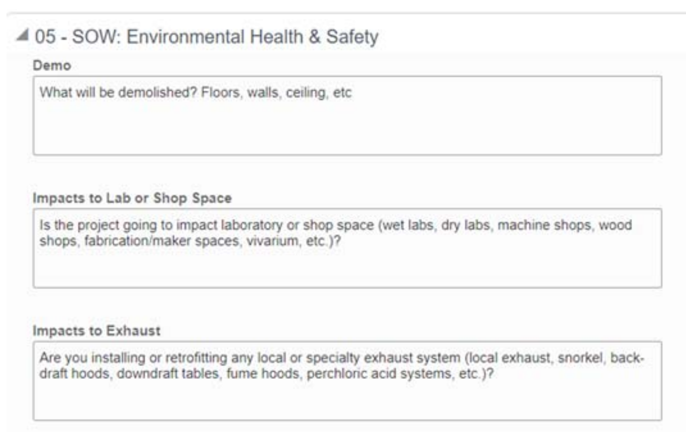
9. In 03 – SOW: Architectural, **enter** as much information as is known.
10. **Note** the text is for a prompt and should be highlighted and removed.



11. In 04 – SOW: Mechanical/Fire Suppression, **enter** as much information as is known.
12. **Note** the text is for a prompt and should be highlighted and removed.

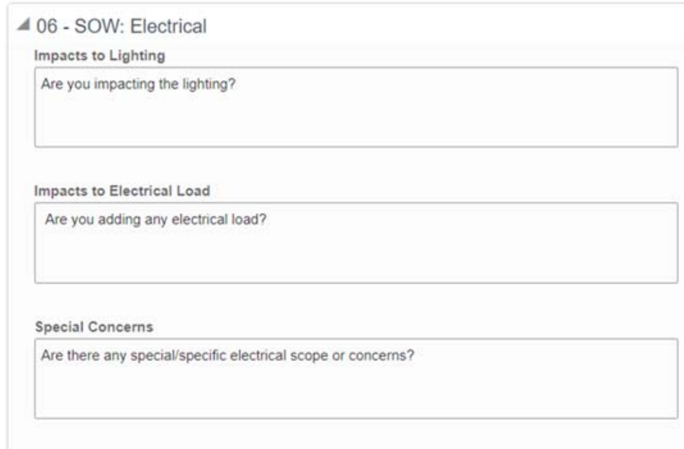


13. In 05 – SOW: Environmental Health & Safety, **enter** as much information as is known.
14. **Note** the text is for a prompt and should be highlighted and removed.

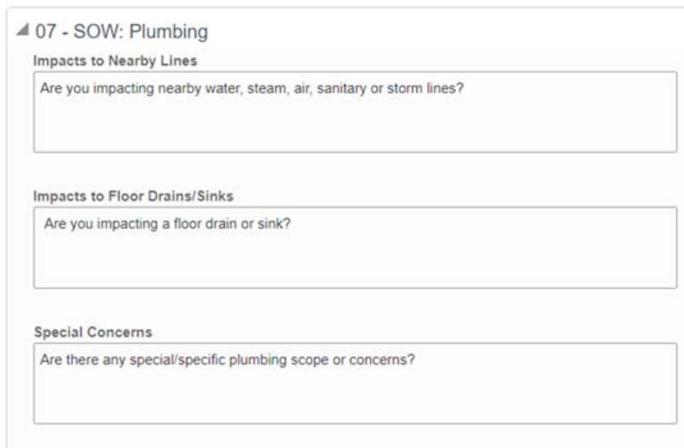


Action By: PM / PC / Planner	Example

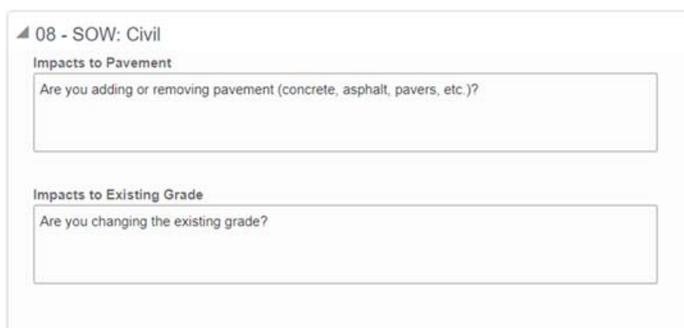
15. In 06 – SOW: Electrical, **enter** as much information as is known.
16. **Note** the text is for a prompt and should be highlighted and removed.



17. In 07 – SOW: Plumbing, **enter** as much information as is known.
18. **Note** the text is for a prompt and should be highlighted and removed.



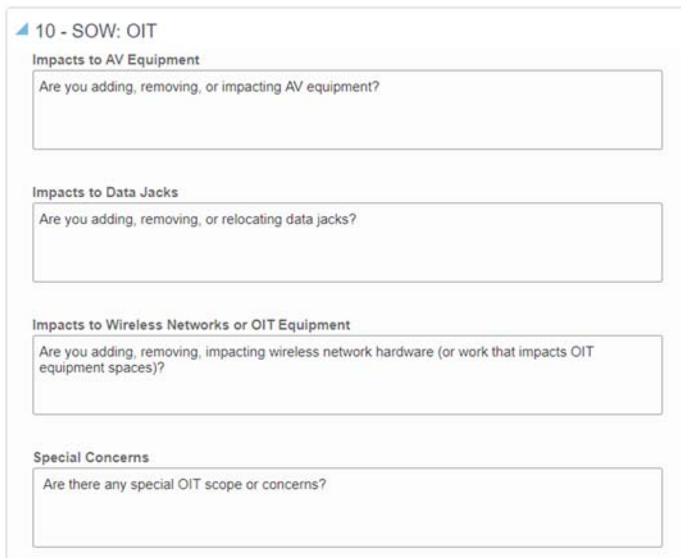
19. In 08 – SOW: Civil, **enter** as much information as is known.
20. **Note** the text is for a prompt and should be highlighted and removed.



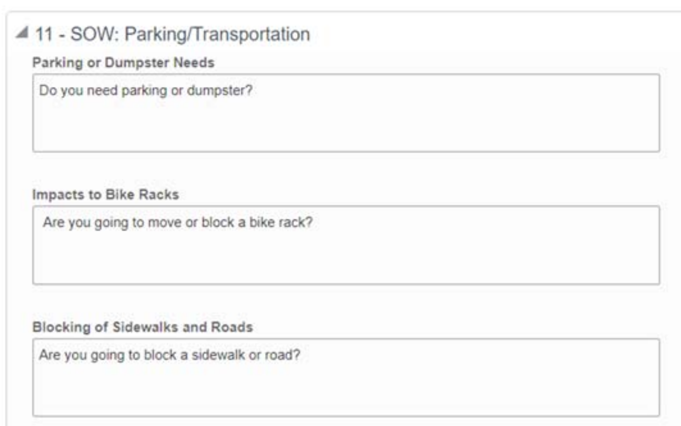
Action By: PM / PC / Planner	Example

21. In 09 – SOW: Landscaping/Irrigation, **enter** as much information as is known.
22. **Note** the text is for a prompt and should be highlighted and removed.

23. In 10 – SOW: OIT, **enter** as much information as is known.
24. **Note** the text is for a prompt and should be highlighted and removed.

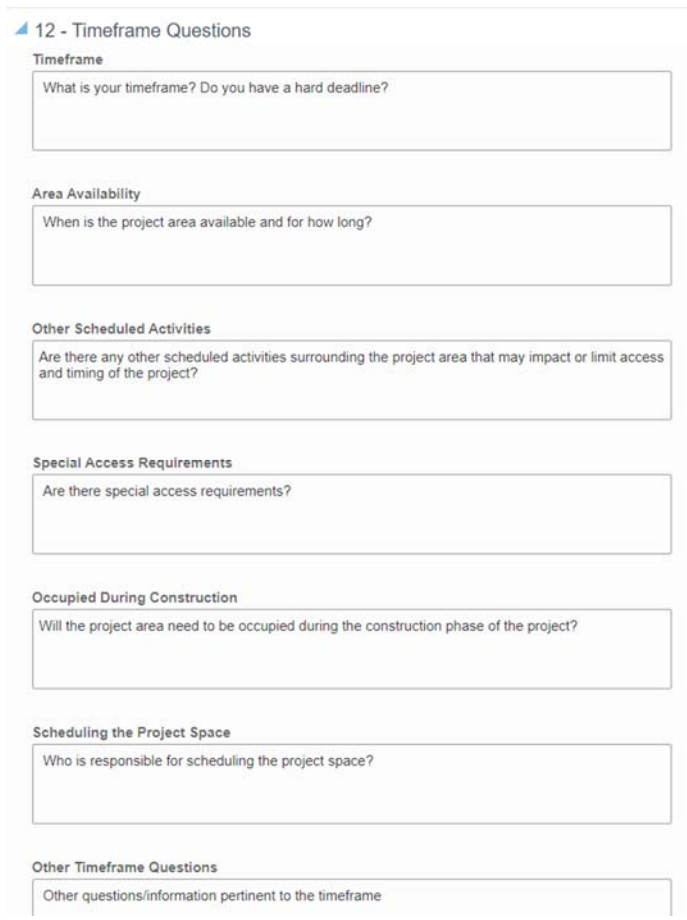


25. In 11 – SOW: Parking/Transportation, **enter** as much information as is known.
26. **Note** the text is for a prompt and should be highlighted and removed.

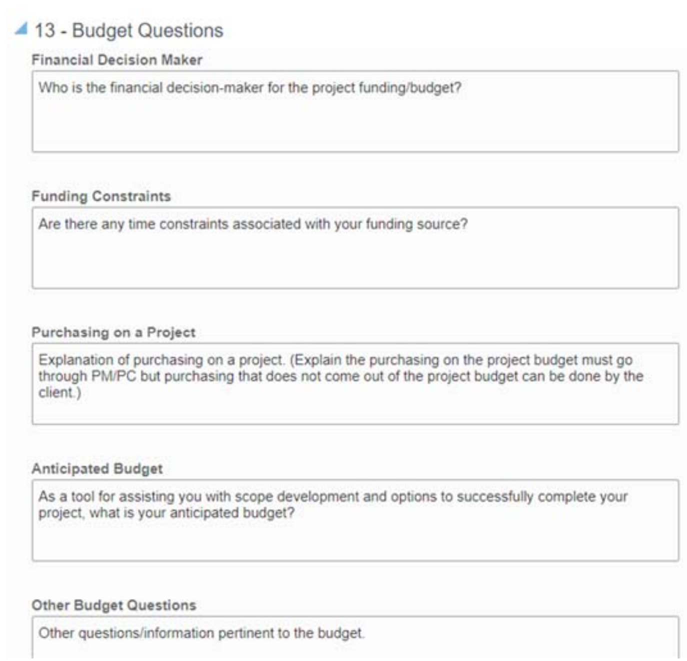


Action By: PM / PC / Planner	Example

27. In 12 – Timeframe Questions, **enter** as much information as is known.
28. **Note** the text is for a prompt and should be highlighted and removed.

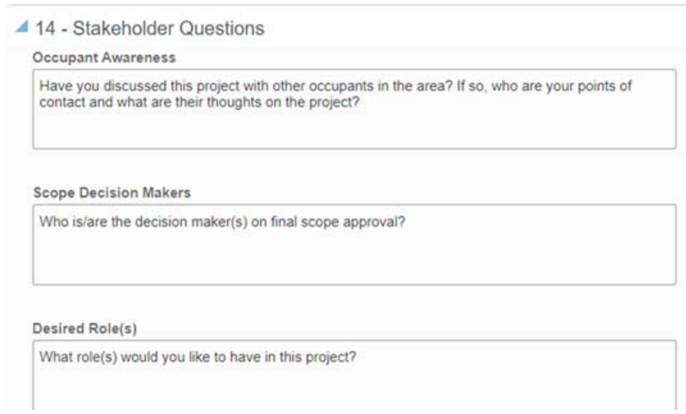


29. In 13 – Budget Questions, **enter** as much information as is known.
30. **Note** the text is for a prompt and should be highlighted and removed.

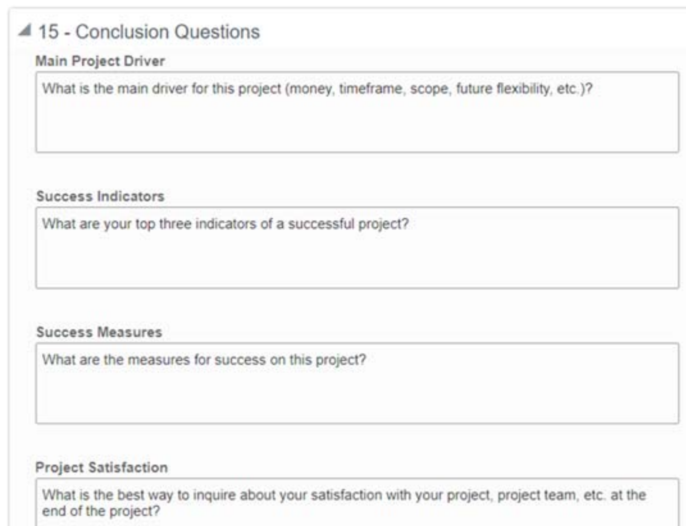


Action By: PM / PC / Planner	Example

31. In 14 – Stakeholder Questions, **enter** as much information as is known.
32. **Note** the text is for a prompt and should be highlighted and removed.

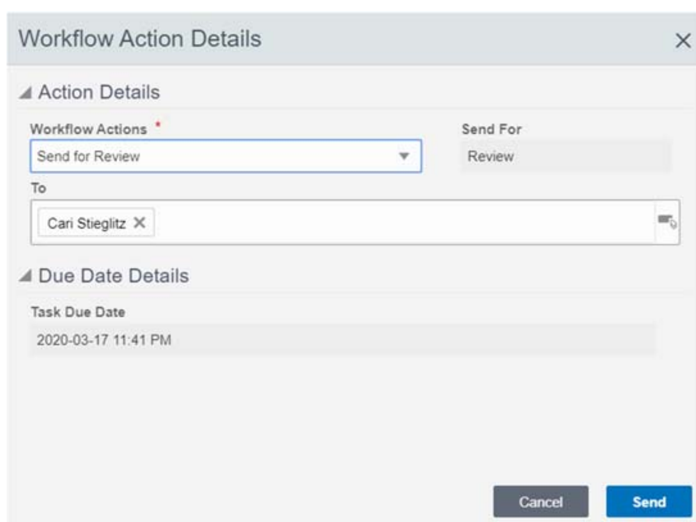


33. In 15 – Conclusion Questions, **enter** as much information as is known.
34. **Note** the text is for a prompt and should be highlighted and removed.



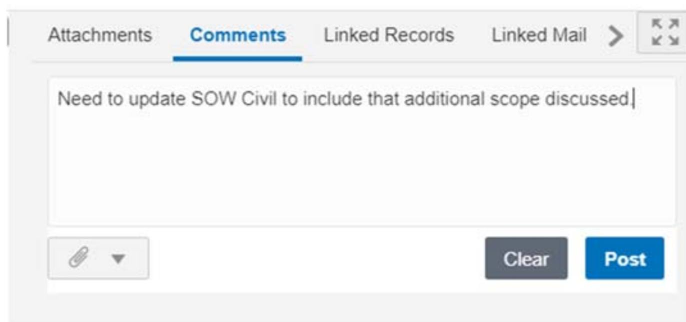
35. **Select** “Send” in the upper right corner of the form to open the Workflow Action Details form.
    a. Optionally, **select** “Save” to continue working on later.
36. Select “Send for Review” to send the completed Feasibility Study to the reviewer.
    a. Optionally, select “Hold for Review” if the Feasibility Study needs additional updates.
37. **Select** “Send”.

Note: You will notice a task duration of 3 business days.



Action By: Reviewer	Example

38. Recipient(s) receive Feasibility Study for review and selects “Accept” to start the review. Note that fields will be read only.
39. **Review** information.
40. In the upper right-hand corner of the form **select** “Comments”.
41. **Enter** comments in the “Comments” box.
42. **Select** “Post” to add comments.

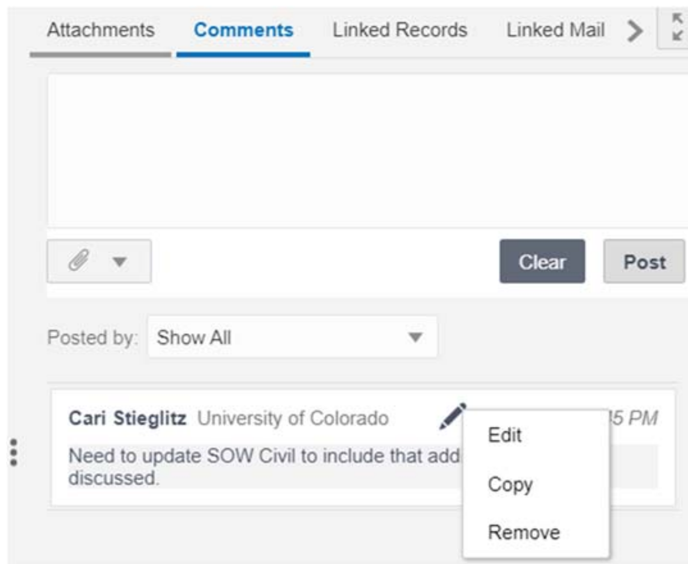


43. The comment will appear below the **Comments** box.
    a. The pencil icon shows that your comment is in draft mode and editable.
    b. To edit, copy, or remove a comment select the comment (a dark grey border will appear around the comment) and right click the pencil icon.
    c. A contextual menu will appear with the options listed above.

Note: When you add a new comment to a business process form, it remains as a draft until you send the form to the next step in the workflow.

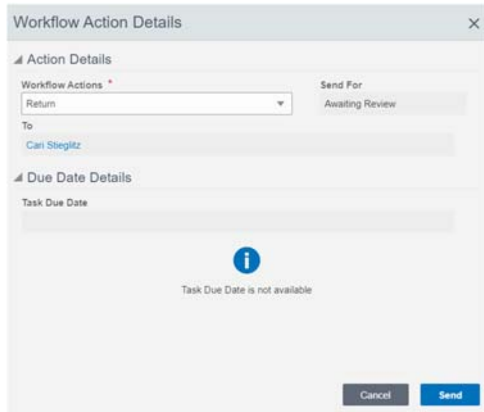
Note: Attachments can be added from two options; Browse (from computer) or Document Manager.

Note: The Comments box does not recognize formatting. Even if you use the Enter key to create a new line it will not show up in the final comment.



Action By: Reviewer	Example

44. **Select** “Send” to open the Workflow Action Detail screen.
45. **Note** “Return” is the only option and is pre-selected.
46. **Select** “Send” to return for review of the comments and updates.



Action By: PM / PC / Planner	Example

47. **Receive** comments from reviewer.
48. **Open** and **accept** the task to start updating.
49. **Select** “Comments” to review all comments made.
50. **Adjust** information in study to reflect comments.

51. **Select** “Send” to open the Workflow Action Details screen.
52. **Select** “Approved” if comments were straightforward and no additional review is needed.
    a. Optionally, **select “**Review” to send back for another round of comment and review.
    b. **Select** “Promote for Cap Gov Approval” if there is a need.
    c. **Select** “Terminated” to cancel the entire process.
53. **Select** “Send”.

END TASK

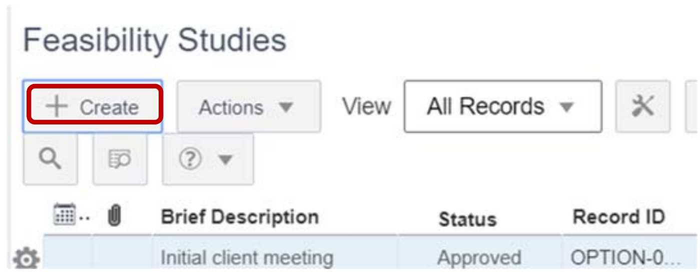
3.7.3 COMPLETING A CAPITAL FEASIBILITY STUDY (UPDATED: 03/12/2020)

Goals	How to enter and route a capital feasibility study.
Navigation	Project >Scope Management>Feasibility Studies
Action By	Project Manager (PM) / Project Coordinator (PC) / Planner
Pre-requisites	Completed feasibility studies.
Related Files	None.

Action By: PM / PC / Planner	Example

1. **Navigate** to Project >Scope Management>Feasibility Studies and note there are differences between capital and non-capital.

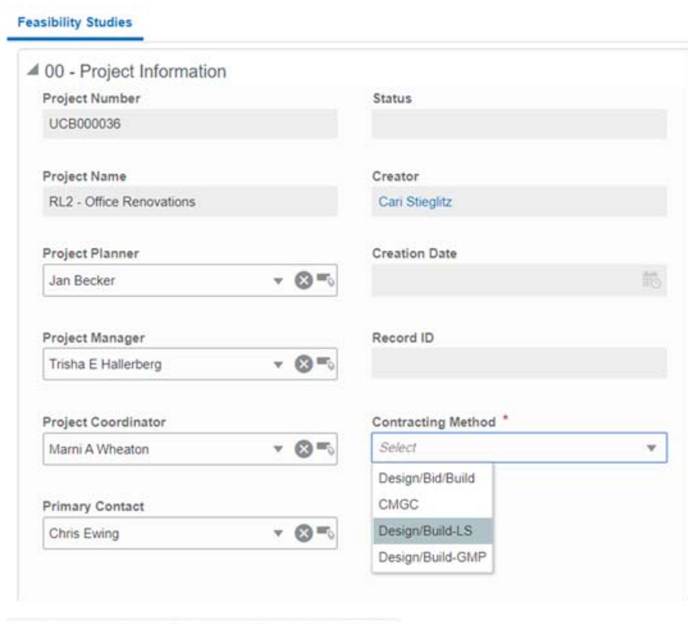
   Note: This process will auto-create Cap Gov Review Packages when sent for Promote for Cap Gov Approval.



2. **Select** “Create”.

   Note: Every step other than a revision step will have a task duration of 3 days.

3. For Block 00, **note** that names auto-populate from Project Information but are editable.
4. **Select** the Contracting Method.



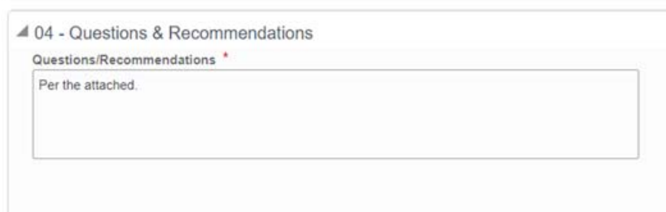
Action By: PM / PC / Planner	Example

5. In 01 – Department Information, note this auto-populates from Project Information.
   a. If blank, close this form and enter in Project Information first.

6. In 02 – SOW: General, **enter** as much information as is known.

   Note: the text is for a prompt and should be highlighted and removed.

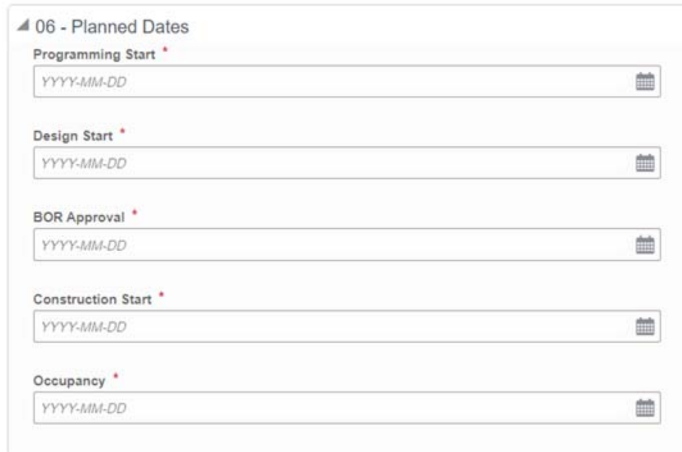
7. In 03 – Risks & Concerns, **enter** as much information as is known.
8. In 04 – Questions & Recommendations, **enter** as much information as is known.



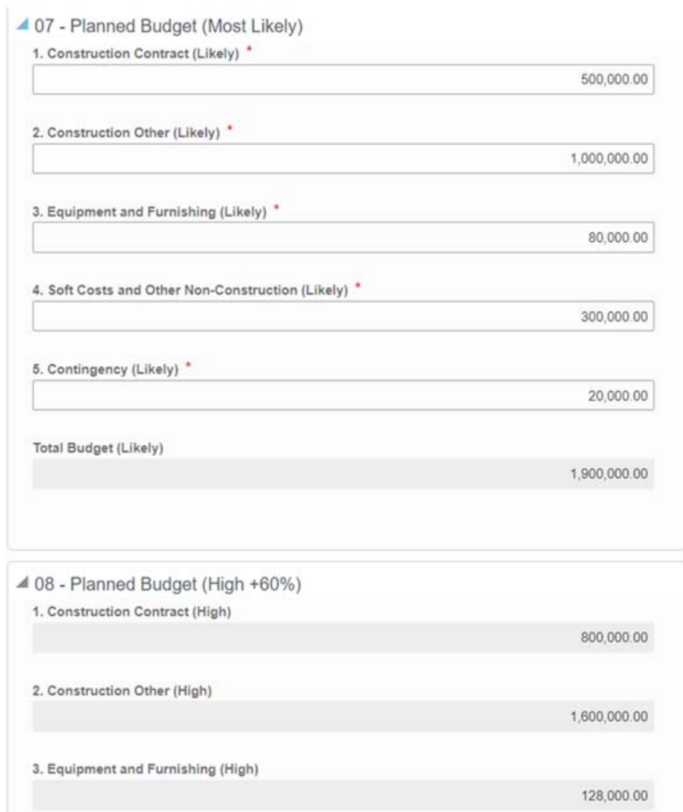
9. In 05 – Option Information, **enter** a summary of the options.

Action By: PM / PC / Planner	Example

10. In 06 – Planned Dates, select the estimated dates for each of the key areas.



11. In 07 – Planned Budget, **enter** the most likely budget information.
12. **Note** the High and Low are automatically calculated in Section 08 & 09.

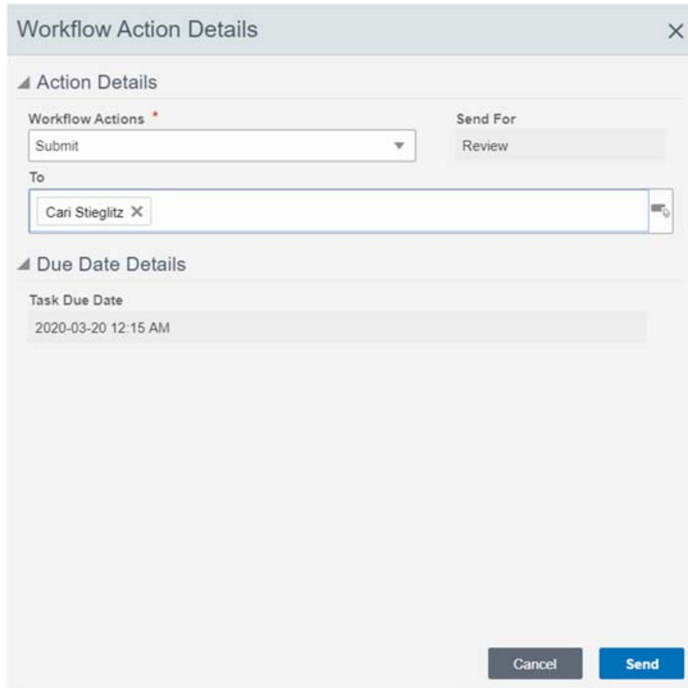


13. **Add** relevant attachments to support the feasibility option.

Action By: PM / PC / Planner	Example

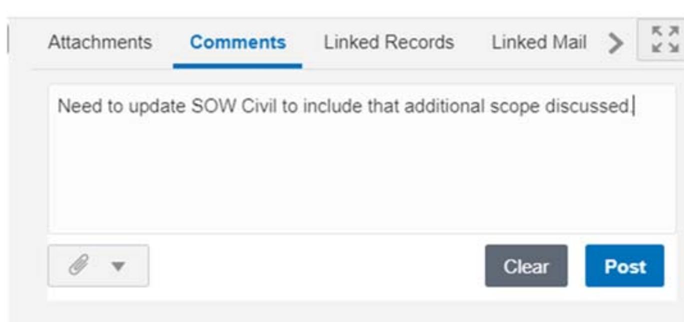
14. **Select** “Send” in the upper right corner of the form to open the Workflow Action Details form.
    a. Optionally, **select** “Save” to continue working on later.
15. **Note** “Submit” is the only option and is pre-selected.
16. **Add** the Recipient(s) in the “To” field.
17. **Select** “Send”.

    Note: You will notice a task duration of 5 business days starting the next day.



Action By: Reviewer	Example

18. Recipient(s) receive Feasibility Study for review and selects “Accept” to start the review. Note that fields will be read only.
19. **Review** information.
20. In the upper right-hand corner of the form **select** “Comments”.
21. **Enter** comments in the “Comments” box.
22. **Select** “Post” to add comments.



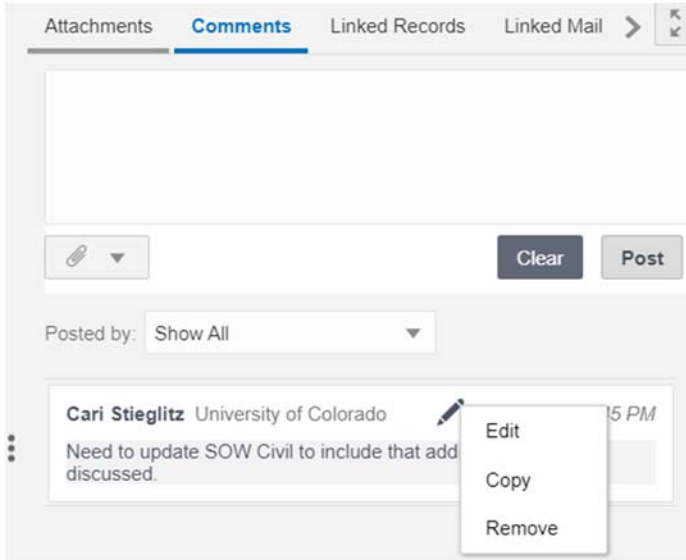
Action By: Reviewer	Example

23. The comment will appear below the **Comments** box.
    a. The pencil icon shows that your comment is in draft mode and editable.
    b. To edit, copy, or remove a comment select the comment (a dark grey border will appear around the comment) and right select.
    c. A contextual menu will appear with the options listed above.

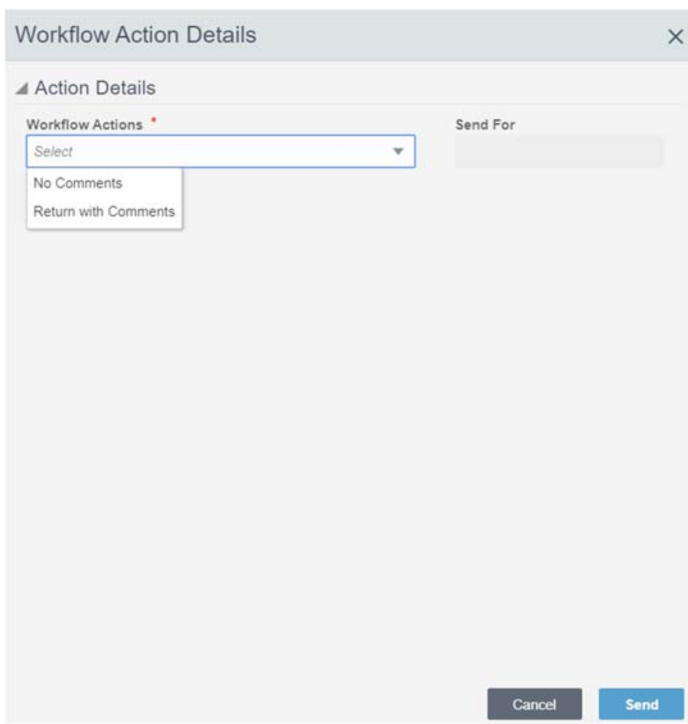
Note: When you add a new comment to a business process form, it remains as a draft until you send the form to the next step in the workflow.

Note: Attachments can be added from two options; Browse (from computer) or Document Manager.

Note: The Comments box does not recognize formatting. Even if you use the Enter key to create a new line it will not show up in the final comment.

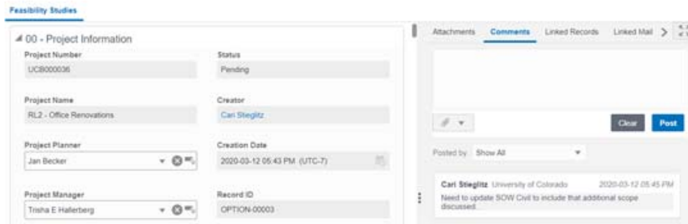


24. **Select** “Send” to open the Workflow Action Detail screen.
25. **Select** “Return with Comments” to send back.
    a. Optionally, **select** “No Comments” if no comments were entered.
26. **Select** “Send” to return for review of the comments and updates.



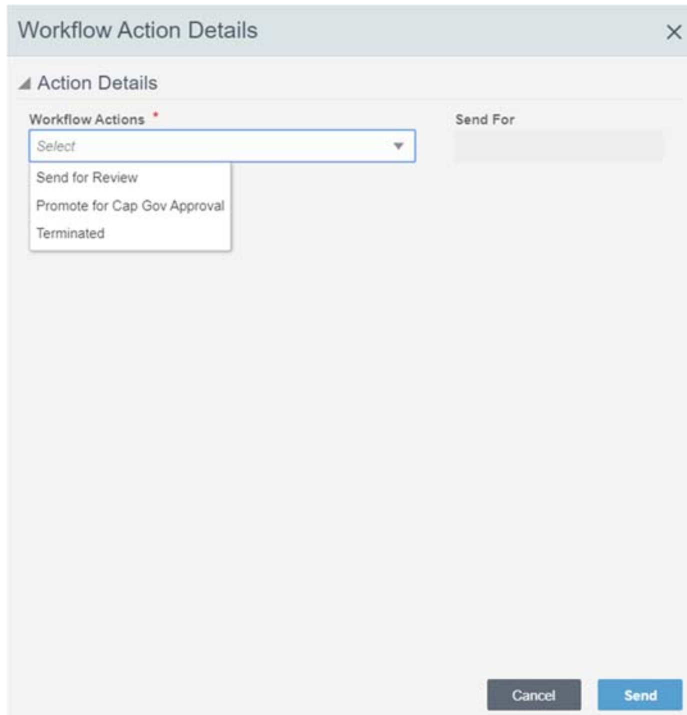
Action By: PM / PC / Planner	Example

27. **Receive** comments from reviewer.
28. **Open** and **accept** the task to start updating.
29. **Select** "Comments" to review all comments made.
30. **Adjust** information in study to reflect comments.



31. **Select** "Send" to open the Workflow Action Details screen.
32. **Select** "Promote for Cap Gov Approval" if comments were straightforward and no additional review is needed.
    a. Optionally, **select** "Send for Review" to send back for another round of comment and review.
    b. **Select** "Terminated" to cancel the entire process.
33. **Select** "Send".

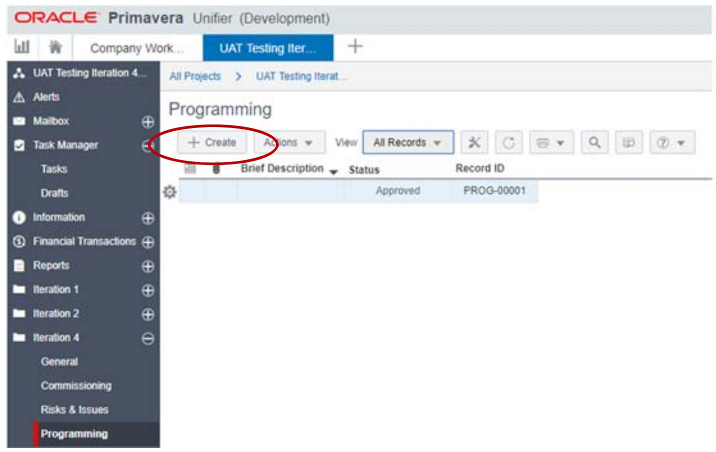
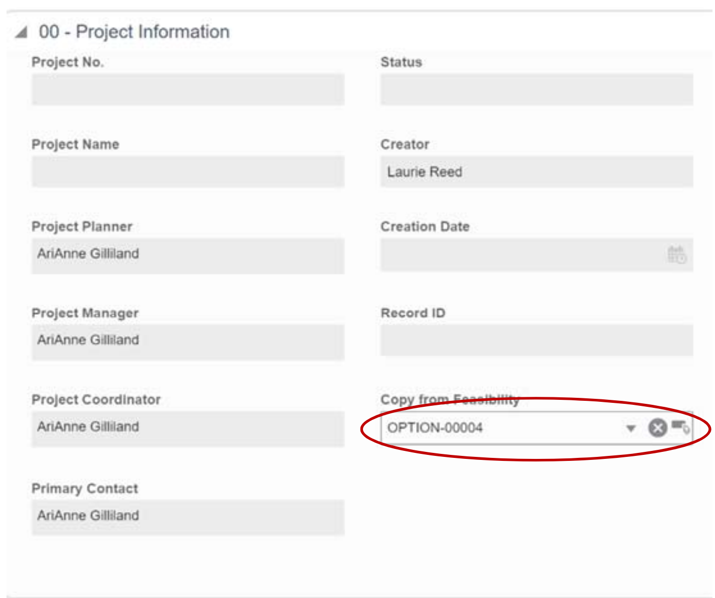
Note: This will automatically generate a Status Report and move the attachments and basic information. Next step will be to update any remaining information and send on.



END TASK

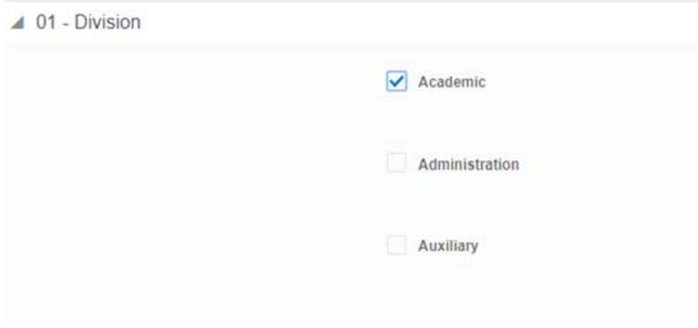
3.7.4 COMPLETING PROGRAMMING (UPDATED: 10/24/2019)

Goals	How to complete programming.
Navigation	Project>Scope Management>Programming
Action By	Project Manager (PM) / Project Coordinator (PC) / Planner
Pre-requisites	Needs an approved/promote for cap gov approval Feasibility Studies record.
Related Files	None.

Action By: PM / PC / Planner	Example
1. **Navigate** to Project>Scope Management> Programming. 2. **Select** "Create".	
3. Under 00 – Project Information, **select** the approved Feasibility Study record to copy from. a. Note: Greyed fields will auto-populate as appropriate.	

Action By: PM / PC / Planner	Example

4. In 01 – Division, **check** as many boxes that apply.



5. In 02 – Project Summary, **enter** data for red asterisked fields.

   Note: Project Summary will auto-populate from a Capital Feasibility Studies record.

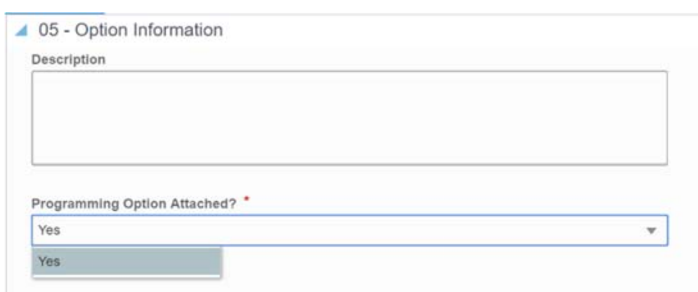
6. In 03 – Risks & Concerns, **enter** risks or concerns.

   Note: Risks & Concerns will auto-populate from a Capital Feasibility Studies record.

7. In 04 – Questions & Recommendations, **enter** any questions or recommendations.

   Note: Questions/Recommendations will auto-populate from a Capital Feasibility Studies record.

8. In 05 - Option Information, **enter or update** description as pertinent
9. **Attach** the programming option and then select “Yes”.

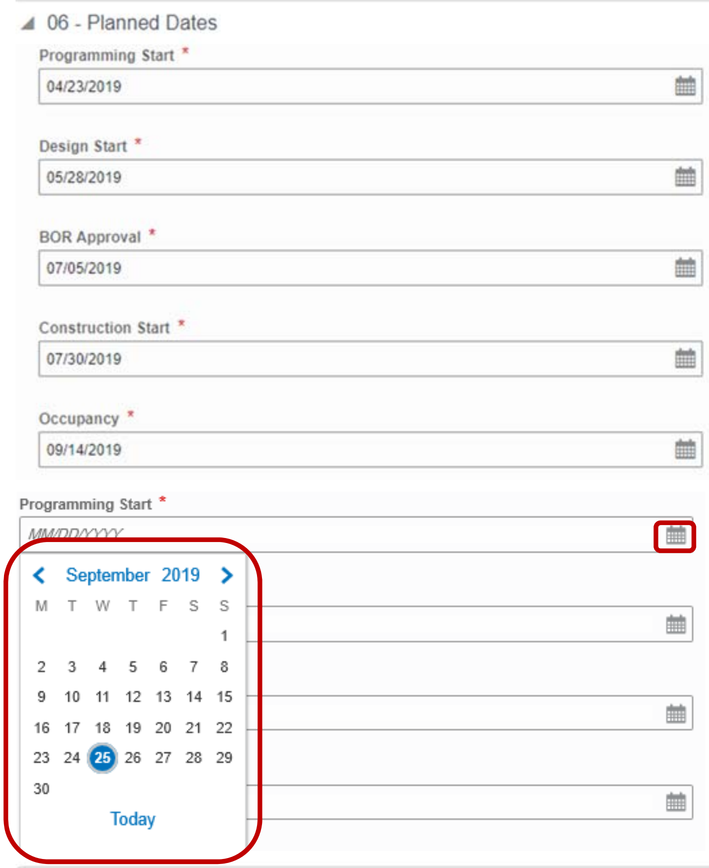


Action By: PM / PC / Planner	Example

10. In 06 – Planned Dates, **select** or **update** the estimated dates.

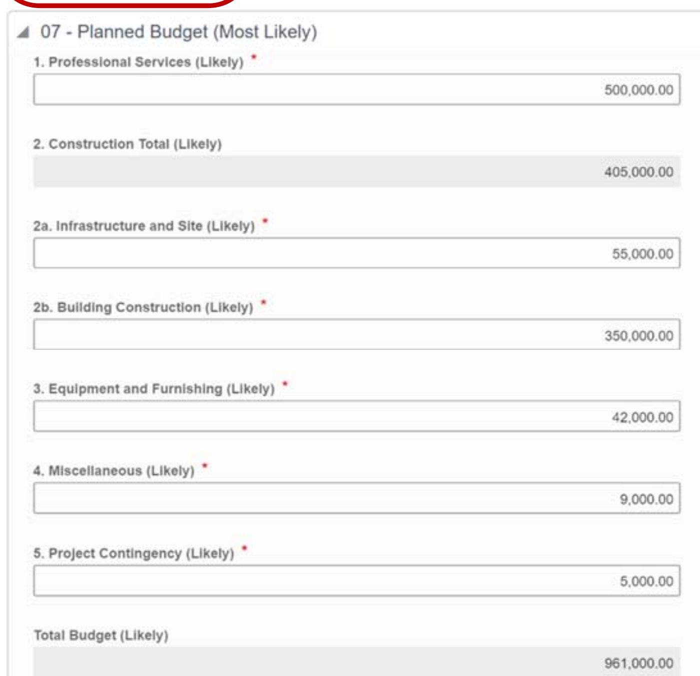
    Note: These fields are all Date Pickers. When the small icon to the right is selected a calendar will drop-down as shown in the screenshot below. Optionally, type the date in the exact format shown.

    Note: Ensure that every subsequent date in the block succeeds the date prior. For example, Programming Start date must be earlier than Design Start date. If Programming Start comes after Design Start an error will occur when attempting to send the record along the workflow



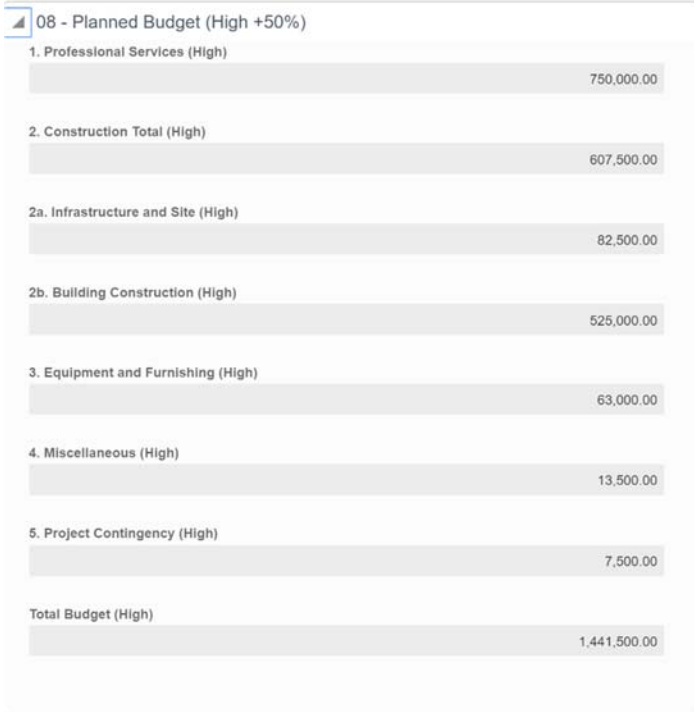
11. In 07 – Planned Budget (Most Likely), **update** the required fields.

    a. Note greyed fields are auto calculations.

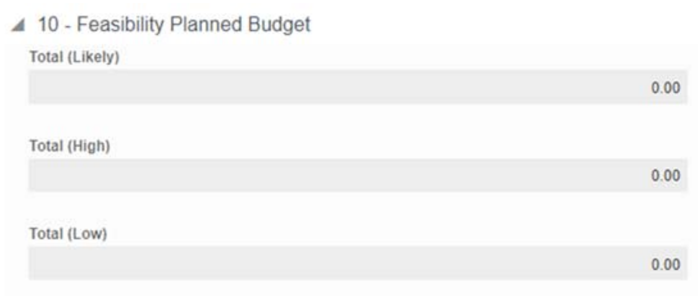


Action By: PM / PC / Planner	Example

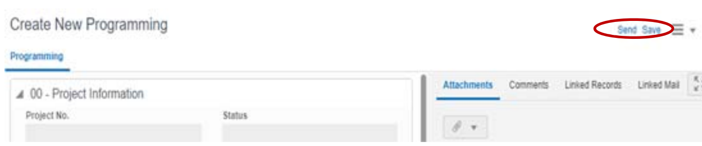
12. For Blocks 08 – 09 – Planned Budget (High & Low), **note** all fields are calculation based on values inputted in Block 07.



13. Under 10 – Feasibility Planned Budget, **note** greyed fields are auto calculations.



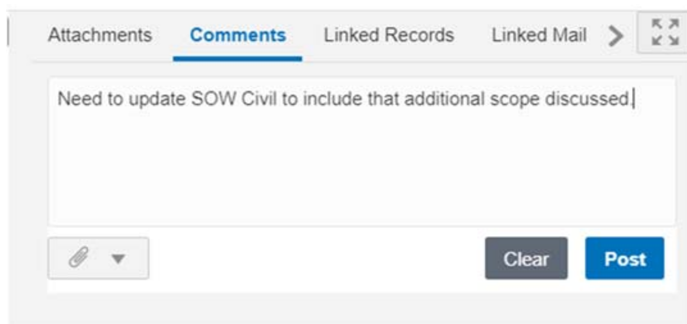
14. **Select** “Send” to open the Workflow Action Details screen.



15. **Note** that “Submit” is the only option and is pre-selected.
16. **Add** Recipient(s) in the “To” field.
17. **Select** “Send”.

Action By: Reviewer	Example

18. Recipient(s) receive Programming Plan for review and selects “Accept” to start the review. Note that fields will be read only.
19. **Review** information.
20. In the upper right-hand corner of the form **select** “Comments”.
21. **Enter** comments in the “Comments” box.
22. **Select** “Post” to add comments.

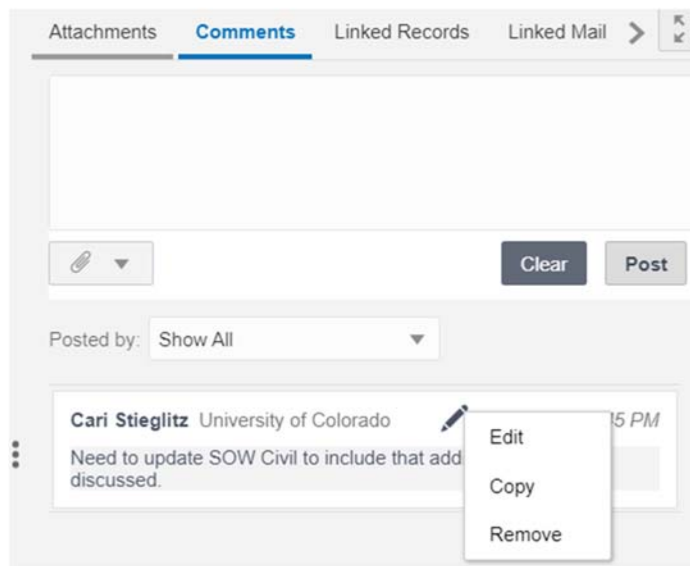


23. The comment will appear below the **Comments** box.
    a. The pencil icon shows that your comment is in draft mode and editable.
    b. To edit, copy, or remove a comment select the comment (a dark grey border will appear around the comment) and right click the pencil icon.
    c. A contextual menu will appear with the options listed above.

Note: When you add a new comment to a business process form, it remains as a draft until you send the form to the next step in the workflow.

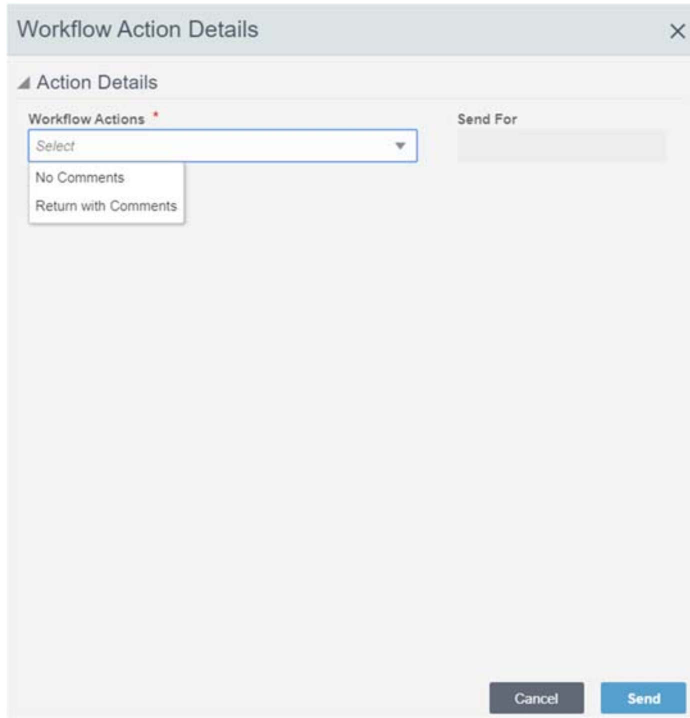
Note: Attachments can be added from two options; Browse (from computer) or Document Manager.

Note: The Comments box does not recognize formatting. Even if you use the Enter key to create a new line it will not show up in the final comment.



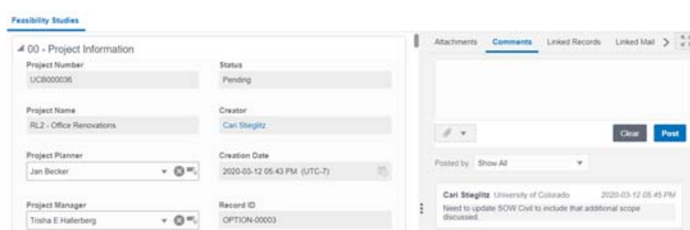
Action By: Reviewer	**Example**

24. **Select** "Send" to open the Workflow Action Detail screen.
25. **Select** "Return with Comments" to send back.
    a. Optionally, **select** "No Comments" if no comments were entered.
26. **Select** "Send" to return for review of the comments and updates.



Action By: PM / PC / Planner	**Example**

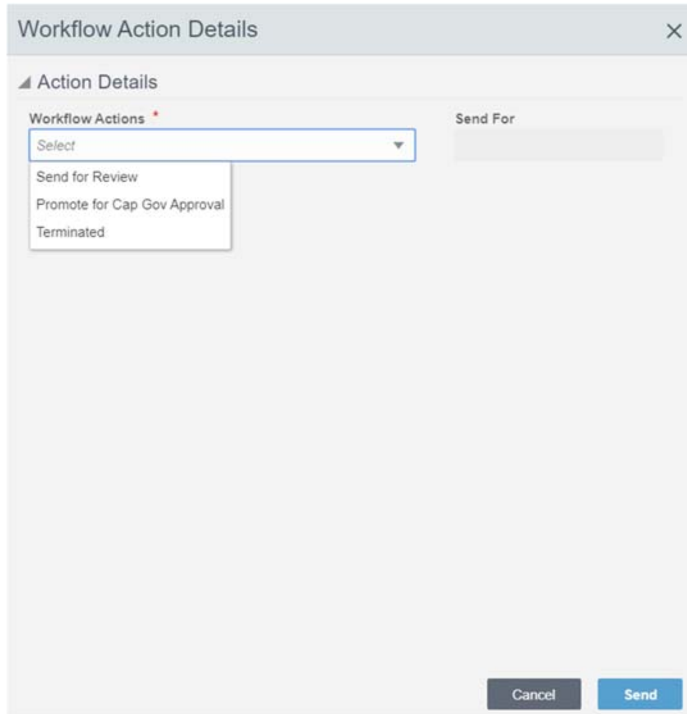
27. **Receive** comments from reviewer.
28. **Open** and **accept** the task to start updating.
29. **Select** "Comments" to review all comments made.
30. **Adjust** information in study to reflect comments.



Action By: PM / PC / Planner	Example

31. **Select** “Send” to open the Workflow Action Details screen.
32. **Select** “Promote for Cap Gov Approval” if comments were straightforward and no additional review is needed.
    a. Optionally, **select** “Send for Review” to send back for another round of comment and review.
    b. **Select** “Terminated” to cancel the entire process.
33. **Select** “Send”.

    Note: This will automatically generate a Status Report and move the attachments and basic information. Next step will be to update any remaining information and send on.



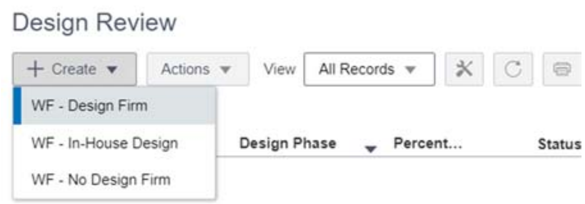
END TASK

3.7.5 COMPLETING A DESIGN FIRM OR IN-HOUSE DESIGN REVIEW (UPDATED: 03/12/2020)

Goals	How to complete review for projects that have a design firm or an in-house design team.
Navigation	Project>Scope Management>Design Review
Action By	Project Manager (PM) / Project Coordinator (PC) / Planner
Pre-requisites	None.
Related Files	3.7.6 Completing a No Design Firm Review

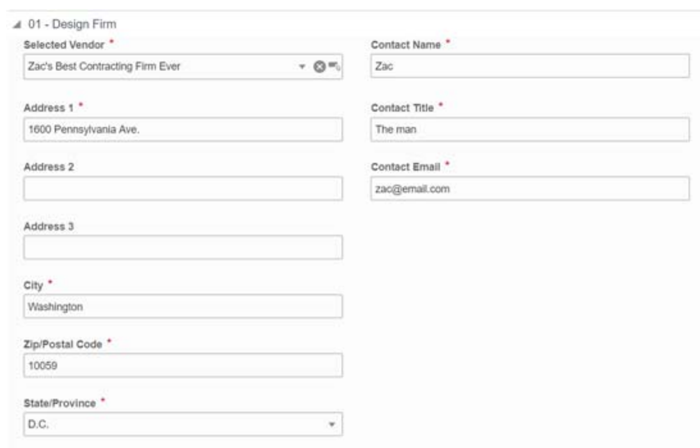
Action By: PM / PC / Planner | **Example**

1. **Navigate** to Project>Scope Management>Design Review.
2. **Select** "Create".
3. **Select** the Design Firm Workflow.
4. **Note** the In-House Design workflow has less reviewers, but the design still takes place in a review software outside of Unifier.



5. In the 01 – Design Firm block, **select** the Vendor from the list or start typing the name.
6. **Note** any fields related to the Vendor are auto populated but remain editable.

   Note: Updating information here does not write back to the Vendor master record.



7. In 02– Project Summary **enter** a description.

   Note: The project summary auto-populates from the project information form but is editable.

Action By: PM / PC / Planner	Example

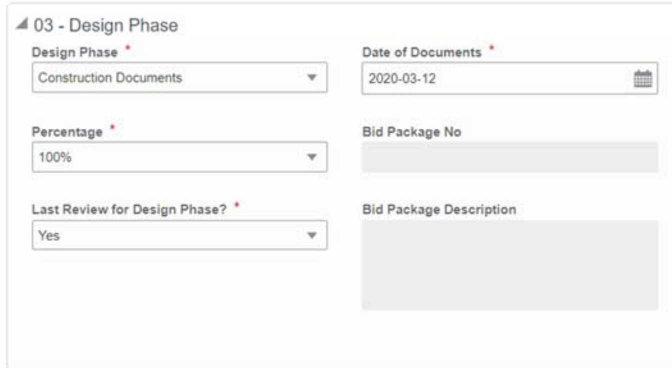
8. In 03 – Design Phase, **select** the Design Phase as Construction Documents.

   Note: Depending on the option you select for the Design Phase, the Bid Package No and Percentage change behavior.

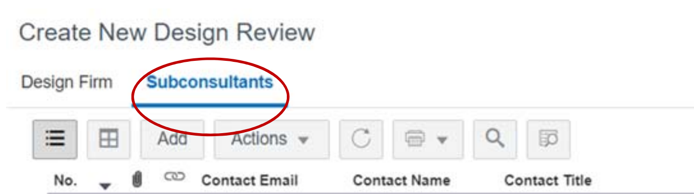
   All options except the below have Percentage Required, Bid Package No. as Read-Only and Bid Package Description as Read-Only.

   If CMGC Bid Package is selected, then Percentage Bid Package No. and Bid Package Description become required.

   If Scope Change is selected then Percentage becomes Read-Only, Bid Package No. Read-Only, Bid Package Description become Read-Only.

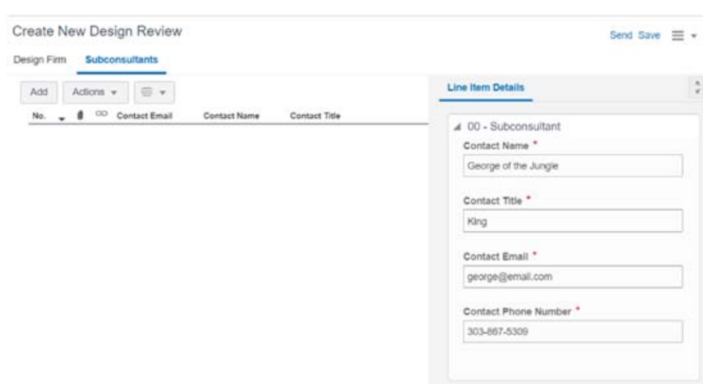


9. **Select** the Percentage of Design as 100%.
10. **Select** the Last Review as “Yes”.
11. **Select** the Date of the documents or package.
12. **Select** the Subconsultants tab.
13. **Select** “Add” to add a new line.



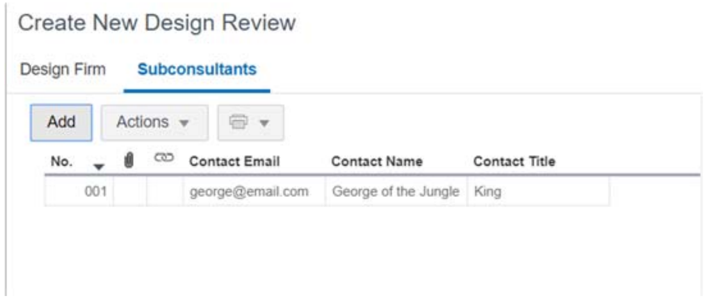
14. Under 00 – Subconsultants, **add** subcontractor information:
    a. Contact Name
    b. Contact Title
    c. Contact Email
    d. Contact Phone Number

   Note: This provides design review specific contact information for the reviewers. Though not required, this can be helpful.



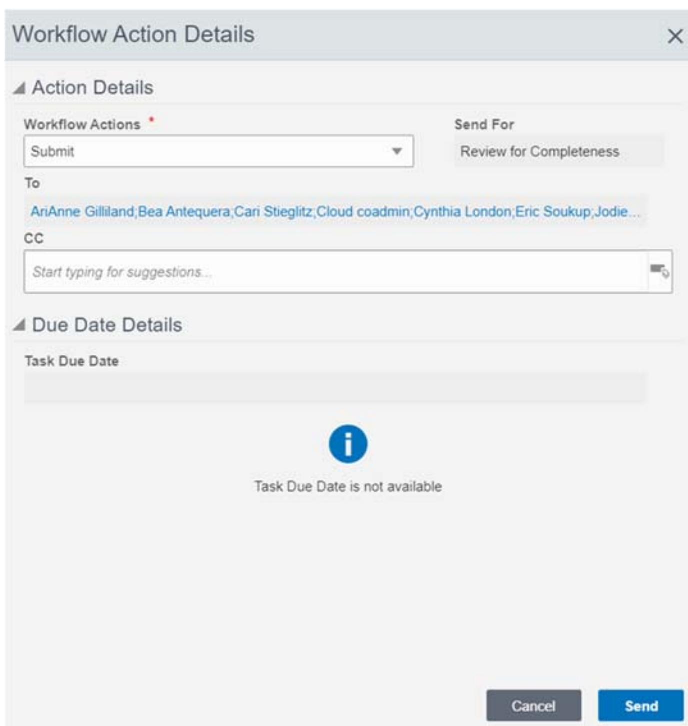
Action By: PM / PC / Planner	Example

15. **Select** "Save" at the bottom of the screen.
    a. The subcontractor will appear under the Subconsultants tab.
16. **Continue** entering all subcontractors related to this design review.

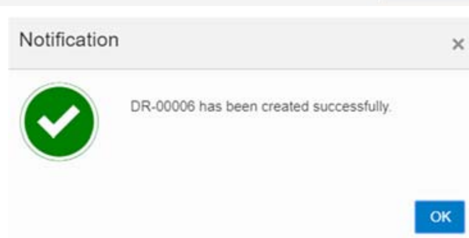


17. **Attach** the Design documents.
18. When all information is complete, **select** "Send" to open the Workflow Action Detail screen.
    a. Optionally **select** "Save" to save your works to your drafts folder.

19. **Note** that "Submit" is the only option and it is pre-selected.
20. **Note** the names in the Design Reviewer
    a. If names are not included that need to be part of review, save this and notify your Project Coordinator.
    b. Optionally **add** in CC names by selecting additional recipients.
21. **Select** "Send".



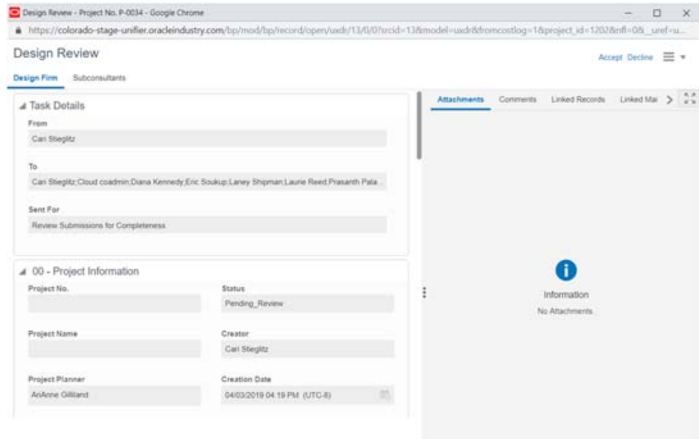
22. **Note** the notification that the record has been created successfully.



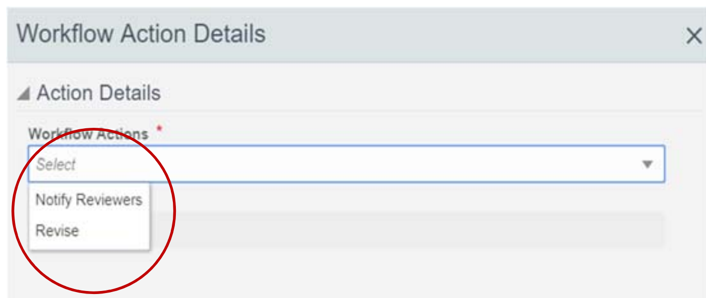
Action By: PM / PC / Planner	Example

23. **Find** the record that was just created in the log and open.
24. **Select** "Accept" to review the submission.

    Note: You can only select "Decline" when multiple people are assigned to the task and you are not the last person to respond.
25. **Note** this step is for review and nothing is editable.
26. **Review** submission for Completeness.

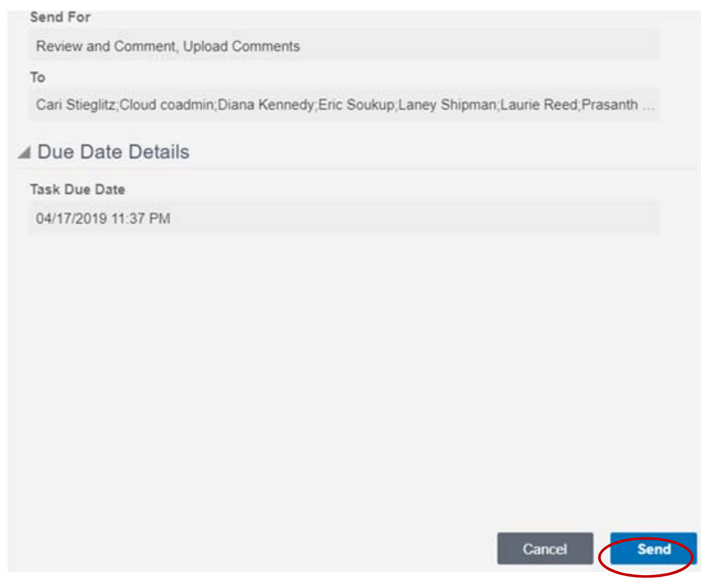


27. **Select** "Send" to open the Workflow Action Details screen.
28. **Select** "Notify Reviewers".
    a. Optionally, **select** "Revise" to send back to the creator for revisions. If you do, use General Comments to let them know what revisions you are looking for.



29. **Validate** the names in the "To".
30. **Note** the task has a due date.
31. **Select** "Send" to send to the reviewers.

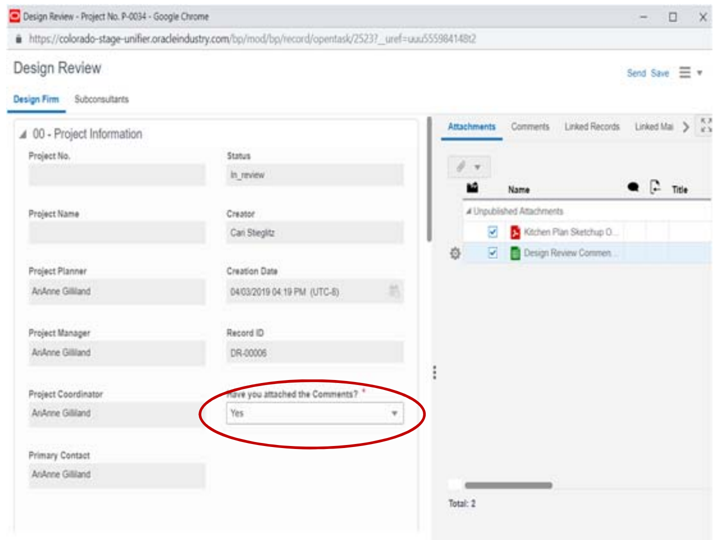
    Note: Review is a CONSENSUS step in the workflow, which means every person needs to review and send on.



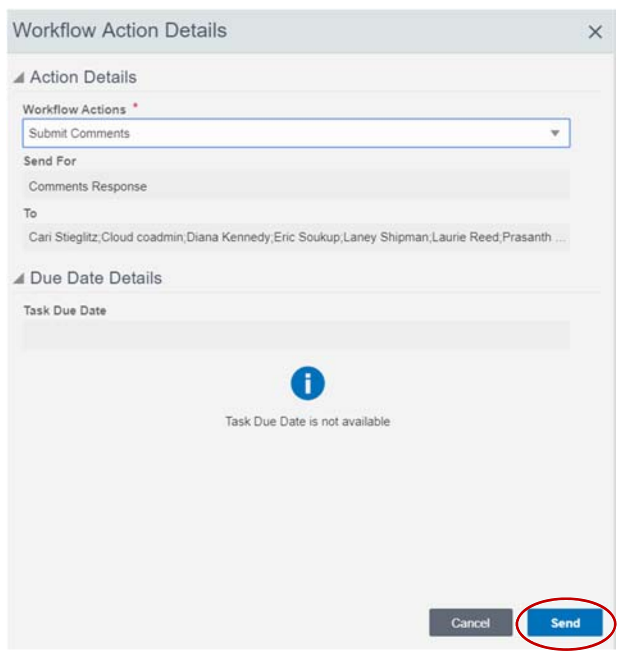
Action By: Design Reviewer	Example

32. **Open** the task received and **select** “Accept” to start.
33. **Complete** the design review and capture all comments in the attachment.

34. **Attach** the comments spreadsheet to the design review record.
35. **Select** “Yes” for the field “Have you attached the Comments?” is in block 00-Project Information.

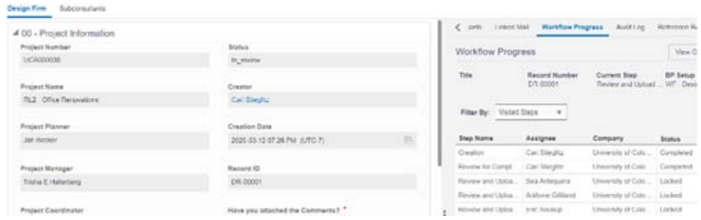


36. **Select** “Send” to open the Workflow Action Details screen.
37. **Select** “Submit Comments” to send on.
    a. Optionally, **select** “Revise” to send back to the creator for revisions. If you do, use General Comments to let them know what revisions you are looking for.



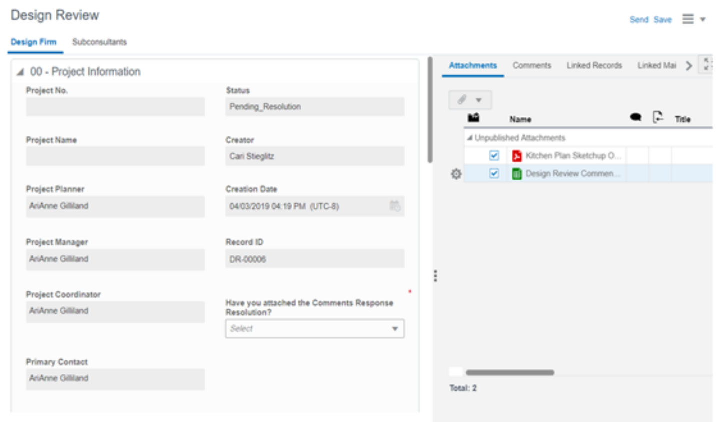
Action By: Architect or Project Team	Example

38. **Wait** for all comments to be received.
39. **Log in** to view workflow progress after date has passed to contact those that have not completed the review.

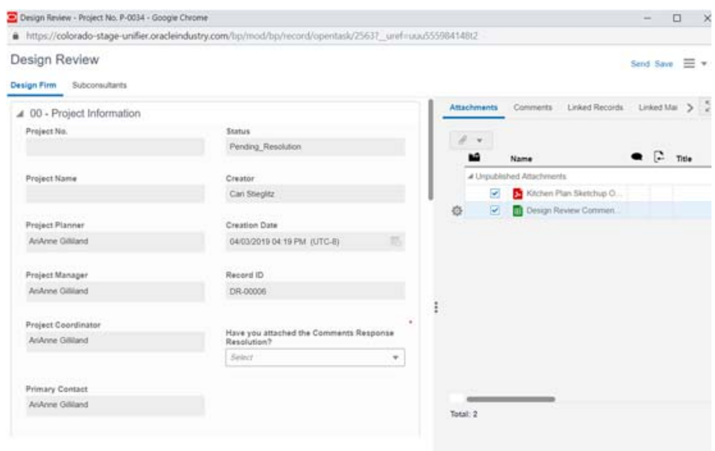


40. **Open** task and "Accept" to start task.
41. **Review** the comments on the attachment and compile them into one file.

    Note: If comments are not attached, send the reviewer an email and attach them this way. Add a General Comment that the approach included receipt by email.



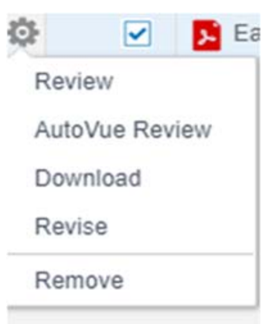
42. **Attach** the compiled comments spreadsheet (without answers).
43. **Select** "Yes" for the field "Have you attached the Comments Response Resolution?" in block 00-Project Information.
44. **Select** "Send" to open the Workflow Action Details screen.



45. To add a new revision of the same document, **click** the file once so it is highlighted.
46. **Select** the "tool" icon to the left and then "Revise".

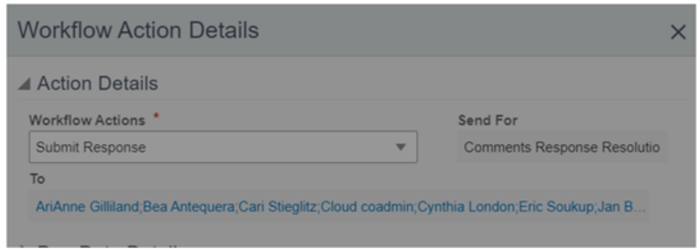
    Note: Never select " AutoView Review."

47. **Upload** the new version.

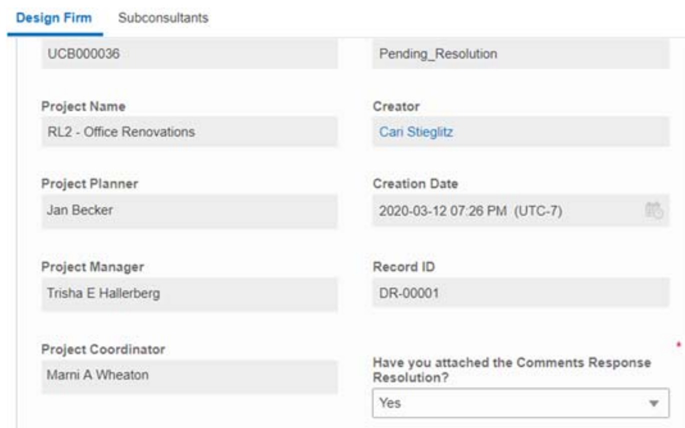


Action By: Architect or Project Team	Example

48. **Note** that “Submit Response” is the only option and is pre-selected.
49. **Select** “Send”.
50. **Start** responding to comments.

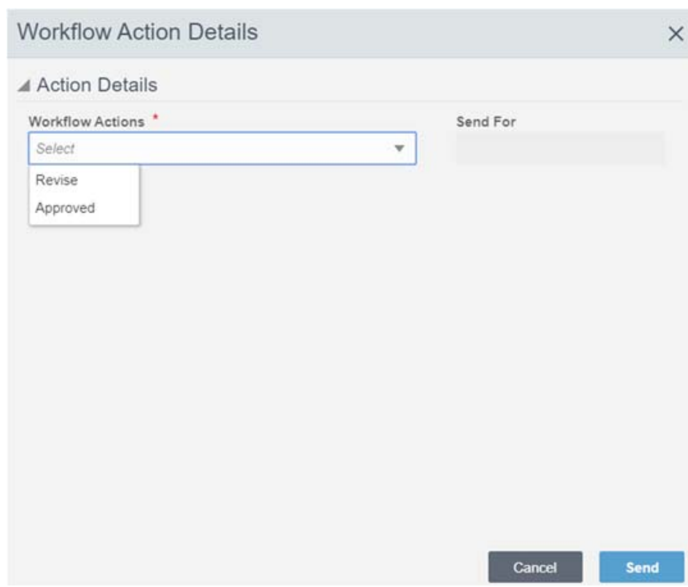


51. **Complete** the Comments response and return to Unifier.
52. **Open** the task and **select** “Accept” (if not already accepted) to issue design stage approval.
53. **Attach** the comments response and any updated design files.
54. **Select** “Send” to open the Workflow Action Detail screen.



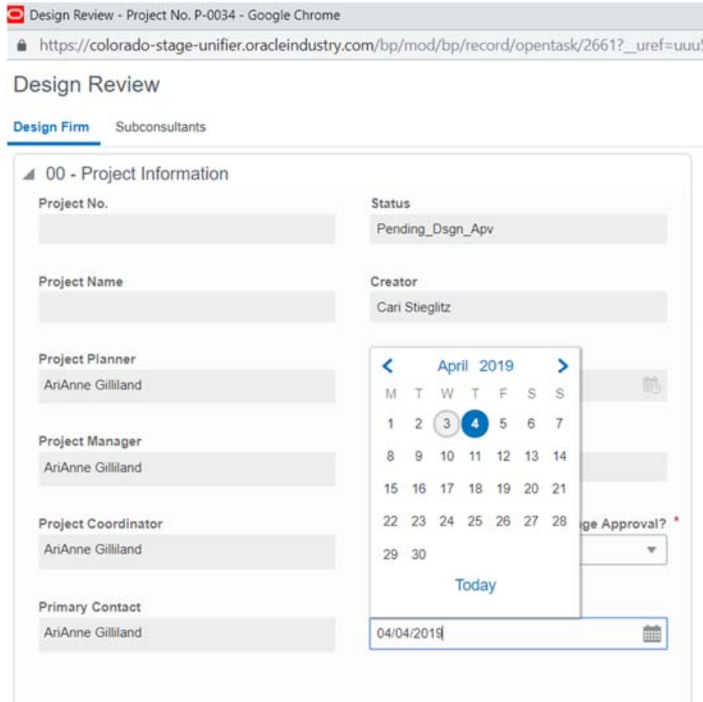
55. **Select** “Approved” if comments were minor.
    a. Optionally, **select** “Revise” if additional review is needed.
56. **Select** “Send”.

Note: If the selections for Construction Documents, 100% and Yes for final were not selected, the review would end here.



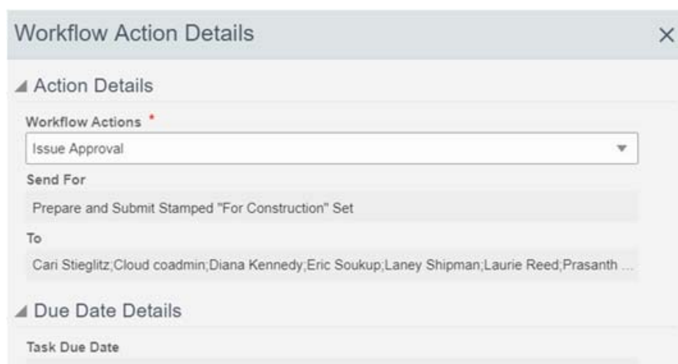
Action By: Architect or Project Team	Example

57. **Open** the task and **select** “Accept” (if not already accepted) to issue design stage approval.
58. **Complete** the design stage approval.
59. **Return** to Unifier and **upload** the copy.
60. **Change** “Have you attached the Design Stage Approval?” to “Yes”.
61. **Add** the date of the approval.
62. **Select** “Send” to open the Workflow Action Details screen.



63. **Select** “Issue Approval”.
64. **Select** “Send”.

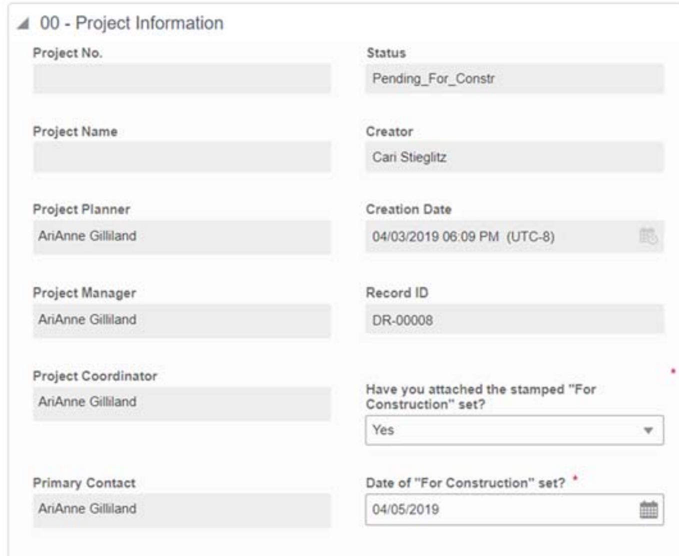
Note: If the selections for Construction Documents, 100% and Yes for final were not selected, the review would end here.



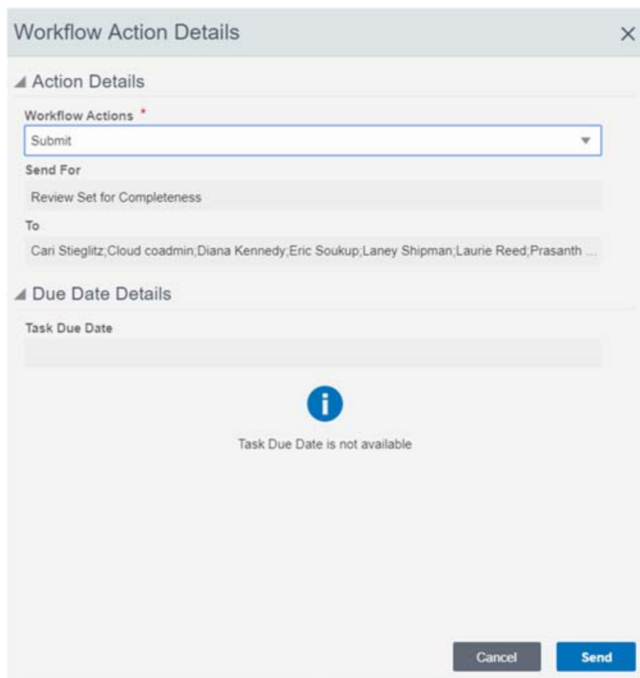
Action By: Architect or Project Team	Example

65. **Prepare** and **submit** “For Construction” set.
66. **Open** the task and **select** “Accept”.
67. **Stamp** the final documents.
68. **Upload** stamped version back into the record.
69. **Change** “Have you attached the stamped ‘For Construction’ set?” to “Yes”.
70. **Select** the date of the “For Construction” set.

    Note: This set should also be uploaded to Acela.

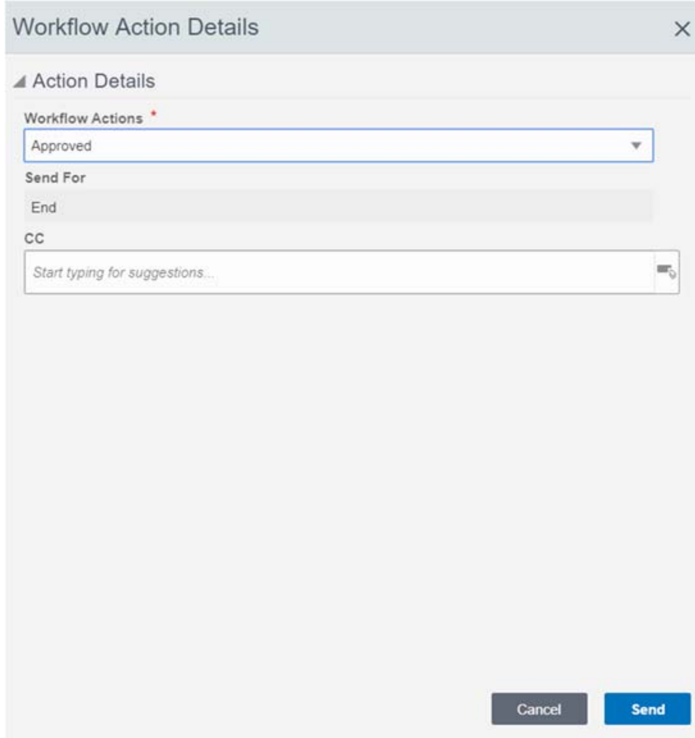


71. **Select** “Send” to open the Workflow Action Details screen.
72. **Select** “Submit” to send for validation of the final set.
73. **Select** “Send”.



Action By: Architect or Project Team	Example

74. **Open** the task and **select** “Accept” to review the final set for completeness.
    a. If drawings look good, select “Send” and “Approved” to finalize the record and close the design review.
    b. Optionally, select “Revise” to send back for stamped drawings.
75. **Repeat** this process for each design review and each phase, as appropriate.



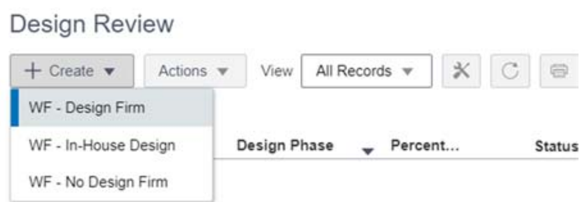
END TASK

3.7.6 COMPLETING A NO DESIGN FIRM REVIEW (UPDATED: 03/12/2020)

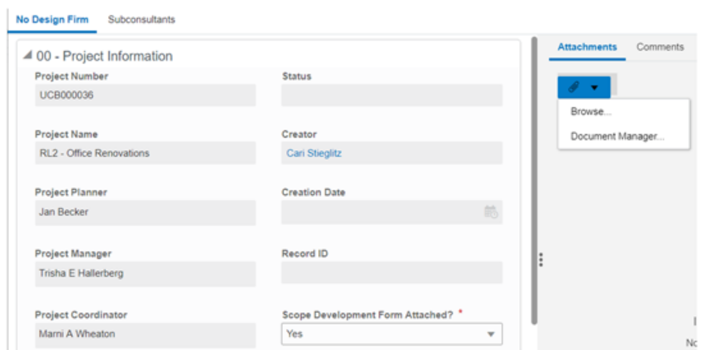
Goals	How to manage design including design comments, transmittals and comments.
Navigation	Project>Scope Management>Design Review
Action By	Project Team
Pre-requisites	None.
Related Files	3.7.5 Completing a Design Firm or In-House Design Review

Action By: Project Team	Example

1. **Navigate** to Project>Scope Management>Design Review.
2. **Select** "Create".
3. **Select** the No Design Firm Workflow.



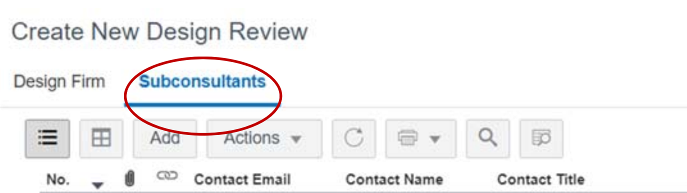
4. **Attach** the scope development form and sketch.
5. **Change** "Scope Development Form Attached?" to "Yes".

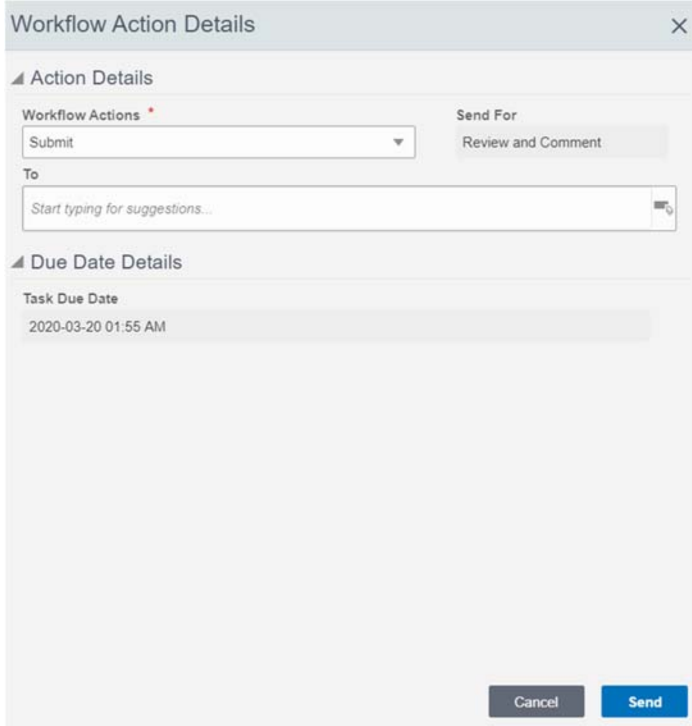


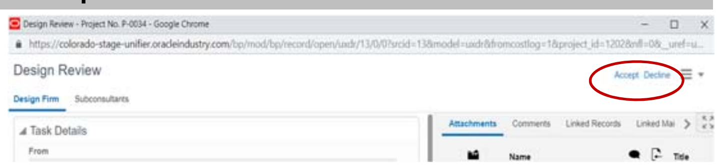
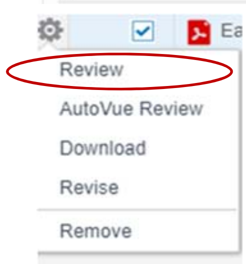
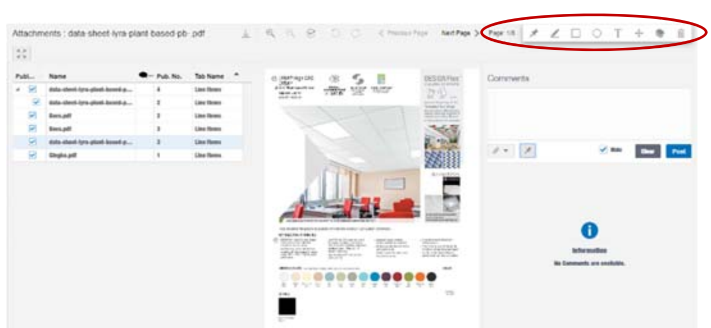
6. In 01– Project Summary **enter** a description.

   Note: The project summary auto-populates from the project information form but is editable.

7. **Note** it will not be common to add Subconsultants.
8. When all information is complete, **select** "Send" from the upper right of the screen to open the Workflow Action Details screen.
   a. Optionally **select** "Save" to save your works to your drafts folder.



Action By: Project Team	Example
9. **Note** "Submit" is the only option and is pre-selected. 10. **Add** Reviewer(s) in the "To" field. 11. **Select** "Send". Note: Review is a CONSENSUS step in the workflow, which means every person needs to review and send on.	

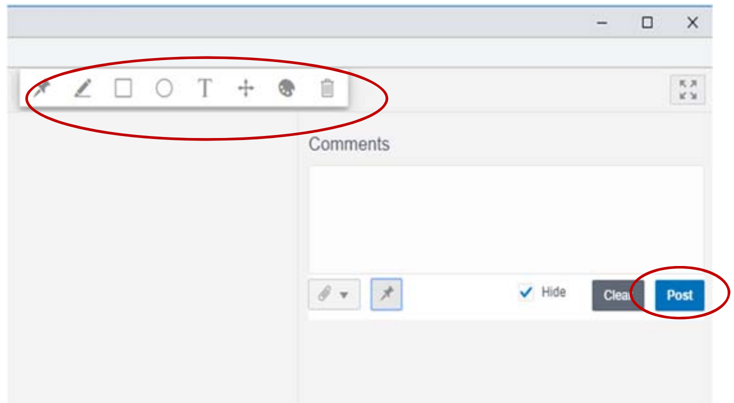
Action By: Reviewers	Example
12. **Open** the task and **select** "Accept" to start.	
13. **Open** the scope development form to review. 14. **Click** once on the sketch to highlight. 15. **Select** the gear icon to the left of the Attachment. 16. **Select** "Review" to make annotations on the attachment.	
17. **Select** the push pin icon. 18. **Note** the annotation bar in at the top of the Comments window appears. 19. **Click** on the drawing to pin a post to a specific location. 20. **Enter** a comment in the comments field.	

Action By: Reviewers	Example

21. **Uncheck** the “Hide” check box.
22. **Select** “Post”.
23. **Repeat** for all review comments.

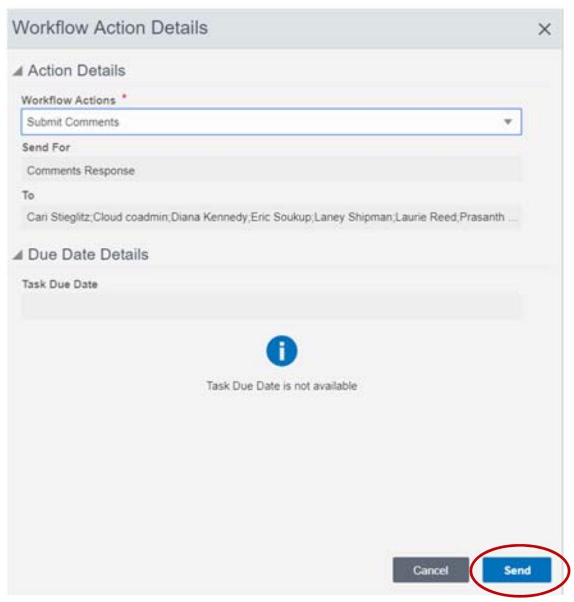
    Note: Do not use the “T” in the annotation bar. Using Comments is better since they are reportable.

    a. Items will be visible on the drawing when a comment is highlighted in the comments list.
24. If a comment is posted as hidden, edit comment by right clicking on the pencil icon in the comment, uncheck “hide” box, and repost.



25. **Select** “Send” and under Workflow Actions select “Submit Comments” to send on.

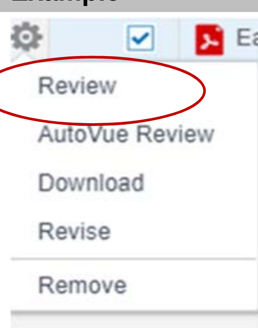
    a. Optionally, select “Revise” to send back to the creator for revisions. If you do, use General Comments to let them know what revisions you are looking for.
26. **Select** “Send”.

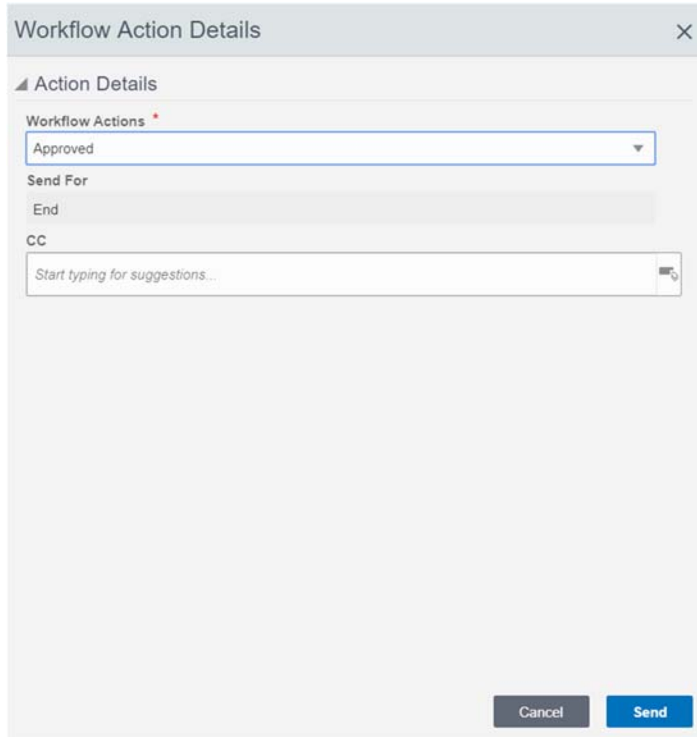


Action By: Project Team	Example

27. **Open** task and “Accept” to start task.
28. **Click** once on the sketch to highlight.
29. **Select** the gear icon to the left of the Attachment.
30. **Select** “Review” to review annotations on the attachment.

    Note: Never select AutoVue Review.
31. **Respond** to comments.



Action By: Project Team	Example
Note: Enter an “@name” in your comment if you want to respond to a specific person.	
32. **Select** “Send” to open the Workflow Action Detail screen. 33. **Select** “Approved”. a. Optionally, select “Revise” to send back to the creator. 34. **Select** “Send”.	 END TASK

3.7.7 CREATING A SUBMITTAL PACKAGE (UPDATED: 03/12/2020)

Goals	How to create an initial submittal package based on an agreement. Non-workflow BP.
Navigation	Project>Scope Management>Submittal Packages
Action By	Project Team
Pre-requisites	GC and AE discuss submittals and package breakout. Submittal Packages are created by the GC.
Related Files	3.7.7 Routing a Submittal for Approval; 3.7.10 Closing a Submittal Package

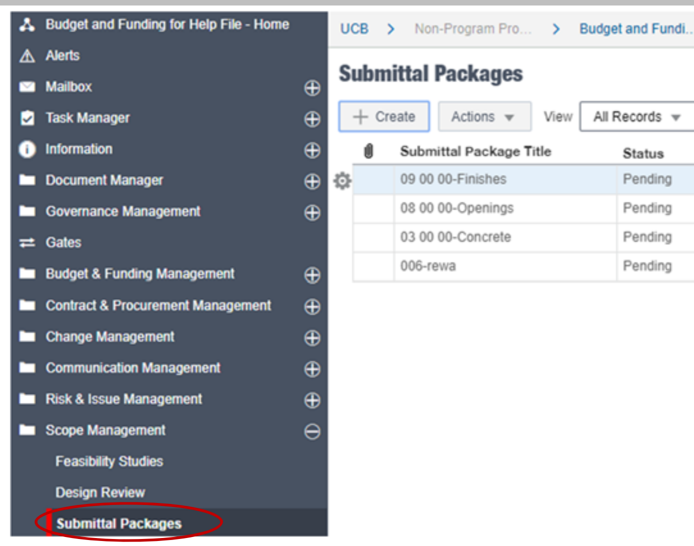
Action By: Project Team | **Example**

1. **Navigate** to Project>Scope Management>Submittal Packages.

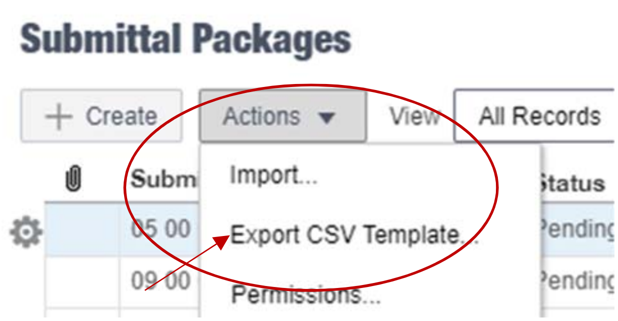
   Note: The first step is to create the list of all submittal package specification numbers and titles. The second step is to attach the information via 3.7.8 Routing a Submittal for Approval.

   Note: There are two methods for creating Submittal Packages; Exporting then Importing a CSV template or Creating a Submittal Package one at a time. Each method is demonstrated below.

   Note: A Submittal Package is a list of all spec sections that will require submittals for the project.



2. To create Submittal Packages via Export/Import CSV template, **continue** here. Otherwise, to enter manually, skip to step 13.
3. **Select** “Export CSV Template” from the “Actions” drop-down menu.



Action By: Project Team	**Example**

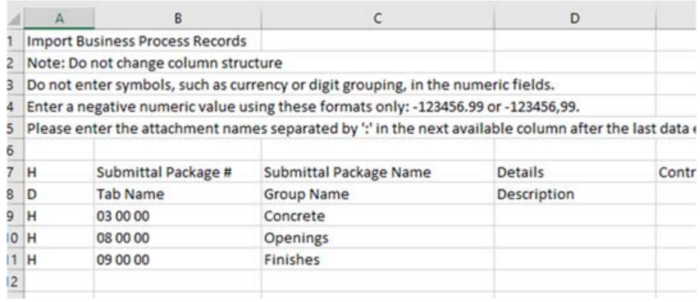
4. "Submittal Packages Interface" template will open.
5. **Entering** data for Columns "A-C" is required. Column "A" always being "H" in this step.

   Note: It is important to follow the directions at the top of the template.

6. Optionally data may be **entered** for Columns "D-F".

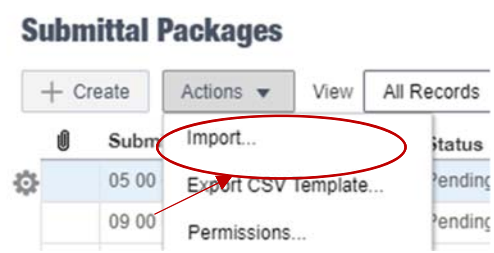
   Note: In this step "Status" will always be "Pending". If Status is not entered at this time, the default will be "Pending".

7. **Save** the template to your computer.

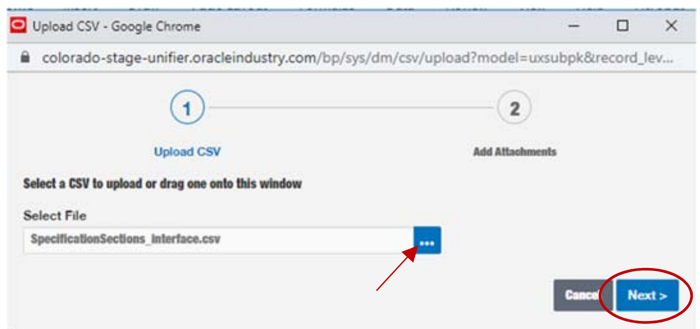


	A	B	C	D	
1	Import Business Process Records				
2	Note: Do not change column structure				
3	Do not enter symbols, such as currency or digit grouping, in the numeric fields.				
4	Enter a negative numeric value using these formats only: -123456.99 or -123456,99.				
5	Please enter the attachment names separated by ':' in the next available column after the last data				
6					
7	H	Submittal Package #	Submittal Package Name	Details	Contr
8	D	Tab Name	Group Name	Description	
9	H	03 00 00	Concrete		
10	H	08 00 00	Openings		
11	H	09 00 00	Finishes		
12					

8. **Select** "Import" from the "Actions" drop-down menu.

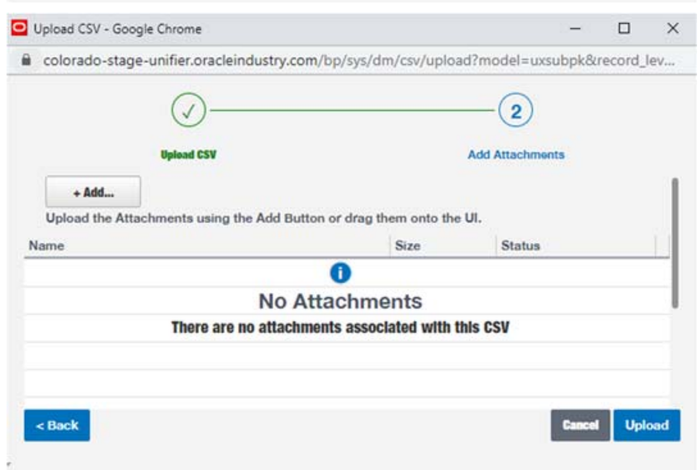


9. **Select** your saved template from your computer using the Browse button or drag the file into the window.
10. **Select** "Next".



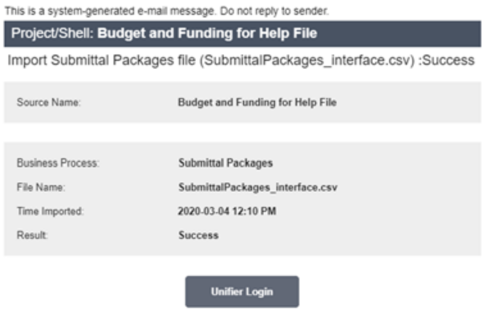
11. **Select** "Upload".

    Note: There are no attachments in creating Submittal Packages.



Action By: Project Team	Example

12. **Select** "OK".

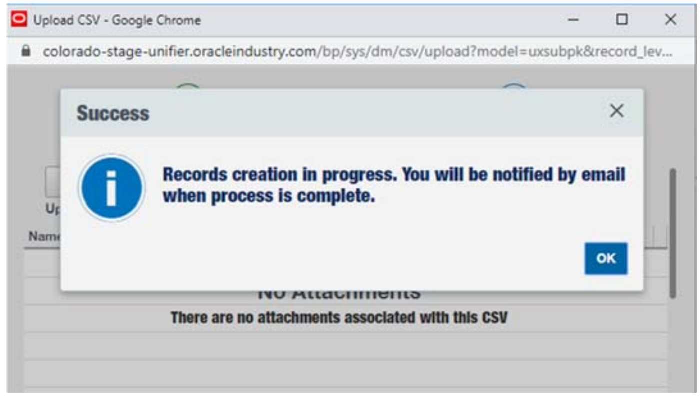

This is a system-generated e-mail message. Do not reply to sender.

Project/Shell: **Budget and Funding for Help File**

Import Submittal Packages file (SubmittalPackages_interface.csv) :Success

Source Name:	Budget and Funding for Help File
Business Process:	Submittal Packages
File Name:	SubmittalPackages_interface.csv
Time Imported:	2020-03-04 12:10 PM
Result:	Success

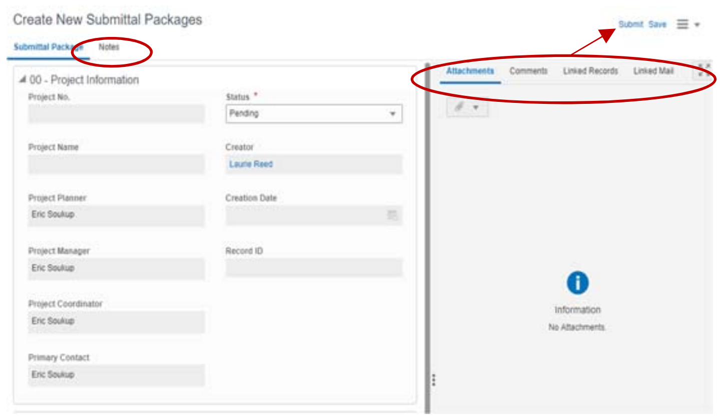
Unifier Login



Creating Submittal Package Individually

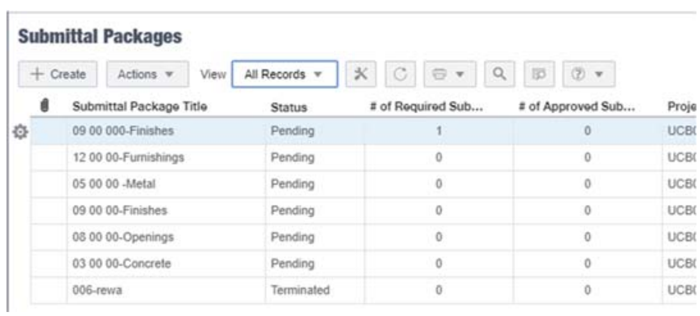
13. **Select** "Create".
14. Under 00 - Project Information note, **enter** data for red asterisked fields.
    a. Greyed fields will auto-populate
15. Notes, Attachment, Comments, etc. may be added using the buttons indicated, however, generally not useful at this time.

    Note: Do NOT change status from "Pending" until all submittals in the package have been reviewed and approved or rejected.
16. **Select** "Submit".



17. You now have a Submittal Packages created.

    Note: Information in the log, i.e., "Status" and "# of Required Submittals" will update throughout the life of the project.


Submittal Packages

+ Create | Actions | View | All Records

Submittal Package Title	Status	# of Required Sub...	# of Approved Sub...	Proje
09 00 000-Finishes	Pending	1	0	UCB(
12 00 00-Furnishings	Pending	0	0	UCB(
05 00 00 -Metal	Pending	0	0	UCB(
09 00 00-Finishes	Pending	0	0	UCB(
08 00 00-Openings	Pending	0	0	UCB(
03 00 00-Concrete	Pending	0	0	UCB(
006-rewa	Terminated	0	0	UCB(

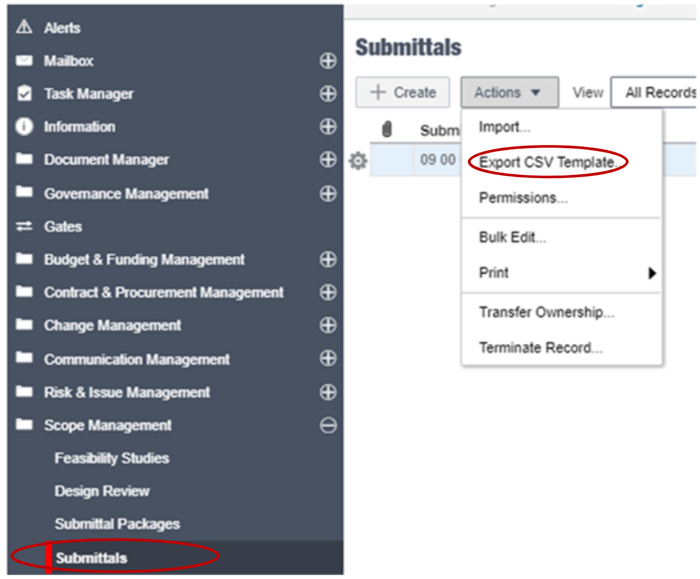
Action By: Project Team	Example

Next step is to create the submittals required within each submittal package.

Creating Submittals via import template

18. **Navigate** to Submittals
19. **Select** "Export CSV Template"

    Note: This is the recommended method for projects with numerous submittal requirements. Otherwise, to enter manually, skip to step 34.



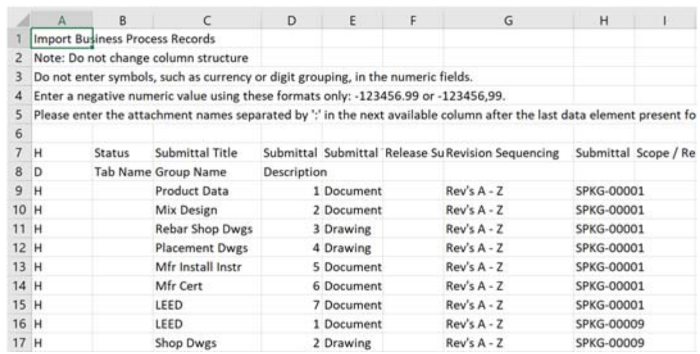
20. "Submittals Interface" template will open.
21. **Entering** data for Columns "A, C, D, E, G and H" is required. Column "A" always being "H" in this step.

    Note: It is important to follow the directions at the top of the template.

22. Optionally data may be **entered** for Columns "B and F".

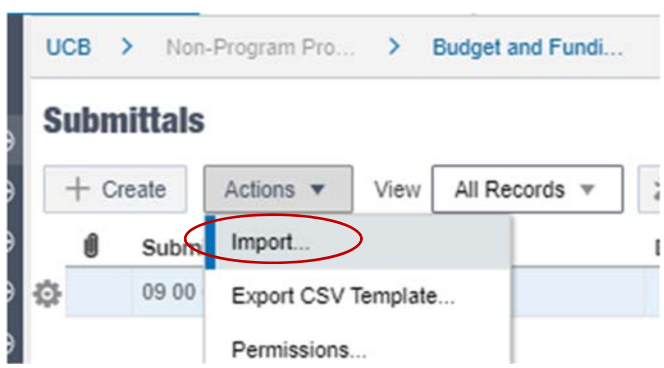
    Note: In this step "Status" will always be "Pending". If Status is not entered at this time, the default will be "Pending".

23. **Save** the template to your computer.



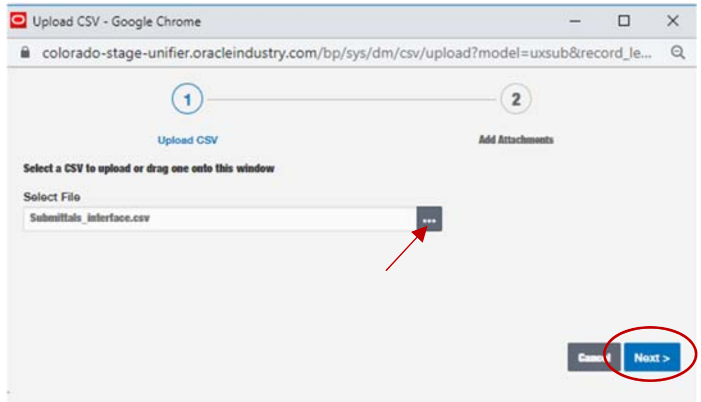
	A	B	C	D	E	F	G	H	I
1	Import Business Process Records								
2	Note: Do not change column structure								
3	Do not enter symbols, such as currency or digit grouping, in the numeric fields.								
4	Enter a negative numeric value using these formats only: -123456.99 or -123456,99.								
5	Please enter the attachment names separated by ':' in the next available column after the last data element present fo								
6									
7	H	Status	Submittal Title	Submittal	Submittal	Release Su	Revision Sequencing	Submittal	Scope / Re
8	D	Tab Name	Group Name	Description					
9	H		Product Data	1	Document		Rev's A - Z	SPKG-00001	
10	H		Mix Design	2	Document		Rev's A - Z	SPKG-00001	
11	H		Rebar Shop Dwgs	3	Drawing		Rev's A - Z	SPKG-00001	
12	H		Placement Dwgs	4	Drawing		Rev's A - Z	SPKG-00001	
13	H		Mfr Install Instr	5	Document		Rev's A - Z	SPKG-00001	
14	H		Mfr Cert	6	Document		Rev's A - Z	SPKG-00001	
15	H		LEED	7	Document		Rev's A - Z	SPKG-00001	
16	H		LEED	1	Document		Rev's A - Z	SPKG-00009	
17	H		Shop Dwgs	2	Drawing		Rev's A - Z	SPKG-00009	

24. **Select** "Import" from the "Actions" drop-down menu.



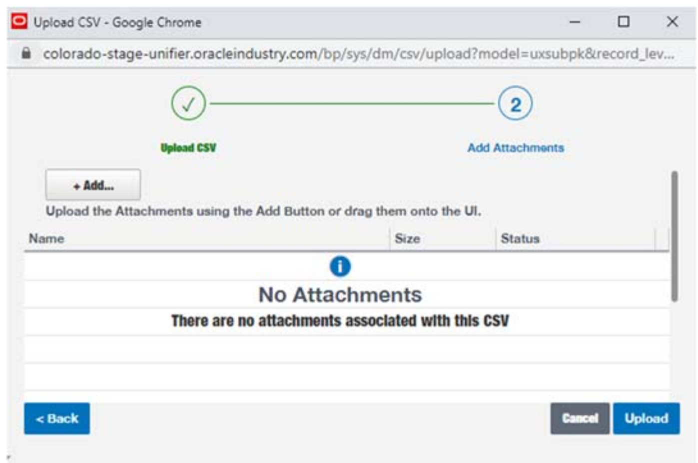
Action By: Project Team	Example

25. **Select** your saved template from your computer using the Browse button or drag the file into the window.
26. **Select** "Next".

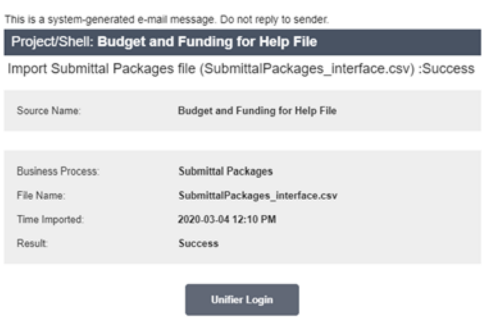


27. **Select** "Upload".

Note: There are no attachments in creating Submittal Packages.



28. **Select** "OK".

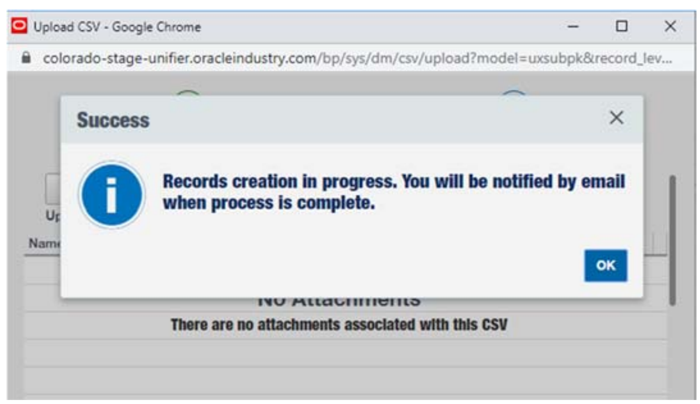

This is a system-generated e-mail message. Do not reply to sender.

Project/Shell: **Budget and Funding for Help File**

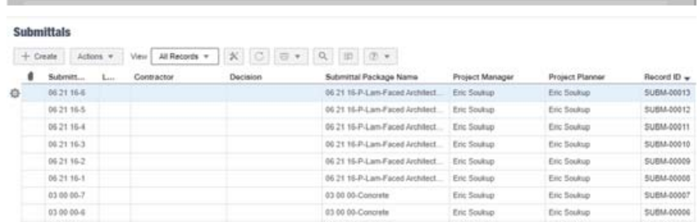
Import Submittal Packages file (SubmittalPackages_interface.csv) :Success

Source Name:	Budget and Funding for Help File
Business Process:	Submittal Packages
File Name:	SubmittalPackages_interface.csv
Time Imported:	2020-03-04 12:10 PM
Result:	Success

Unifier Login



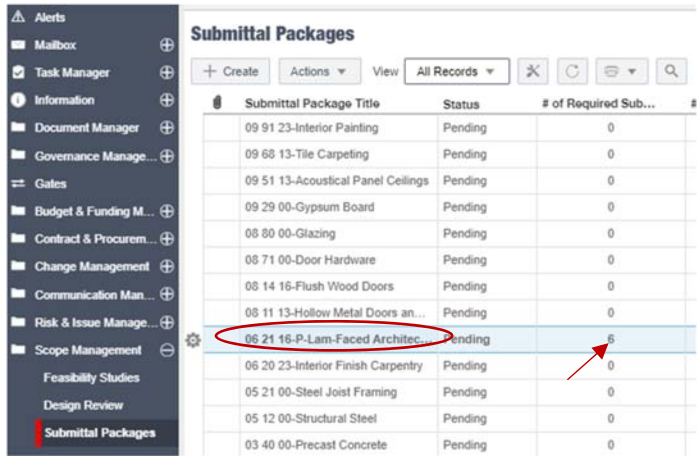
29. A list of <u>all</u> Submittals is now created.



Action By: Project Team	Example

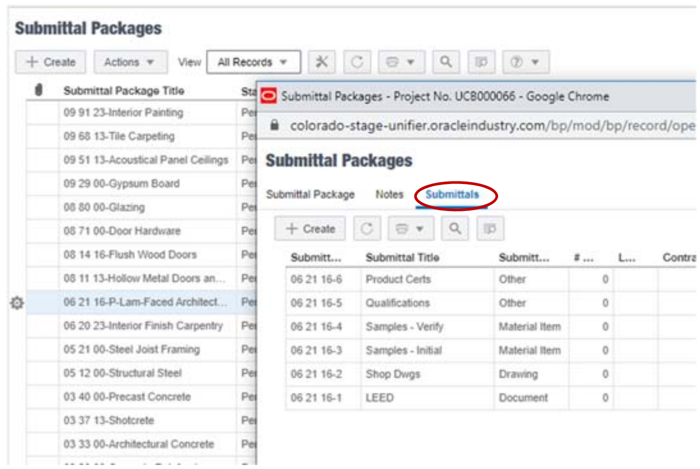
30. To view a list of submittals specific to a submittal package, **navigate** to “Submittal Packages”.
31. **Double-click** the submittal package.

    Note: The “# of Required Submittals” is now populated.

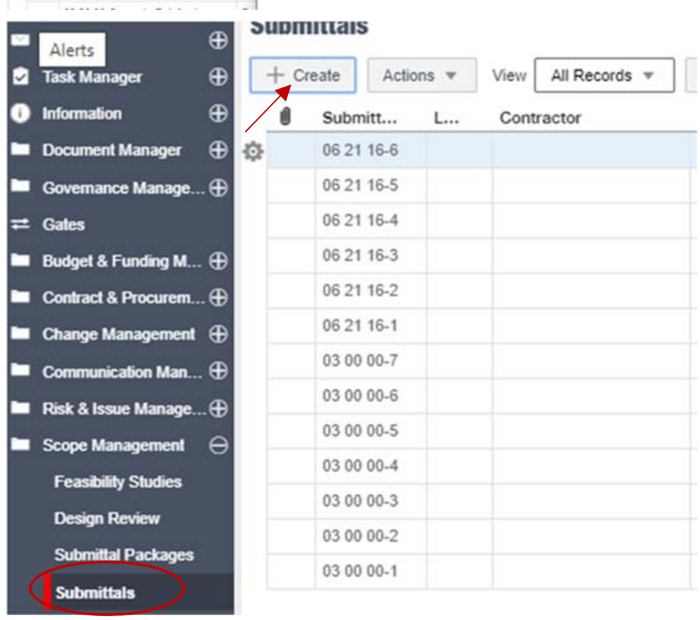


32. Submittal package opens in a new window.
33. The full list of submittals is found under “Submittals” at the top of the page.

    Note: “Notes” will rarely be used.



34. To create submittals manually instead of import, **navigate** to Scope Management>Submittals.
35. **Select** “Create”.



Action By: Project Team	Example

36. In Section 00 – Project Information **note** greyed fields will auto-populate.

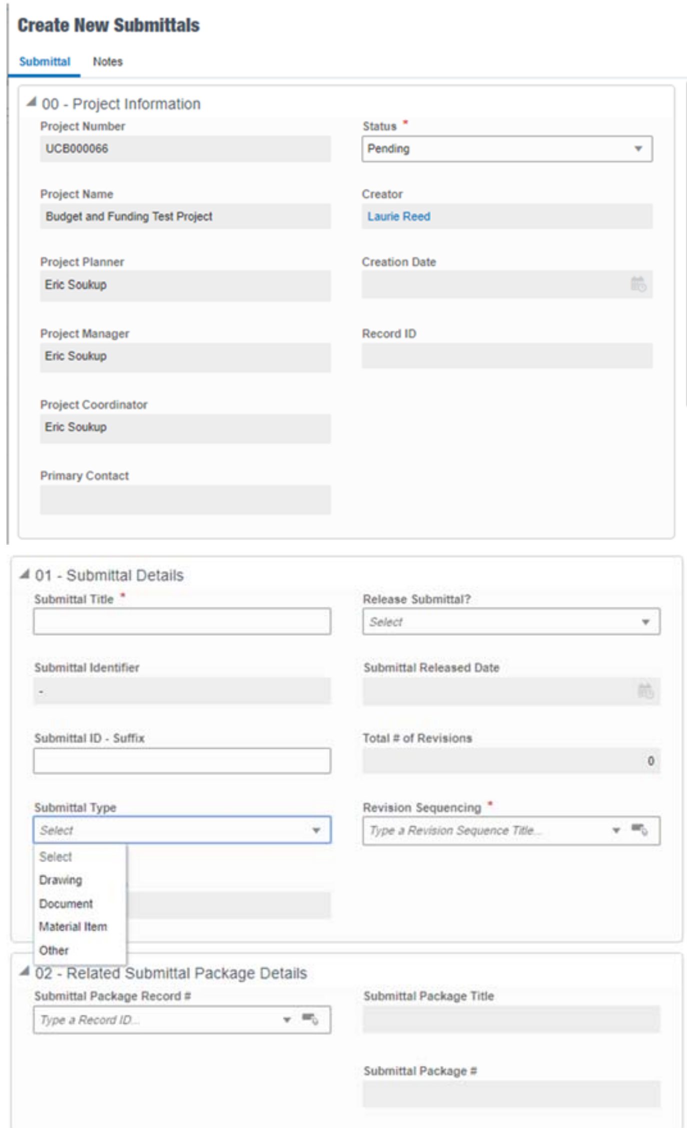
    Note: “Status” will remain “Pending” until the submittal reaches a terminal status.

37. In Section 01 – Submittal Details **enter** data for red asterisked fields

38. Optionally **select** the “Submittal Type”

    Note: Release Submittal? <u>must</u> be No until you are ready for your first submittal revision, which sends the submittal to the Contractor.

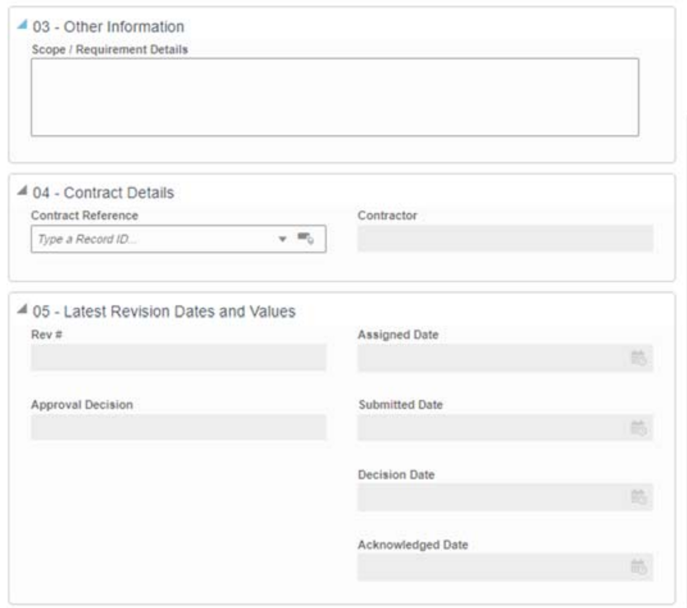
39. In 02 – Related Submittal Package Details **select** the Submittal Package Record # from the picker.



Action By: Project Team	Example

40. Optionally, **enter** data for Sections 03 04.

41. In Section 05 – Latest Revision Dates and Values, greyed fields will populate as appropriate.



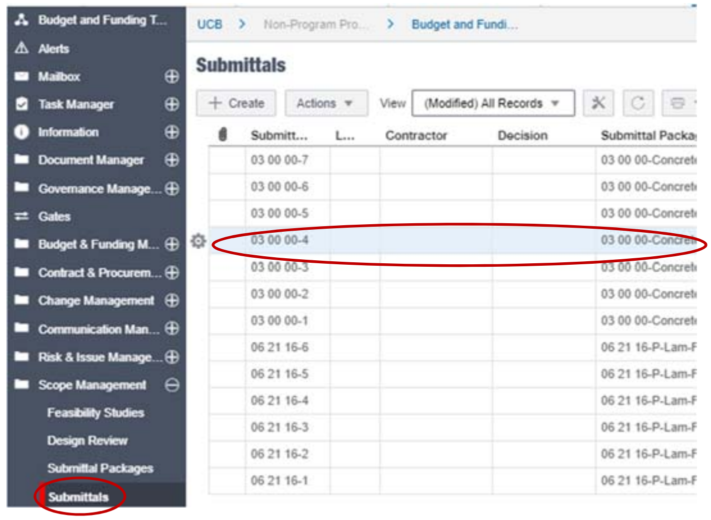
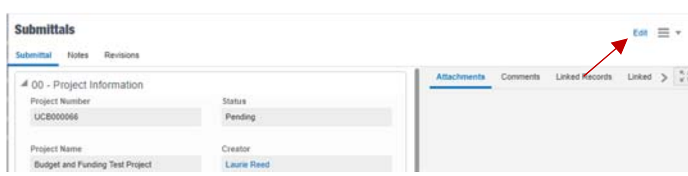
42. **Select** “Submit”

43. **Repeat** steps to create additional submittals.

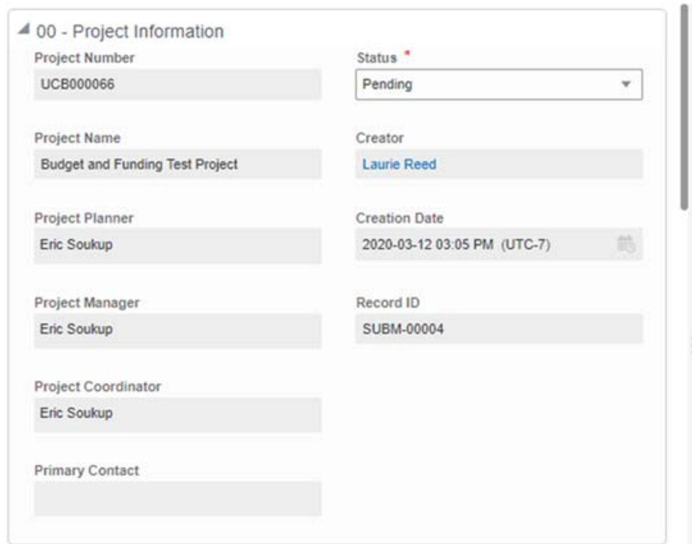
END TASK

3.7.8 ROUTING A SUBMITTAL FOR APPROVAL (UPDATED: 03/12/2020)

Goals	How to initiate and route a submittal for review and approval.
Navigation	Project>Scope Management>Submittal
Action By	Project Team
Pre-requisites	Ready to submit the first submittal.
Related Files	3.7.7 Creating Submittal Package 3.7.11 Closing a Submittal Package

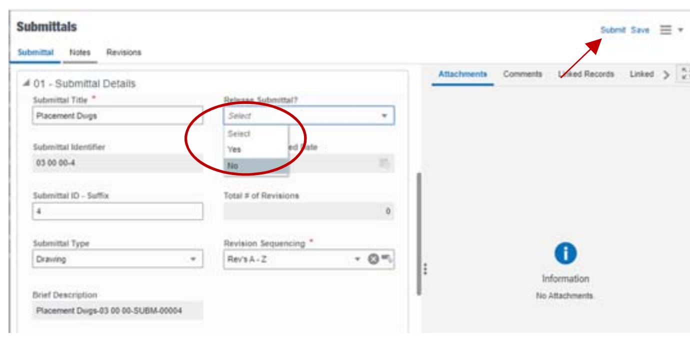
Action By: Project Team	Example
1. **Navigate** to Project>Scope Management>Submittal. 2. **Double-click** on the Submittal to open the Submittal from the list.	
3. **Select** "Edit"	

4. In Section 01 – Project Information greyed fields will auto-populate.
5. “Status” to **remain** “Pending”.

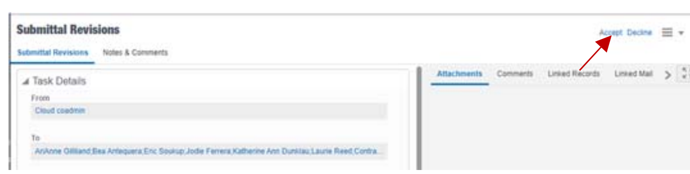


6. In 01 – Submittal Details, **change** “Release Submittal?” to “Yes”.

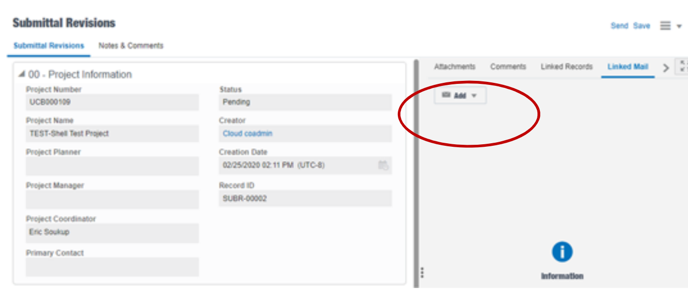
   Note: Selecting “No” in “Release Submittal?” is typically only used if it is determined the submittal is not needed.



7. **Select** “Submit” to create the first Submittal Revision. This sends the submittal to the Contractor as a task.
8. The Contractor **locates**, **opens**, and **accepts** the task.

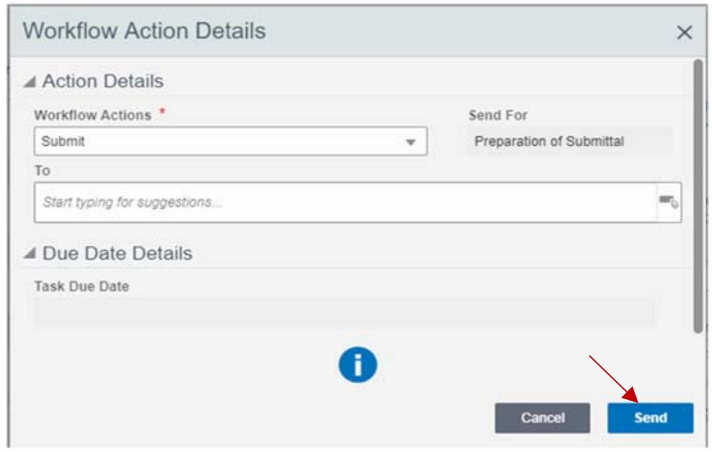


9. Contractor reviews the type of submittal required.
10. **Select** “Send”.

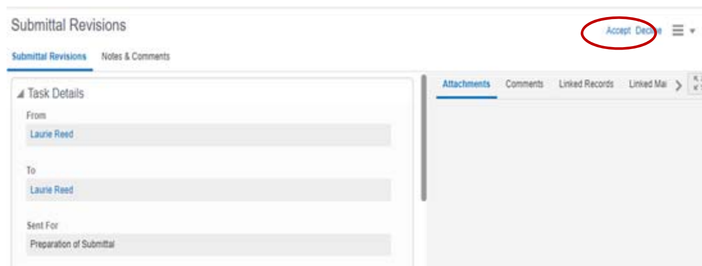


11. **Note** in this step “Submit” is the only option and is pre-selected.
12. “To” field is required, and Recipient(s) must be selected
13. **Select** “Send” to send the submittal for Preparation of Submittal.

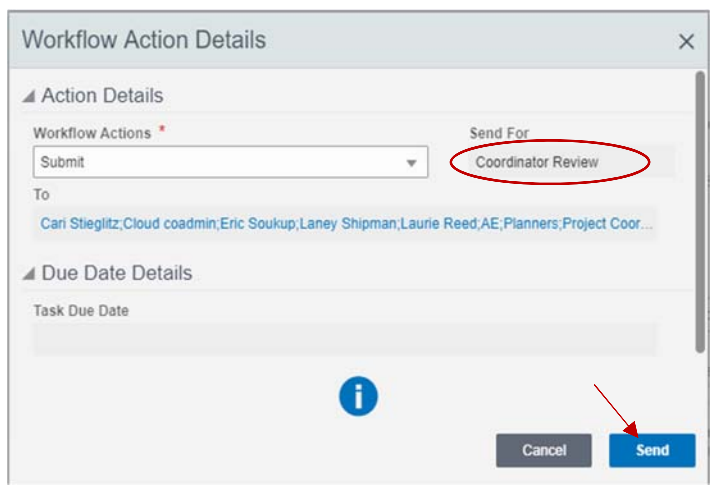
    Note: User who initiates the revision may also be the person preparing the submittal. In this case, select your own name. In the future, Vendors will prepare the submittal.



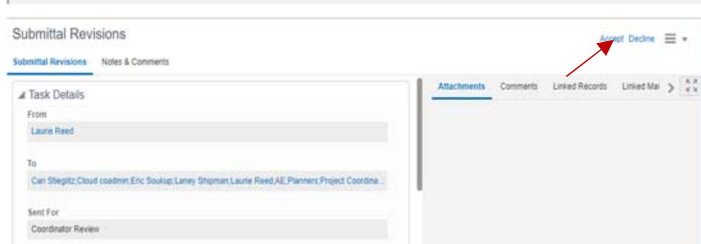
14. **Open** and **accept** the Submittal Revision.
15. **Add** attachments, notes and comments as required by the submittal.



16. **Select** “Send” to open the Workflow Action Details screen.
17. In this step “Submit” is your only option
18. **Select** “Send” to send the Submittal Revision for Coordinator Review.

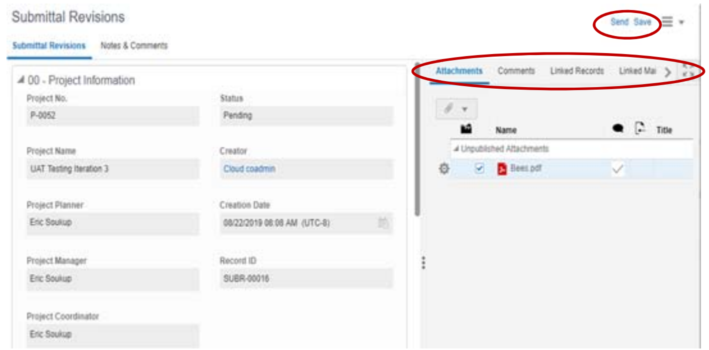


19. Coordinator **locates**, **opens** and **accepts** the task

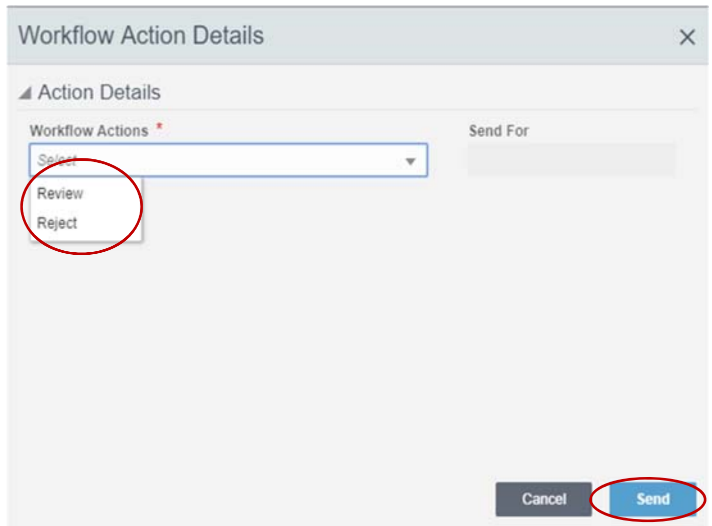


20. **Review** all information provided.
21. **Open** attachments and review.

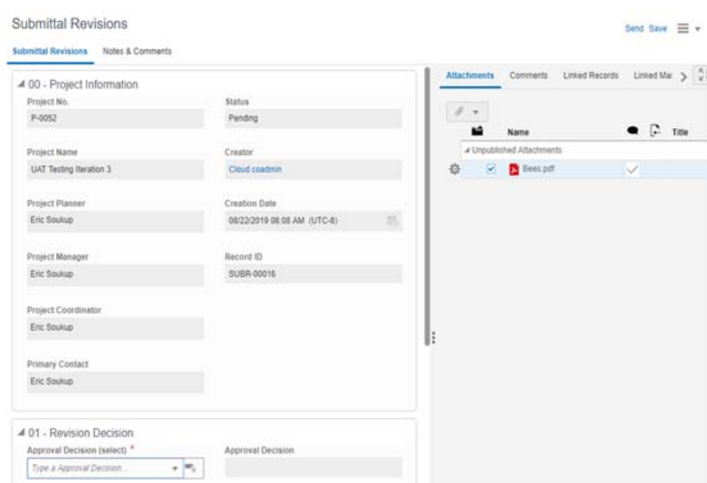
    Note: Intent of this step is to ensure the Contractor has submitted full and correct documents.
22. **Enter** Notes & Comments, Attachments, etc. as necessary
23. **Select** "Send" to open the Workflow Action Details screen.



24. **Select** "Review" to send the Submittal for Submittal Response. "To" field is required and User Selected.
    a. Optionally, **select** "Reject" to send the Submittal for Submitter Rejection Notification. "To" field is auto populated with the submitter.
25. **Select** "Send".

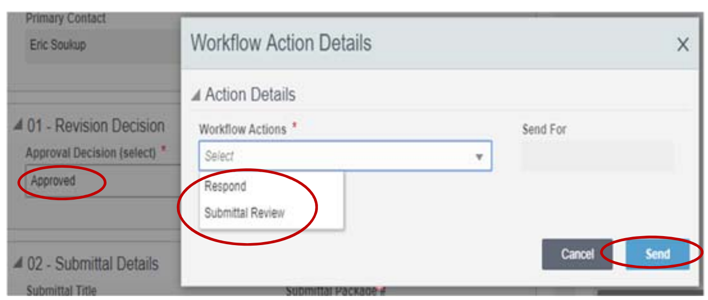


26. Architect locates, opens, and accepts the task.
27. Reviews and revisions until all reviewers have completed their review.

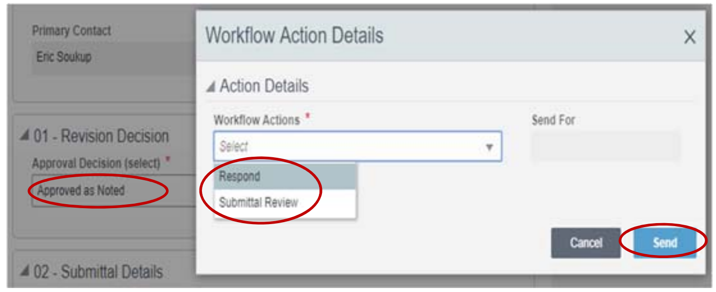


28. After review, **select** the approval decision in 01 – Revision Decision.
29. **Select** one of the following approval decisions from the Submittal Revision Approval Codes list.
30. **Select** "Send" to open the workflow Action Details screen.
    a. "Approved" – Submittal is approved.
    b. "Approved as Noted" – Approved with notations.
    c. "Pending Review" – Submittal is being routed to other entities for review, such as, Codes, Mechanical, etc. Pending Review is a consensus review. All parties must comment.
    d. "Rejected" – Not approved. Terminal step: a new revision is created, and the process begins at Assignment step.
    e. "Revise and Resubmit" – needs revision. Terminal step: a new revision is created, and the process begins at Assignment step.

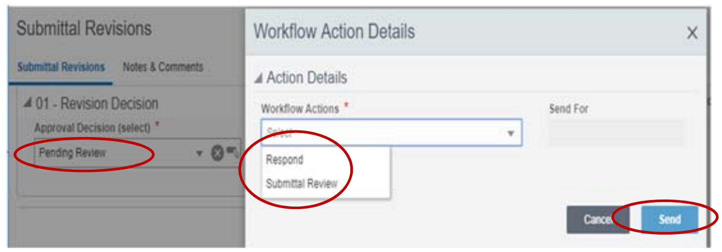
31. If "Approved" is selected:
    a. "Respond" sends the Submittal for Submitter Approval Notification.
        i. Optionally, select "Submittal Review" to send for Submittal Review and Respond back to Submittal Response.
32. **Select** "Send".



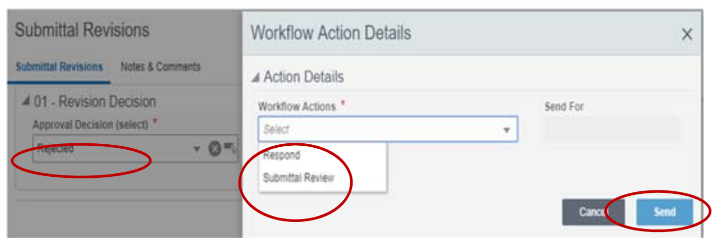
33. If "Approved as Noted" is selected:
    a. "Respond" sends the Submittal for Submitter Approval Notification
    b. "Submittal Review" sends for Submittal Review and Respond back to Submittal Response
34. **Select** "Send".



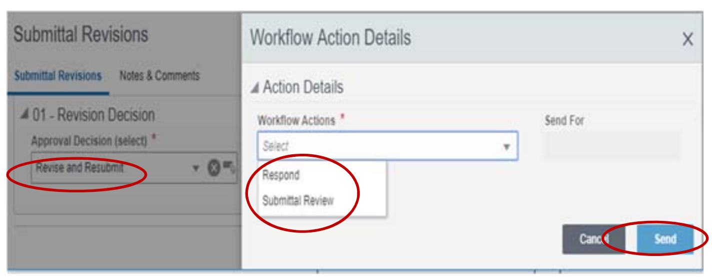
35. If "Pending Review" is selected:
    a. "Respond" sends the Submittal for Submittal Response
    b. "Submittal Review" sends for Submittal Review and Respond back to Submittal Response
36. **Select** "Send".



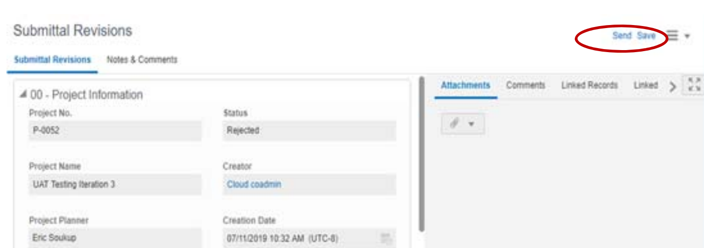
37. If "Rejected" is selected:
    a. "Respond" sends the Submittal for Submitter Rejection Notification
    b. "Submittal Review" sends for Submittal Review and Respond back to Submittal Response
38. **Select** "Send".



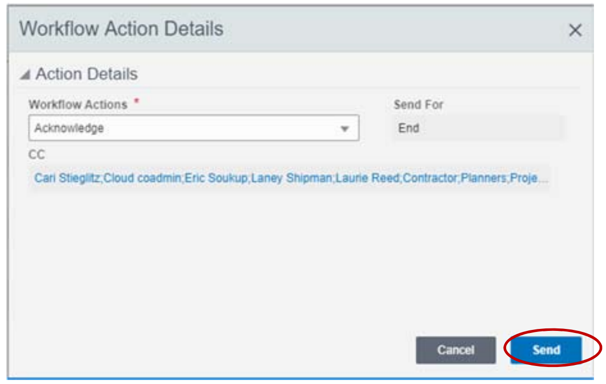
39. If "Revise and Resubmit" is selected:
    a. "Respond" sends the Submittal for Submitter Rejection Notification
    b. "Submittal Review" sends for Submittal Review and Respond back to Submittal Response
40. **Select** "Send".



41. **Repeat** reviews until the approval decision is Submitter Approved, Approved as Noted, or Rejection.
42. **Review** all information provided. **Add** notes and comments as needed.
43. Select "Send" to open the Workflow Action Details screen.



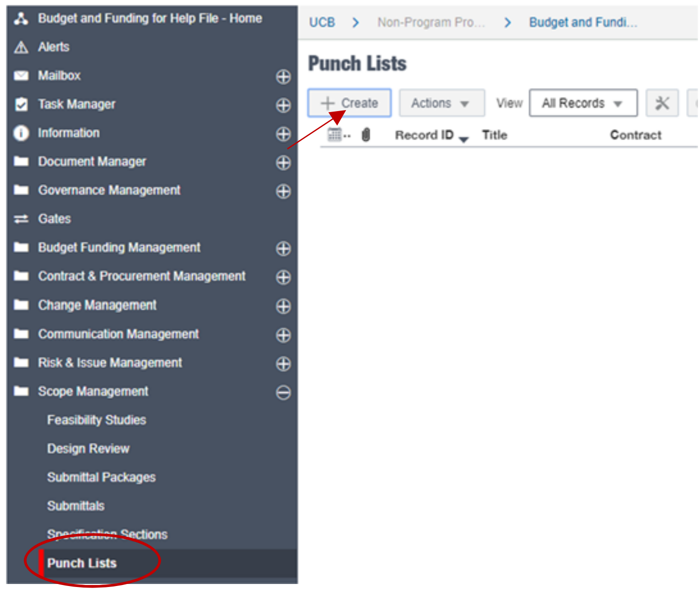
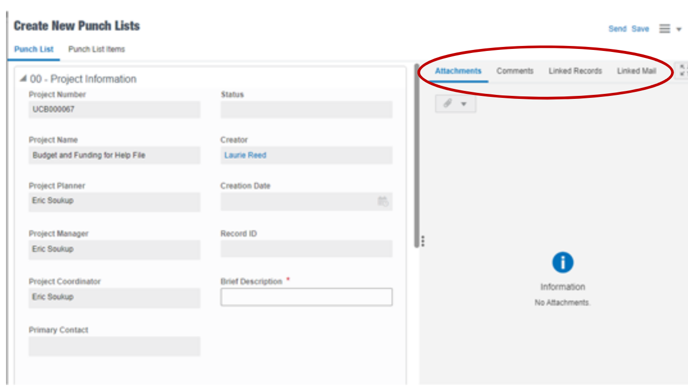
44. In this step Acknowledge is the only option. This is a terminal step for the Business Process.



END TASK

3.7.9 COMPLETING PUNCH LISTS (UPDATED 1/27/2020)

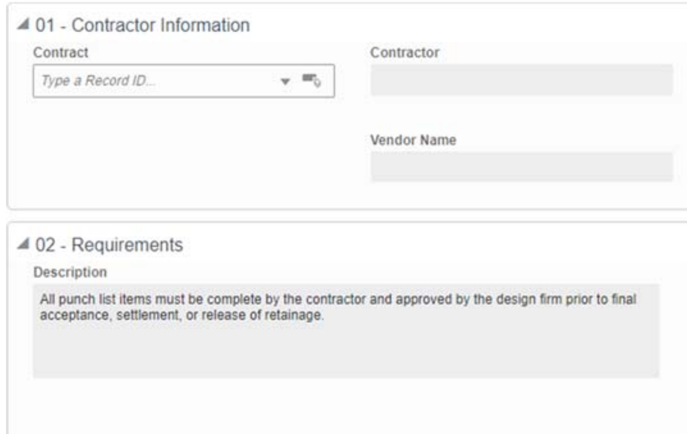
Goals How to complete and route a punch list.
Navigation Project>Scope Management>Punch Lists
Action By Project Manager / Project Coordinator / Planner / AE / Contractor
Pre-requisites None.
Related Files None.

Action By: Project Manager / Project Coordinator / Planner / AE / Contractor	Example
1. **Navigate** to Project>Scope Management>Punch List 2. **Select** “Create”.	
3. In 00-Project Information, **enter** data for red asterisked fields. Note: Use this field to note area for the punch list. a. Greyed fields will auto-populate as appropriate. 4. **Enter** Notes & Comments, Attachments, etc. as necessary.	

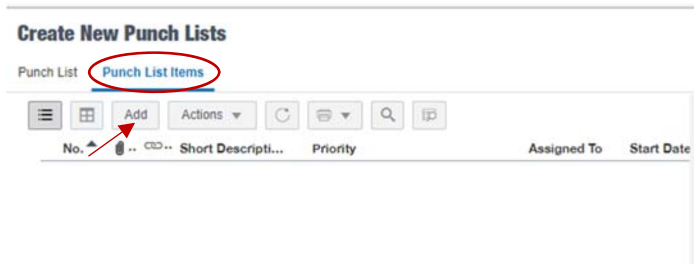
5. **Select** the Contract related to the Punch List.

   Note: the Contract Name and Vendor name auto populate.

   Note: the Requirements description auto populates and is not editable.



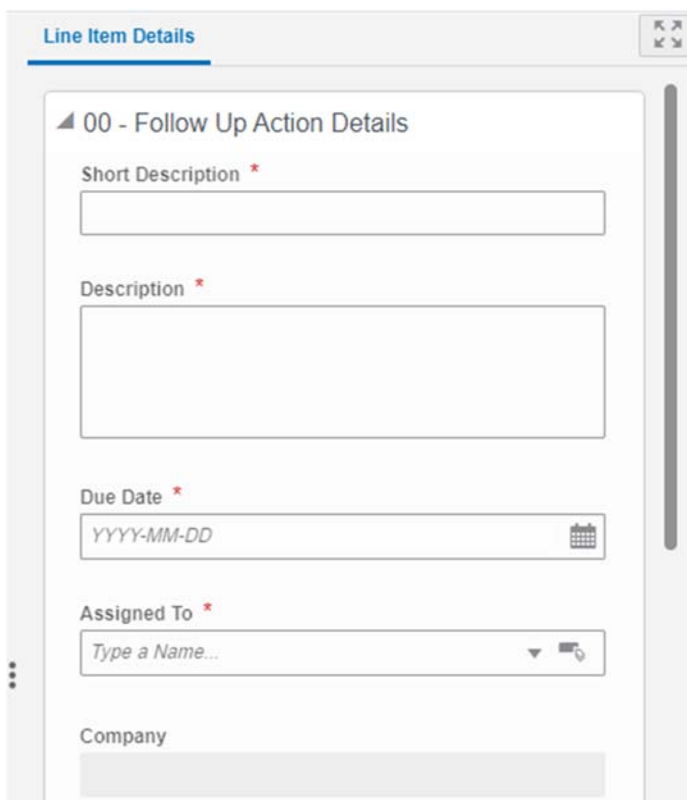
6. **Select** the Punch List Items tab to start adding punch list items.
7. **Select** "Add" to add the first item noted.



8. In 00- Follow Up Action Details **enter** data for the red asterisked fields.

   Note: "Short Description": Enter the main title of the punch list item. Description should contain more specific information on the Action.

   Note: "Assigned To": will be responsible for closing out the punch list item within the system. They must be a user in Unifier.



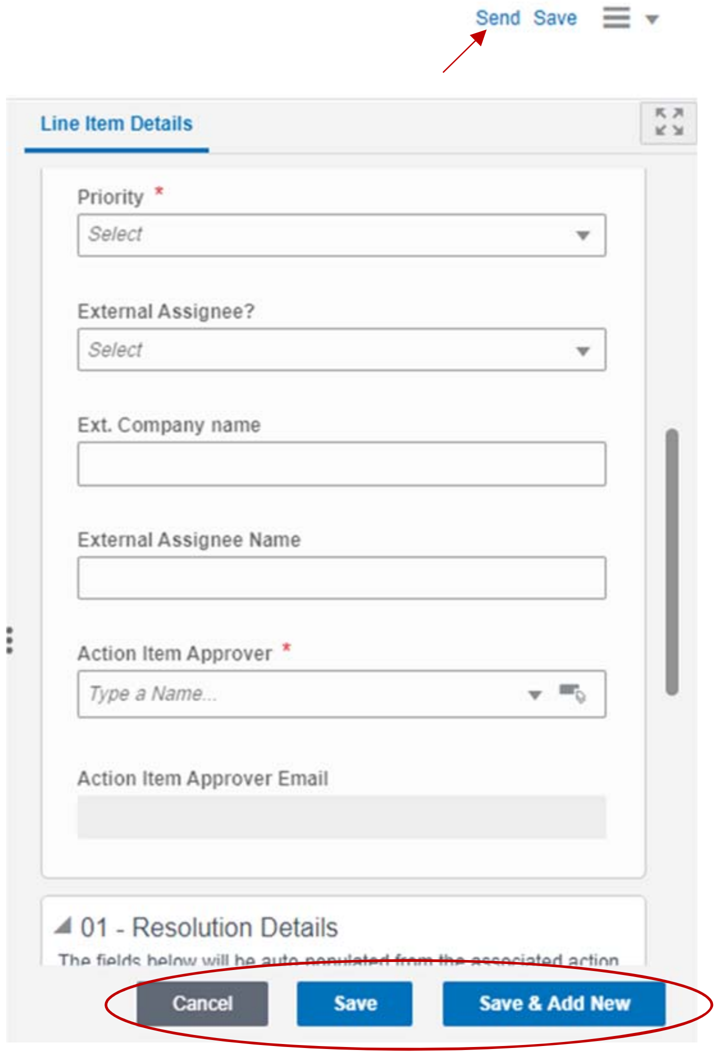
9. In 00–Follow Up Action Details (cont.) **enter** data for red asterisked fields.
    a. External Assignee: Choose whether the person assigned is external to the system. This could be used when the person responsible is not a user in Unifier.

    Note: Ext. Company Name is a mandatory field if "External Assignee" is "Yes". If "No" is selected the field is greyed out.

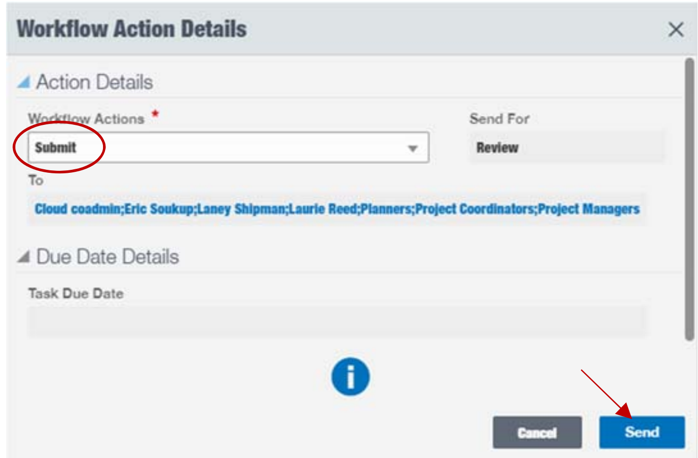
    Note: External Assignee Name is a mandatory field if "External Assignee" is "Yes". If "No" is selected the field is greyed out.

    b. Action Item Approver: Select the user that will approve or validate the punch list item is complete. They must be a user in Unifier.
10. **Select** "Save" to save the current entry
    a. Optionally, select "Save & Add New" to save the current entry and add a new Line Item.
11. **Select** "Cancel" to cancel the current entry.
12. **Repeat** each Punch List Item until all individual actions are captured.
13. **Select** "Send" in the top right-hand corner.

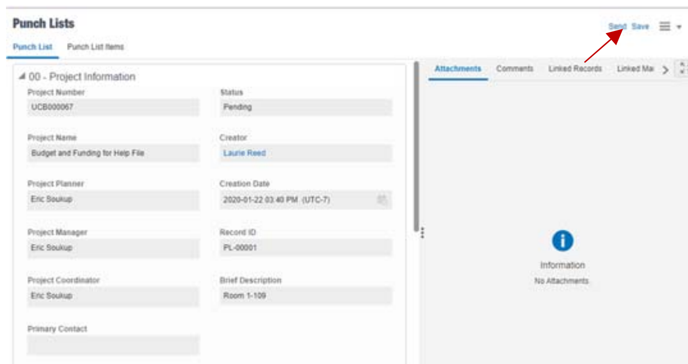
    Note: 01-Resolution Details will be auto-populated from an associated Action Item record, if one exists.



14. **Note** in this step “Submit” is the only option.
15. **Select** “Send”.

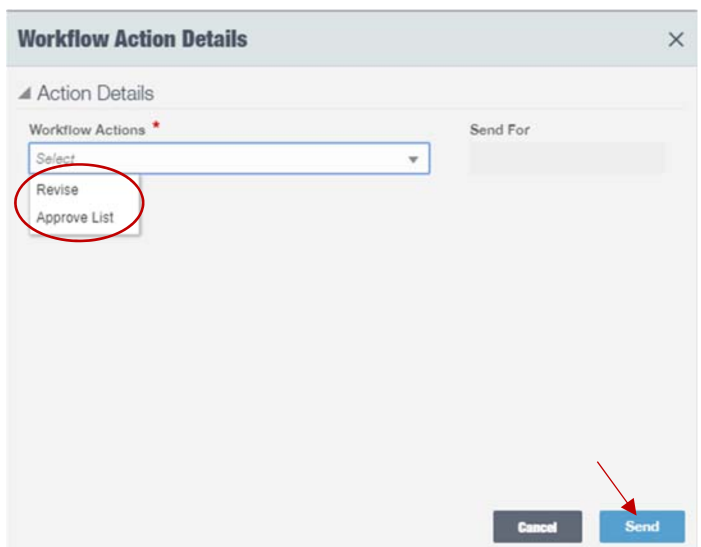


16. Assignee locates, opens and accepts the record.
17. **Review** all information.
18. **Select** “Send”.



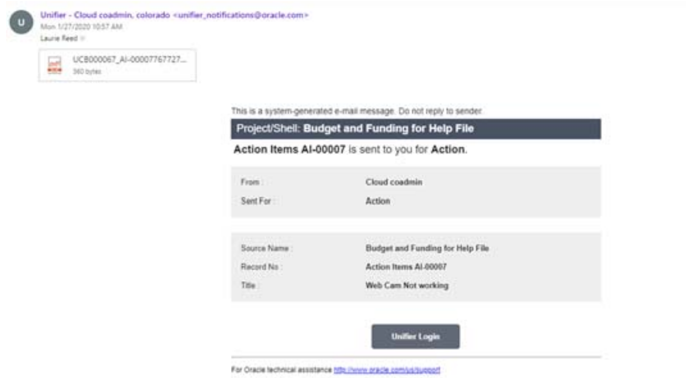
19. **Select** “Approve List” sends to Punch List Closeout.
    a. Optionally, **select** “Revise” sends the Punch List to the Creator to revise and resubmit.

    Note: An Action Item will be auto created once the Punch list is Approved.
20. Select “Send”.



21. Each Punch List “Assigned To” will be notified of a new “Action Item”.

    Note: Action Item “Assigned To” will update the Action Item business process once they have completed the assigned Action (Punch List Item).

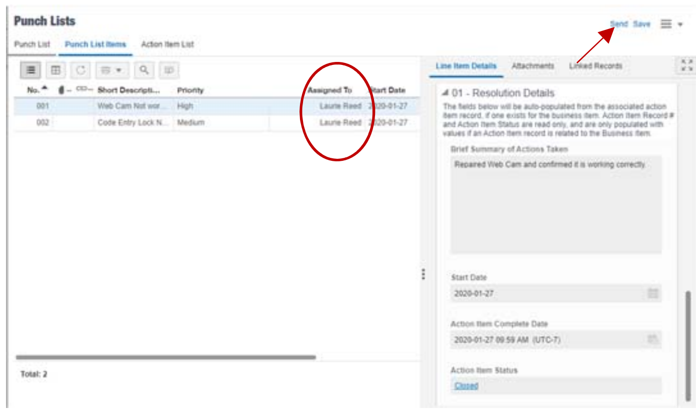


22. Action Item Approver will periodically review the Punch List record to view status of each “Punch List Item”.

    Note: Status of each punch list item is visible in 01 – Resolution Details. A hyper link to the Action Item in “Action Item Status” will take you to the Action Item record.

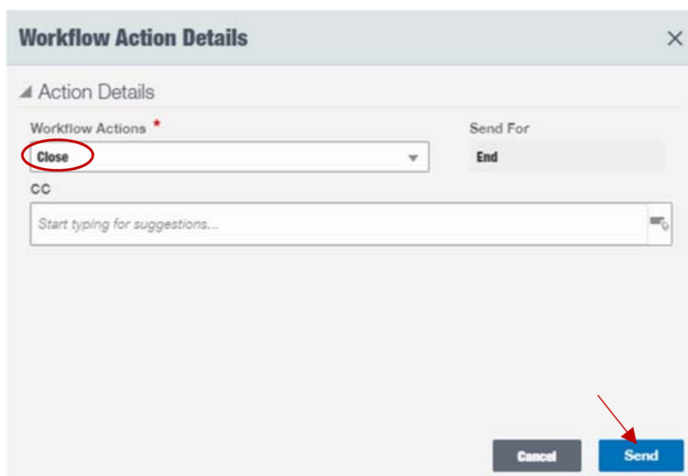
23. After all Action Items are “Closed”, the record is ready to be closed

24. **Select** “Send”.



25. In this step “Close” is the only option and is a terminal step for the business process.

26. **Select** “Send”.



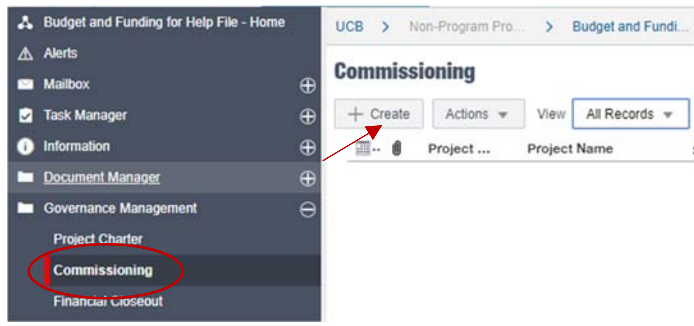
END TASK

3.7.10 COMPLETING COMMISSIONING (UPDATED 03/04/2020)

Goals	How to complete commissioning.
Navigation	Project>Governance Management>Commissioning
Action By	Cx Authority
Pre-requisites	None
Related Files	Cx Plan

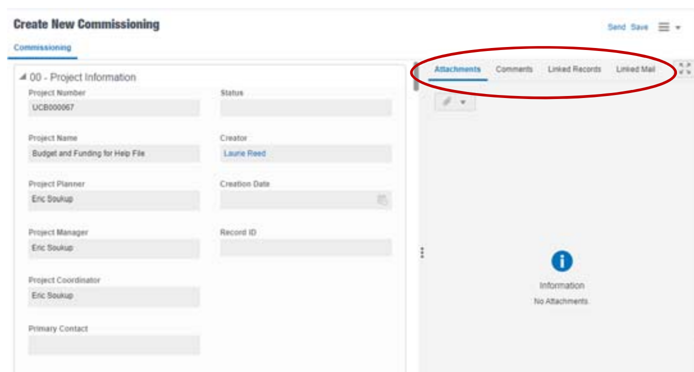
Action By: Cx Authority	Example

1. **Navigate** to Project>Governance Management>Commissioning
2. **Select** “Create”

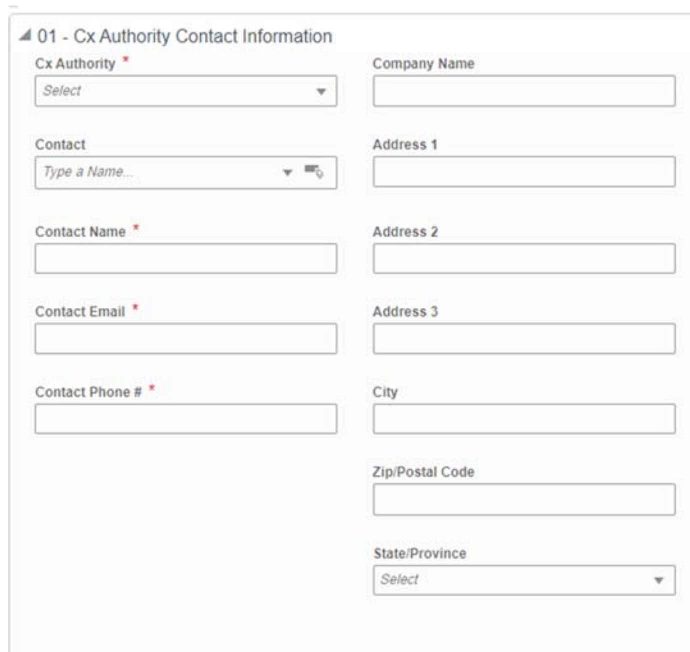


3. In 00 – Project Information, **note** greyed fields will auto-populate.
4. **Enter** Attachments, Comments, etc. as necessary

   Note: The Cx plan will be attached via “Attachments”.



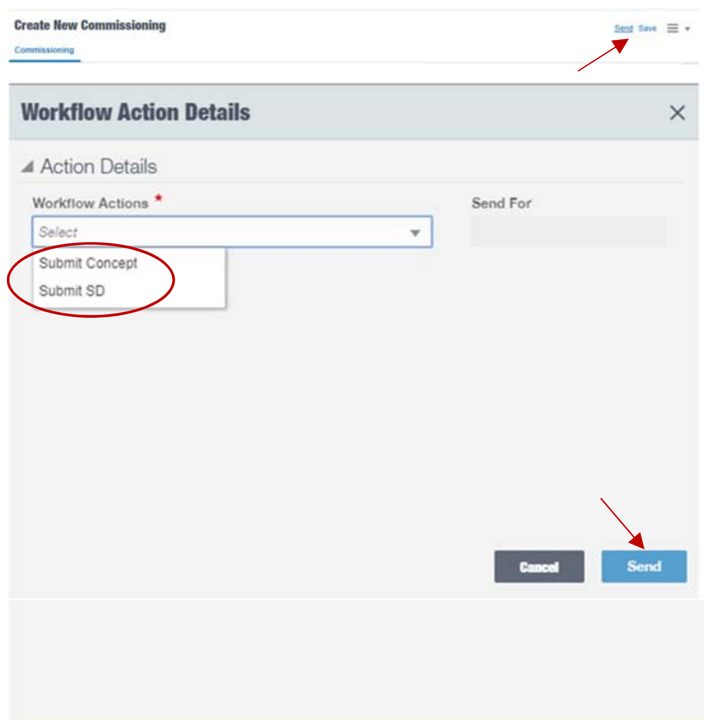
5. **Select** Internal or External Cx Authority
6. **Enter** data for red asterisk fields
    a. If an External Cx Authority is used, a single Point of Contact must be identified, and data entered for all red asterisked fields.
    b. If an Internal Cx Authority is used, red asterisked fields will auto-populated once a "Contact" is selected, except Contact Phone # must be entered. Fields in the right hand column will be greyed out.



7. **Select** "Send".
8. **Select** Workflow Action as appropriate. Workflow Action options will display according to the current phase
9. **Select** "Send".

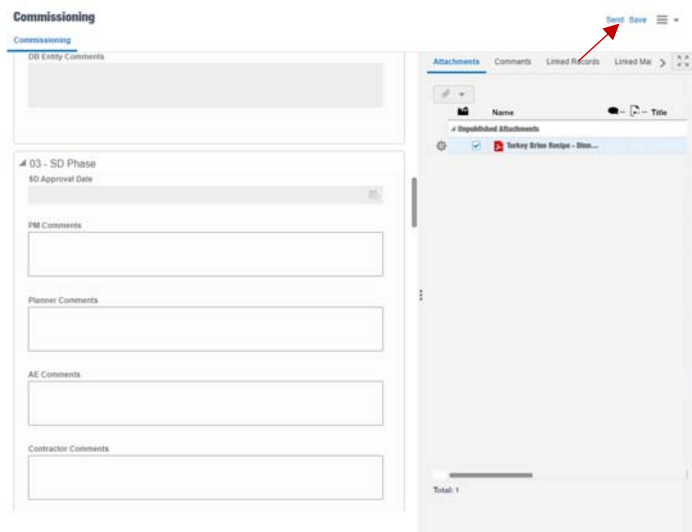
Note: A Concept may, or may not, be used. However, the process must at least begin at SD.

Note: consider adding the Internal Reviewer e.g. Engineering, Operations, Utilities, etc.



10. Reviewer locates, opens record and accepts the task.
11. The Cx plan is reviewed and submits comments.

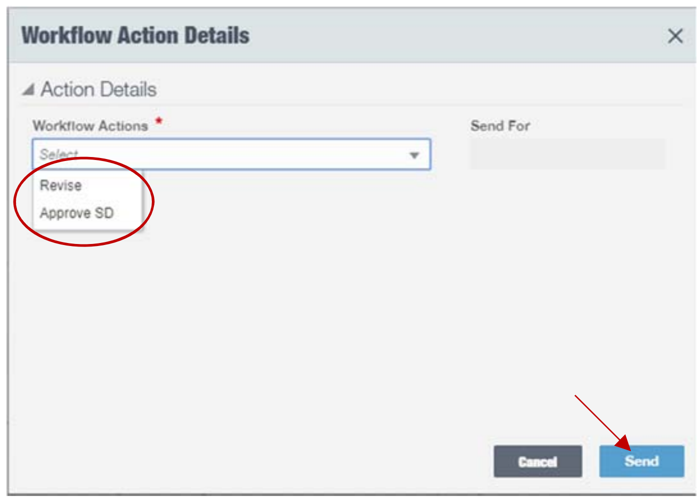
    Note: Only fields in the current phase will be available for comments. Fields in all other phases will be greyed out.
12. **Select** "Send".



13. **Select** "Approve SD" to send the business process `to the Update step.
    a. Optionally, **select** "Revise" sends the business process for revise and resubmit.
14. **Select** "Send".

    Note: The same process will be followed for each Phase.

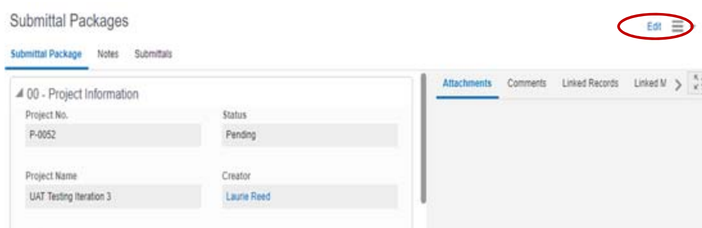
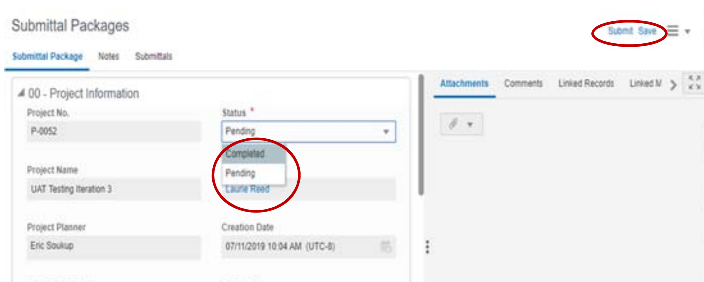
    Note**:** Approval at each Phase is a Consensus Approval, meaning all Reviewers must respond, and eventually approve before the next Phase will be able to advance.



END TASK

3.7.11 CLOSING A SUBMITTAL PACKAGE (UPDATED: 1/23/2020)

Goals	How to close out a submittal package.
Navigation	Project>Scope Management>Submittal Package
Action By	Project Manager (PM) / Project Coordinator (PC) / Planner / AE / Contractor
Pre-requisites	All submittals/revisions complete and approve in the package.
Related Files	Submittal records

Action By: PM / PC / Planner / AE / Contractor	**Example**
1. **Navigate** to Project>Scope Management>Submittal Package Note: Only when all submittals in the package are approved or rejected the Submittal Package can be closed. 2. **Select** "Edit".	
3. **Change** the status to "Completed". 4. **Select** "Submit". Note: All Submittal Packages must be closed for a project to be closed.	 END TASK

3.8 TIME MANAGEMENT

3.8.0 INTRODUCTION

Time management is about not only managing the construction schedule, it is also about managing the owner milestones that help consistency in rolling projects up to a portfolio level in a single view.

Managing schedules in PDS include the default milestone schedule. For contractor schedules, they can be uploaded into the document manager as a PDF as well as optionally imported directly into Unifier.

3.8.1 MANAGING THE PROJECT MILESTONE SCHEDULE (UPDATED: 03/04/2020)

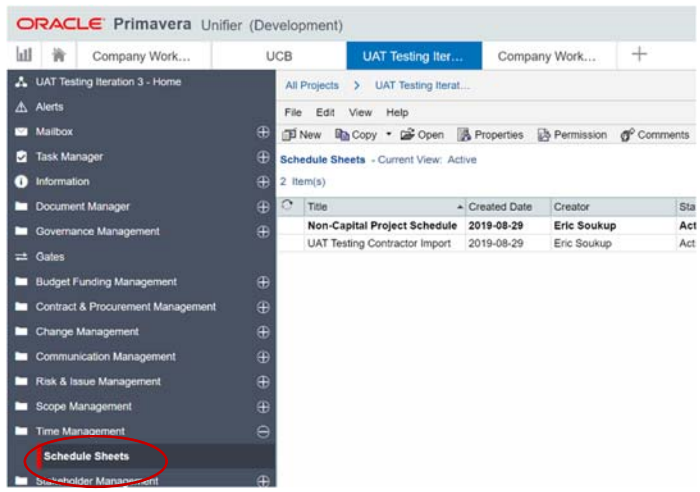
Goals	How to update the template milestone schedule.
Navigation	Project > Time Management > Schedule Sheet
Action By	Project Team
Pre-requisites	None.
Related Files	None.

Action By: Project Team	Example

1. **Navigate** to Time Management > Schedule Sheet and double-select on "Non-Capital Project Schedule" or "Capital Project Schedule" to open.

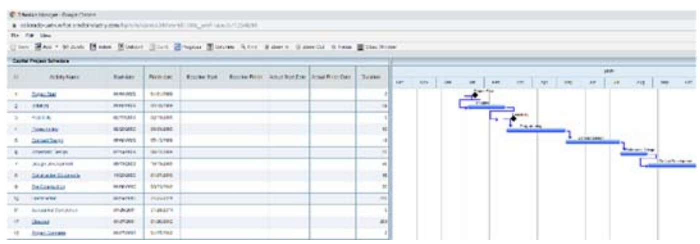
   Note: Available schedule type is determined by the project shell.

   a. The schedule sheet will open.



2. In the schedule sheet, **note** that there are standard milestones by default.

   Note: DO NOT modify the name of the standard **milestones**.



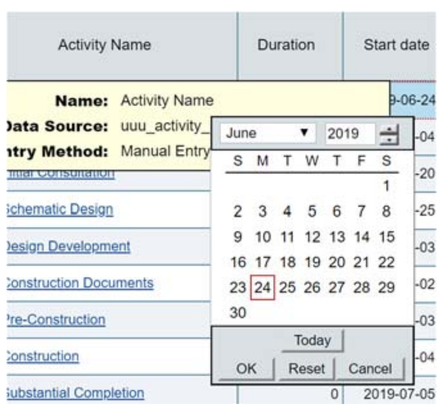
3. **Change** the Start Date and Finish Date to reflect the forecasted dates to occur.

4. To change, **double select** on the date field and select a new date from the calendar.

5. **Select** "OK" to save the new date.

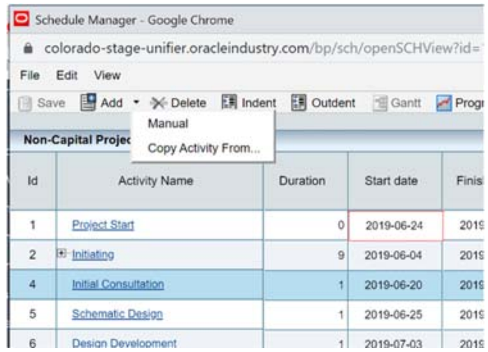
   Note: Successive activities' start dates update based upon the predecessor finish date.

6. **Select** "Save" at the end before closing the window.



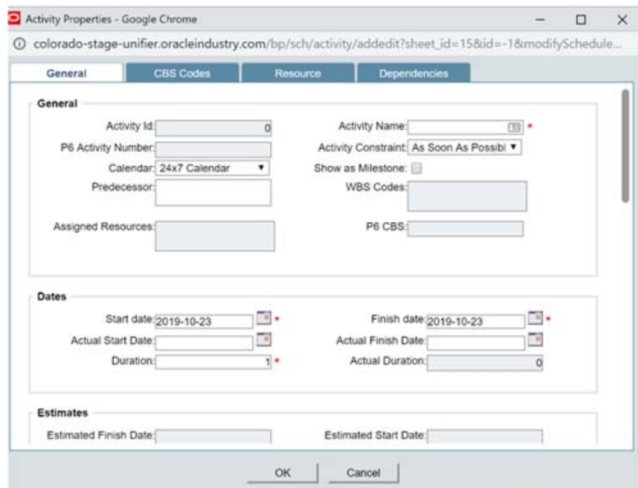
Action By: Project Team	Example

7. To add additional milestones, **select** once on the row that the new milestone should be added.
8. **Select** "Add" then "Manual" to add a new milestone.



9. **Enter** all required information at a minimum about the new milestone.
   a. Activity Name: The name of the milestone.
   b. Start date: The start date of the milestone.
   c. Finish date: The end date of the milestone.
   d. Duration: Should be 1 for a milestone.
   e. Define Dependencies for the new milestone and its relation to existing milestones.

   Note: You may need to update the dependencies for the activities on each side of the new activity you added.



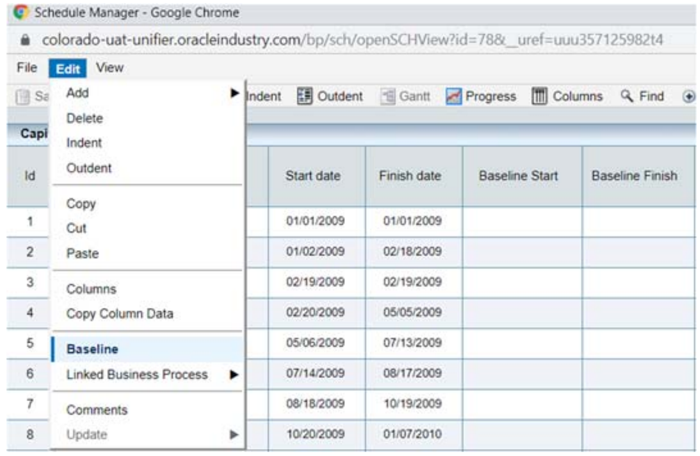
10. **Select** "OK" to save and create the new milestone.
11. **Click** "Save" before closing.
12. **Update** the schedule to reflect the most current information until baseline.

Action By: Project Team	Example

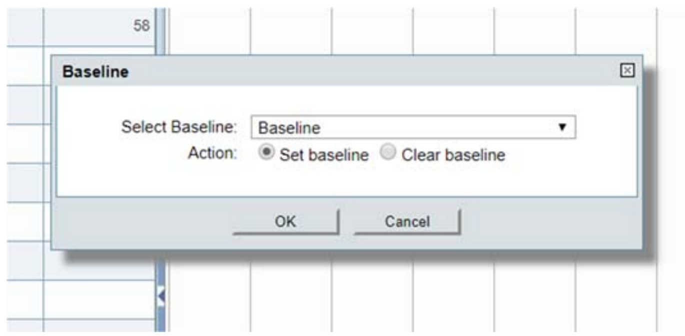
Note: **Baseline** the schedule at the point of schematic design approval. This will add dates to the Baseline Start and Baseline Finish dates that reflect the values in the Start date and Finish date columns.

Note: If you change dates, prior to baseline, need to select “Save” first before moving to the Edit step.

13. **Select** “Edit>Baseline” to open the baseline window.



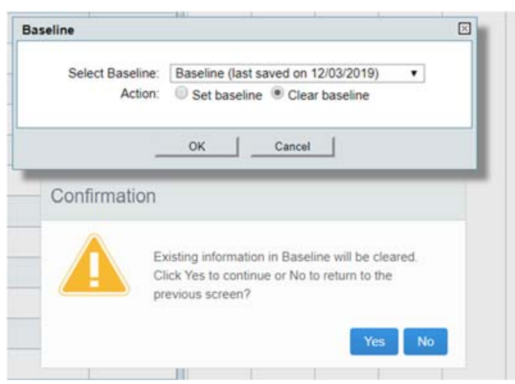
14. In the baseline window, **select** “Baseline” from the select baseline pull down.
15. **Choose** “Set Baseline” as the action.
16. **Select** “OK”.



Note that the baseline start and end dates are now populated to reflect the Start Date and End Date values.

17. **Continue** updating the Start and End date values as the project progresses as the “forecast” date.

18. To clear a baseline, **select** “Clear Baseline” in the baseline window.
19. In the confirmation window, **select** “Yes”.



Note: If selecting Yes does not close the window. Select “Cancel” in the Baseline window and then select yes again.

20. As the project progresses, **open** the schedule to update the additional dates.
21. When milestones are complete, **update** the Start and End dates to reflect what actually happened.

END TASK

3.9 STAKEHOLDER MANAGEMENT

3.9.0 INTRODUCTION

Stakeholder management is the process of managing project access for anyone involved in your project. For our PDS system, it is how users are added, modified or removed from each project

NOTE:

The following groups will need to be managed on each project. All other groups are standard, and come pre-populated with the appropriate users

UCB Users:

All Project Users

Project Managers

Project Coordinators

Planners

Clients

Cx Authority

Non-UCB Users:

AEC

Contractor

Cx Authority

Vendor

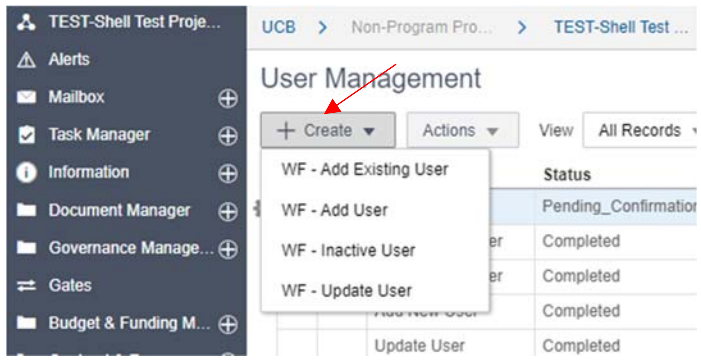
3.9.1 ADDING OR UPDATING PDS USERS IN A PROJECT (UPDATED: 4/2/2020)

Goals	How to add or updates users on a project.
Navigation	Project>Stakeholder Management>User Management
Action By	Project Coordinator
Pre-requisites	Sponsor account initiated by PC using standard systems when adding new user.
Related Files	3.9.2 Removing PDS Users from a Project

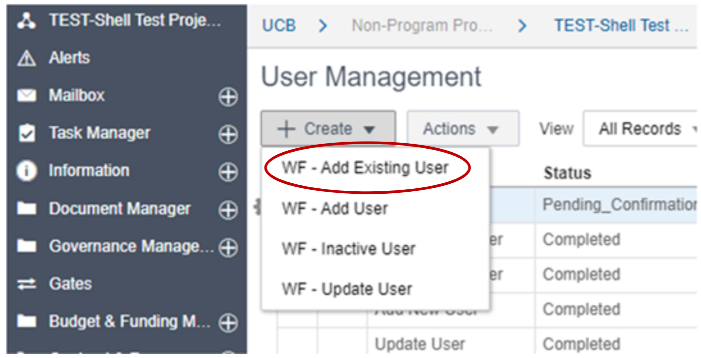
Action By: Project Coordinator	Example

1. **Navigate** to Project>Stakeholder Management>User Management.
2. **Select** "Create". Note the following options. We will use "Add Existing User" for this help file.
    a. Add Existing User: PC requests to have users currently in Unifier to be added to the project as needed. Use this Workflow if you think the user is already in the system.
    b. Add User: If the user is new to Unifier, the PC will use this workflow to create a request to create the user after the sponsor account / identikey has been obtained. This will "add a license" and should be considered carefully.
    c. Update User: If the PC has added the user to all the groups needed at the project level but has an issue with the user accessing a BP or workflow, they will use this workflow to request a change to permissions or workflow setup.

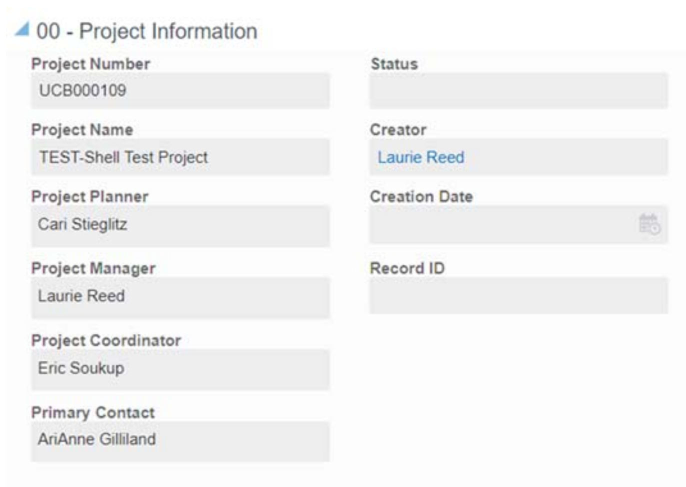
Note: If a user needs to be Inactivated or removed, please see 3.9.2 Removing PDS Users from a Project or Unifier.



3. **Select** the “Add Existing User” workflow.

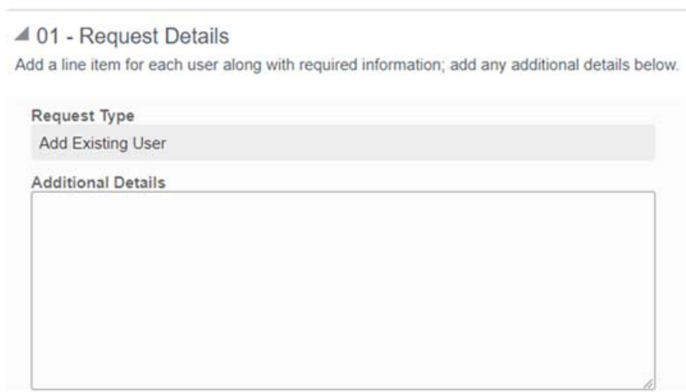


Under 00 - Project Information: **note** greyed fields will auto-populate



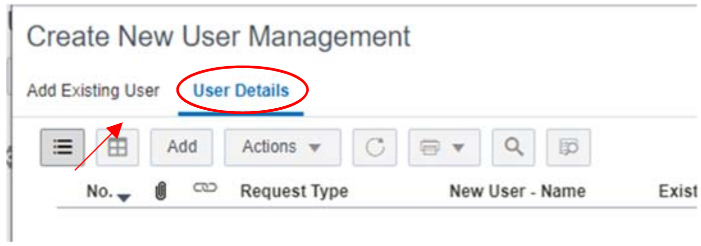
Under 01 – Request Details:

4. In the “Add User” workflow, **enter** data for Additional Details pertinent to the request, e.g. which groups / roles the user will have in the system.



5. **Select** "User Details" at the top of the screen.
6. **Select** "Add".
    a. If the User does not appear when searching in "Select User (if existing)" field under User Details, cancel the record and use "Add New User" Workflow.

Note: that grid view can also be used to enter multiple users at once. This is the "table" looking icon next to Add.



In 00 – Add User Details **enter** required information.

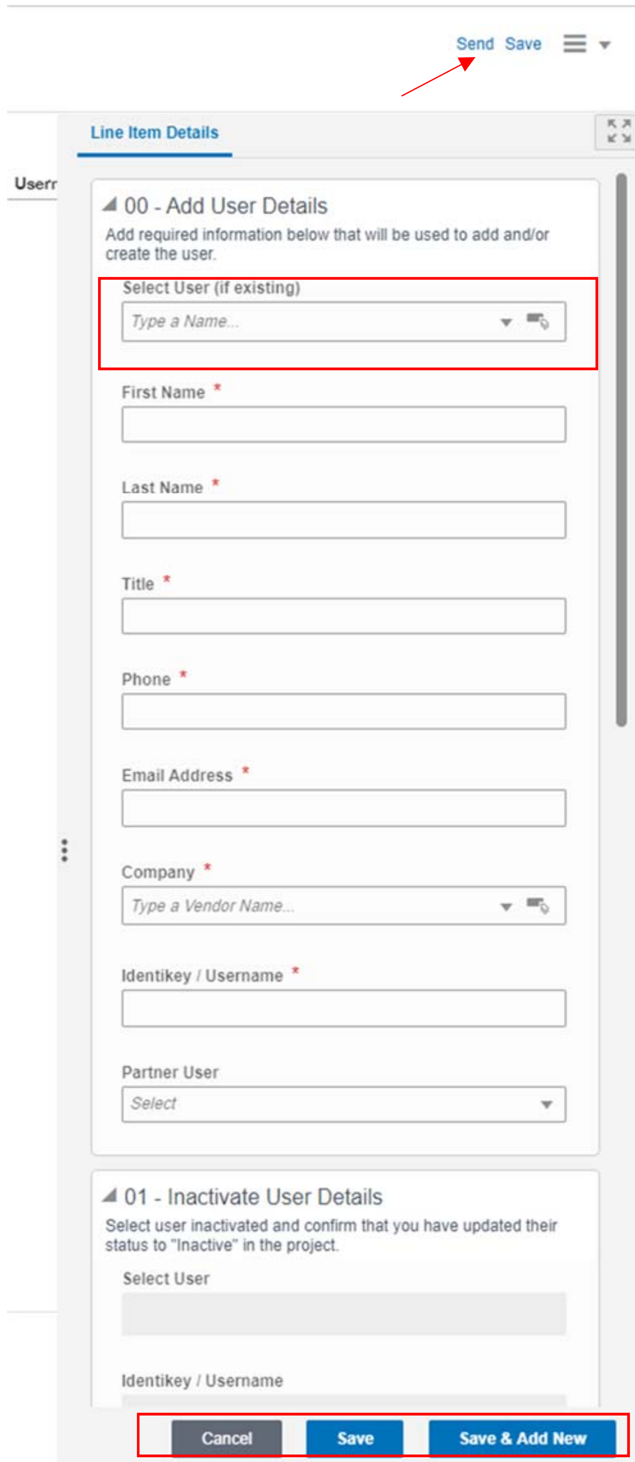
Note: If adding existing user, only "Select User (if existing)" will be an Active field. All other fields in 00 – Add User Details will be greyed out. If the User doesn't appear in the list, cancel the record and use "Add User" Workflow.

7. **Select** "Save" at the bottom of the entry form to save the entry.

    b. Alternately, **select** "Save & Add New" to save current entry and add another.

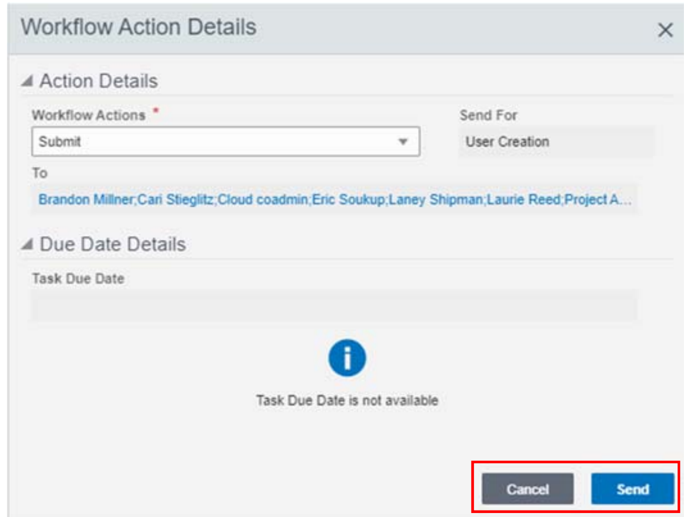
    c. **Select** "Cancel" to cancel entry not yet saved.

8. **Select** "Send" at the top right to open the Workflow Actions.



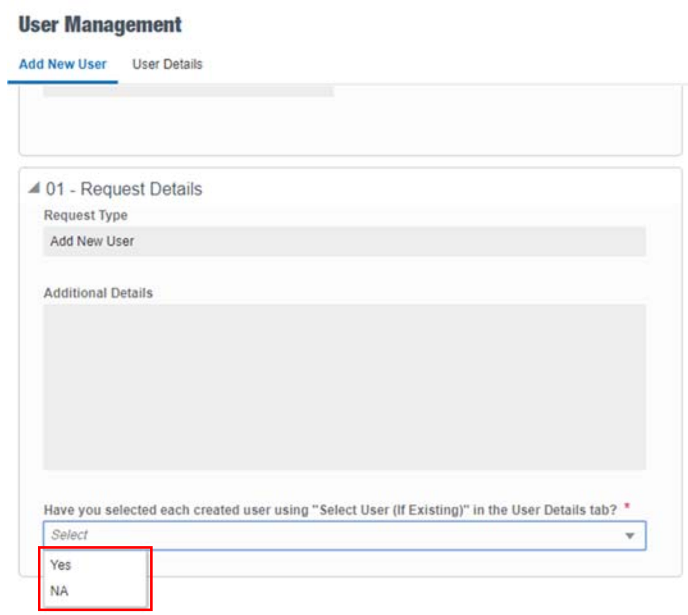
9. Note in the Workflow Action Details screen, “Add Existing User”
    d. In the “Add New User” Workflow, “Submit” is the only option in this step and is pre-selected.

10. **Select** “Send”.



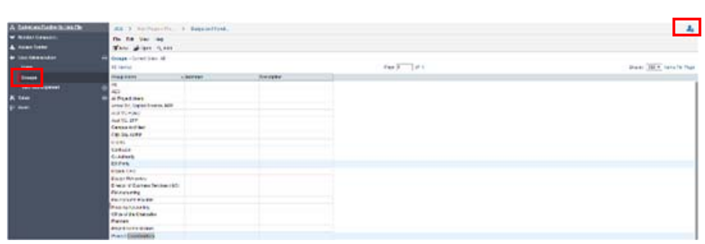
Note: this step is only for project administrators and used if the “Add New User” workflow was selected.

11. Project Administrator locates, opens and accepts the task.
12. A new required field in 01 – Request Details is activated in this step.
13. If more information is needed, the Project Administrator will return with comments added in the Comments tab.
14. If all information is complete the record will be sent for “Notify Requestor”

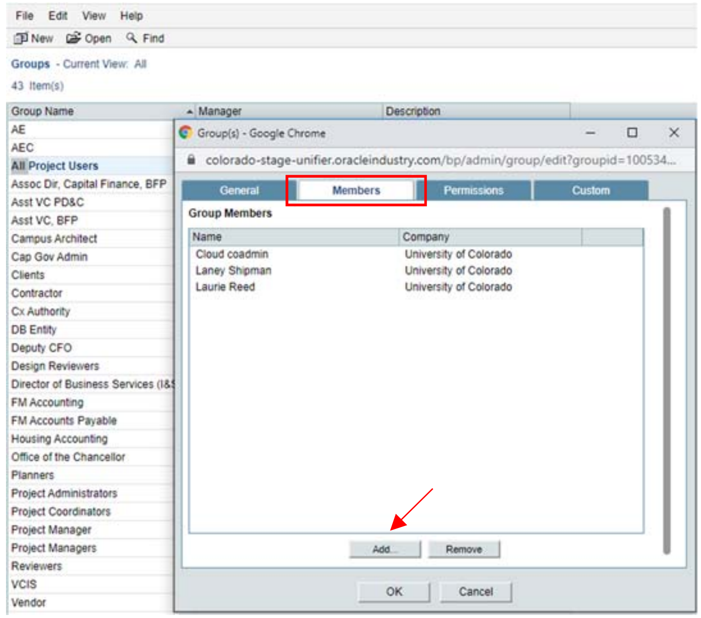


15. **Receive** task (Requestor / Project Coordinator) of next step and **navigate** to the project to start adding the user to a group.

16. **Select** the person with a tool icon to switch to Admin mode.
17. **Navigate** to User Administration>Groups
18. **Double-click** on the Group you want to add to User(s) to.

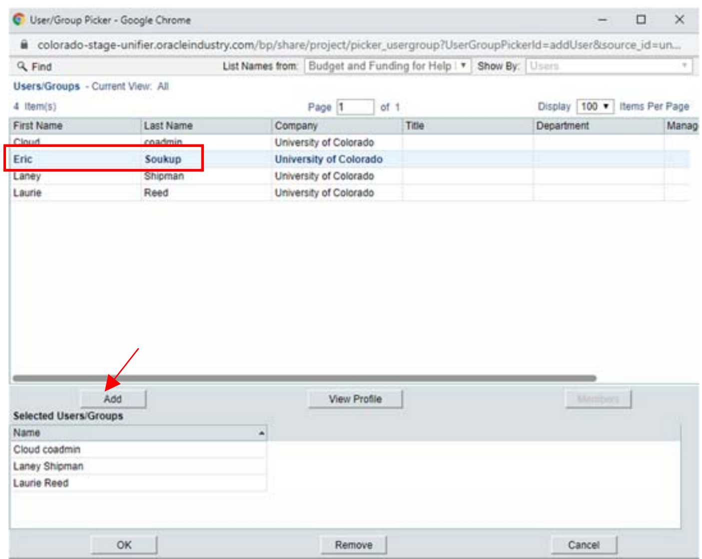


19. Note a new window opens and shows all Users currently in the Group in the “Members” tab.
20. **Select** “Add”.



21. A new window opens. Current Project Users are shown in the top pane, Group Users are shown in the bottom pane.
22. **Highlight** the User(s) to be added to the Group in the top pane.
    e. Optionally, hold down control and multi-select.
23. **Select** “Add”.

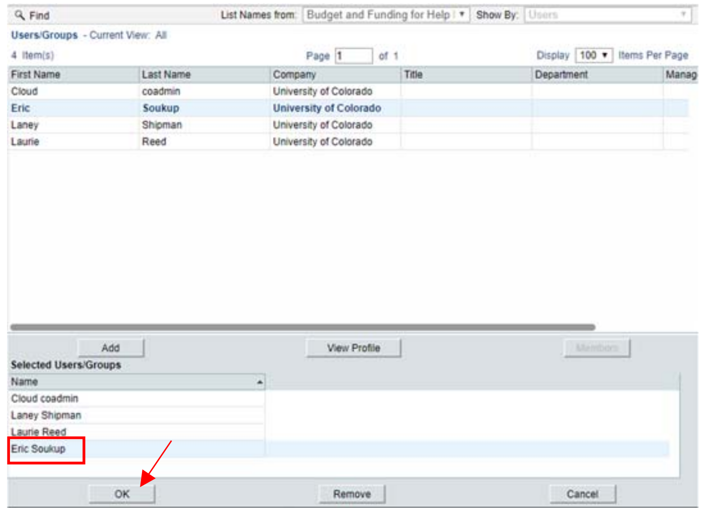
    Note: In addition to the specific user group, each user will need to be added to the “All Project Users” group.



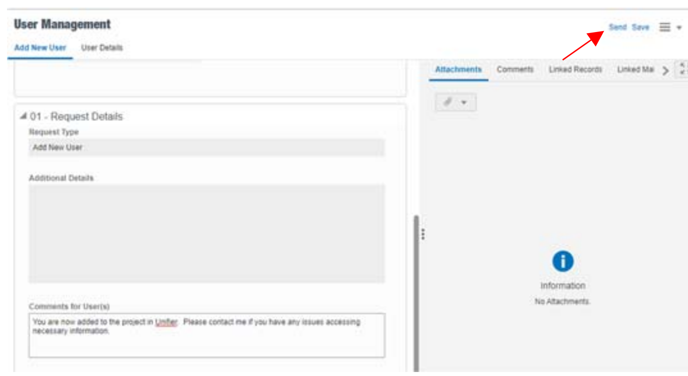
24. The selected User(s) is now in the bottom pane “Selected Users/Groups”.
25. **Select** “OK”.

    Note: You can check to be sure the User(s) was added to the Group by opening the Group. The User will appear in the “Members” tab.

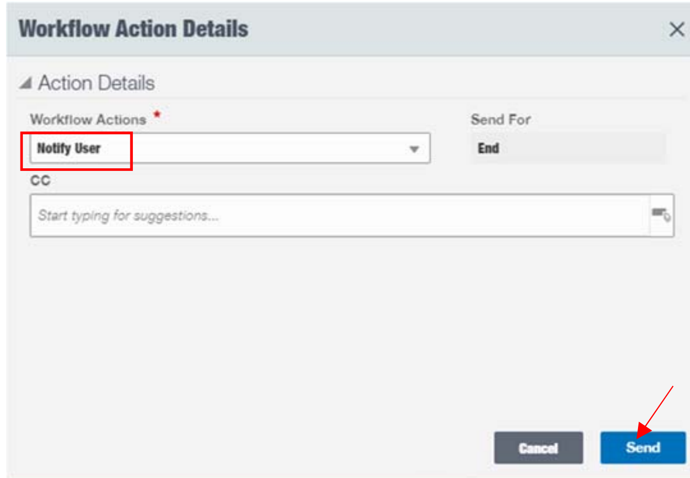
26. **Repeat** steps for each new Group/ User(s) added in this request.



27. **Switch** back to User mode by clicking the icon .
28. **Locate, open** and **accept** the task.
29. A new field “Comments for User(s)” is now available. PC may enter any relevant information to the added User(s). This information will be included in a notification sent to the User(s).
30. **Review** all data for accuracy.
31. **Select** “Send”.

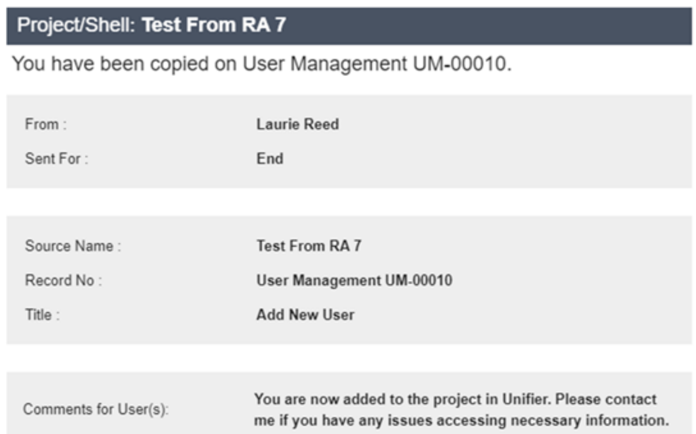


32. “Notify User” is the only option in this step. The User(s) is notified that they now have access to the project. Add the new User(s) to the CC field.



33. **Select** “Send”

    f. This is a terminal step for the business process.



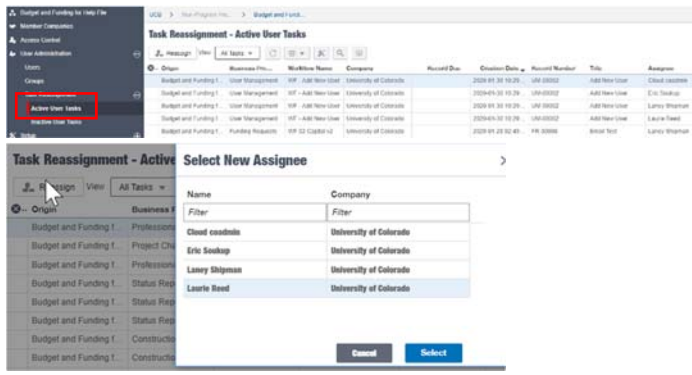
END TASK

3.9.2 REMOVING PDS USERS FROM A PROJECT OR UNIFIER (UPDATED: 4/2/2020)

Goals	How to remove users from a project and/or Unifier.
Navigation	Project>Stakeholder Management>User Management
Action By	Project Coordinator
Pre-requisites	Notification of a user to be removed from the project.
Related Files	3.9.2 Removing PDS Users in Unifier

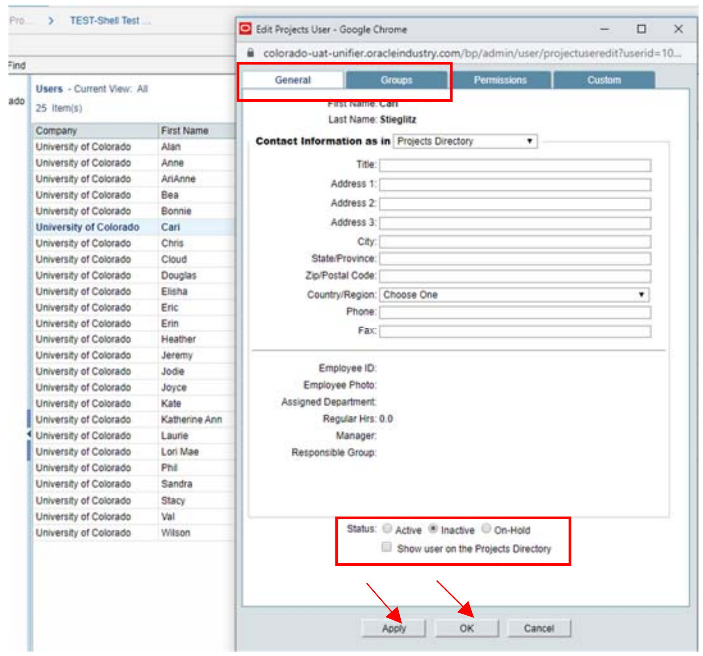
Action By: Project Coordinator	Example

1. **Navigate** to the project.
2. **Select** the person with a tool icon to switch to Admin mode. 
3. **Navigate** to User Administration> Task Reassignment. First, confirm the user does not have any active workflows assigned to just them by accessing "Active User Tasks"
    a. **Reassign** tasks if necessary.
    b. Highlight task**, select** New Assignee, select "Select".
    c. **Repeat** until all tasks are assigned to others.

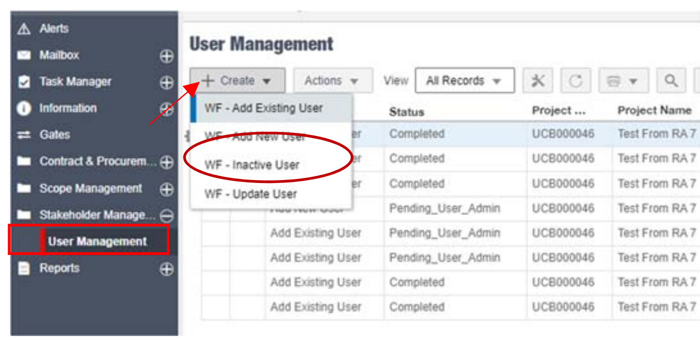


4. **Navigate** to User Administration>Users
5. Double click on the user that is to be inactivated.
6. In the “General” tab, **select** “Inactive”, Uncheck “Show user on the Projects Directory”.

   Note: Currently Company Administrator can inactivate the User. A future upgrade will allow a PC to inactivate.
7. In the “Groups” tab, remove all groups. Highlight the groups and select “Remove” at the bottom of the screen.
8. Select “Apply”, then “OK”.
9. **Switch** back to User mode by clicking the icon .



10. **Select** “Create”. Note the following options. We will use “Inactive User” Workflow for this help file.
11. **Select** the “Inactive User” workflow.

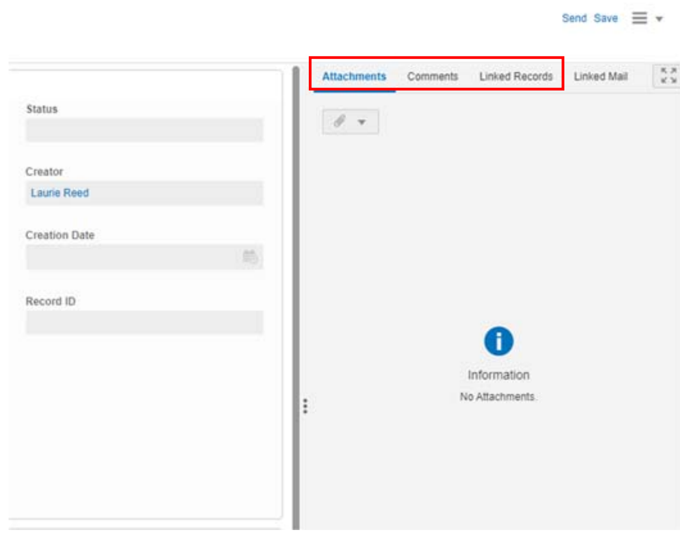


12. Under 00 - Project Information, **note** greyed fields will auto-populate

13. Under 01 – Request Details:

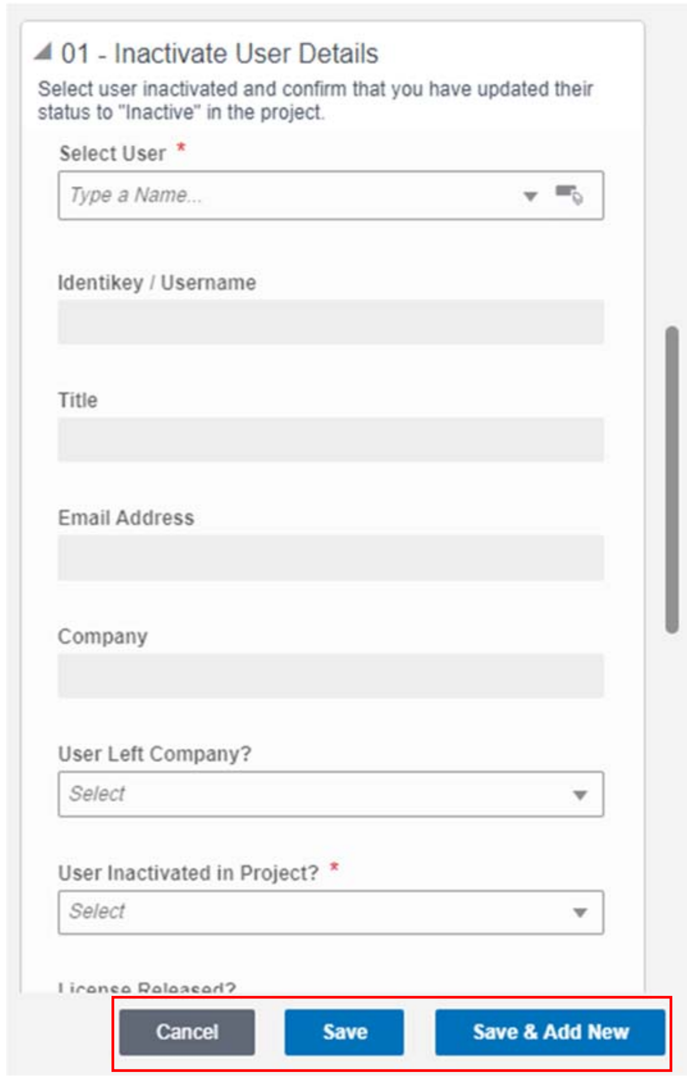
    a. **Enter** data for Additional Details pertinent to the request, e.g. which groups / roles

    b. Notes, Attachment, Comments, etc. may be added using the buttons indicated.



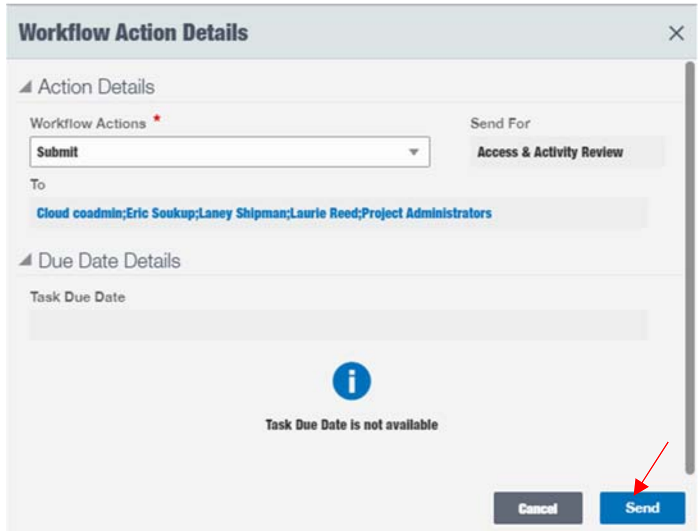
14. **Select** User Details and select “Add”.

15. In 01 – Inactivate User Details **select** the user you just deactivated.
16. **Enter** data for other red asterisked fields.
17. **Select** “Save” to save the entry.
    a. Optionally, **select** “Save & Add New” to save current entry and add another.
    b. **Select** “Cancel” to cancel entry not yet saved.



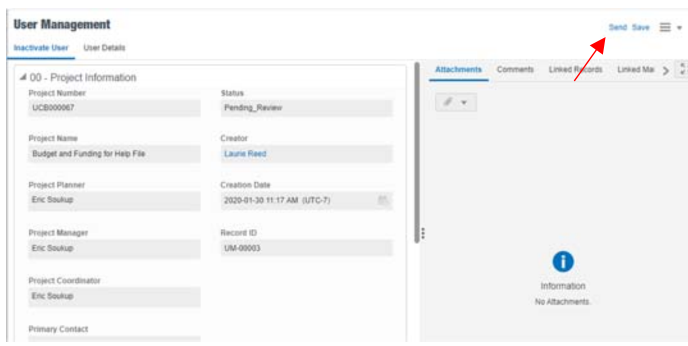
18. **Select** “Send” to open the Workflow Actions Detail screen.

19. Note in this step “Submit” is the only option and is pre-selected.
20. **Select** “Send”.



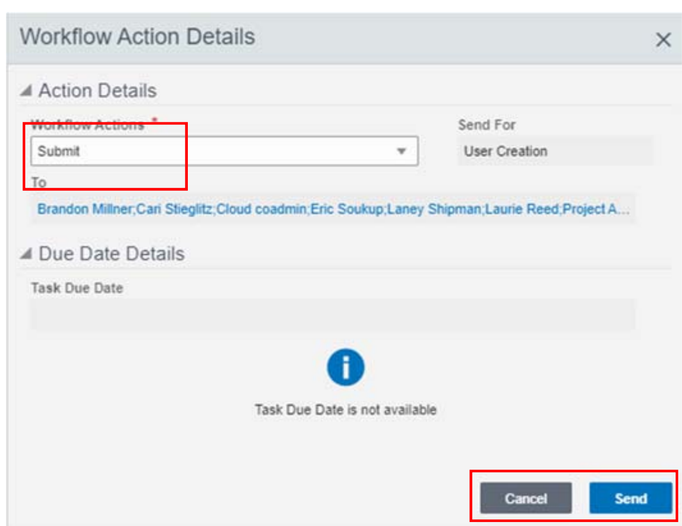
21. Company Administrator locates, opens and accepts the task.
22. All information is reviewed and deactivation at the Company level is performed if needed.

    Note: Currently Company Administrator will inactivate the User in this step. A future upgrade will allow a PC to inactivate in the prior step.

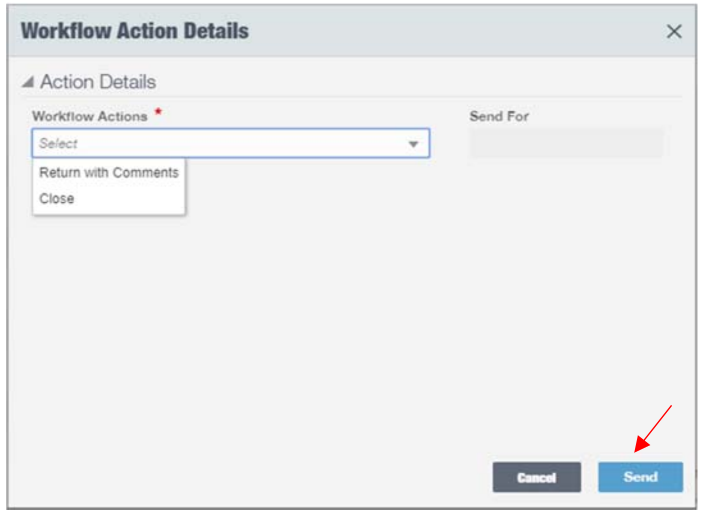


23. **Select** “Send”.

24. **Note** in the Workflow Action Details screen, “Submit” is the only option in this step and is pre-selected.
25. **Select** “Send”.



26. Selecting “Return with Comments” sends the record back to the Creator for “Clarification and Revision”.
27. Selecting “Close” is a terminal step for the record.
28. **Select** “Send”.



To reassign the project coordinator:

- Current PC verifies that all tasks assigned to themselves are completed or reassigned. If a task is to be reassigned, the new assignee must be added first.
- Current PC adds the new PC to the project using the “Add Existing User” Workflow.
- Current PC switches to Admin Mode and adds the new PC to the “Project Coordinator” and “All Project Users” groups.
- Current PC switches back to User Mode and completes the record in the User Management BP.
- New PC follows instructions above to inactivate the former PC.
- New PC updates Project Information.

END TASK

3.10 REPORTING AND DASHBOARDS

3.10.0 INTRODUCTION (UPDATED 3/19/2020)

Reports and dashboards are available in multiple locations in Unifier. This section covers the various types and how to interact with them, including:

- Dashboards – Unifier dashboards show a basic visual format that is updated in near-real time. Each project has a primary dashboard that helps project teams see their data quickly.
- User Defined Reports (UDRs) – UDRs are quick outputs of data to excel and don't include any branding, formatting or special layouts.
- Reports (Custom) – Custom Reports have special formatting or branding associated with them and combine data from multiple sources. Several Custom Reports are already included. New reports are by special request and will be reviewed by the Change Board as to applicability and possible implementation. There is a significant cost to create Custom Reports.
- Prints (Custom) – Custom Prints are forms or outputs to a single business process e.g. Professional Agreements formatted in a specific way. Note that not every business process has a custom print.

The following sections dive more into these different types of reports and how to use them. As always, permissions apply, so contact your Project Coordinator if you can't see something you think you should.

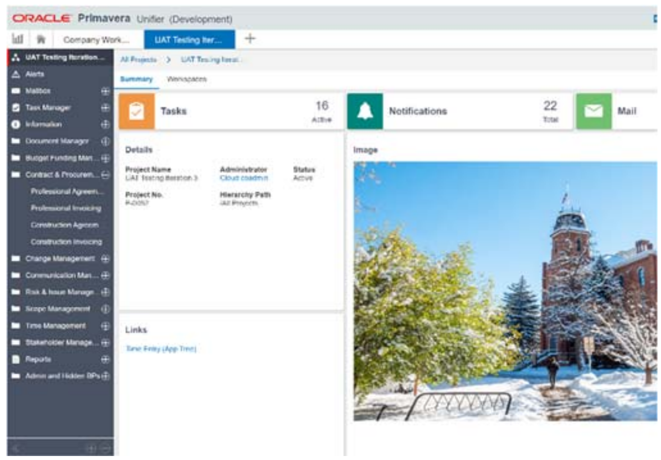
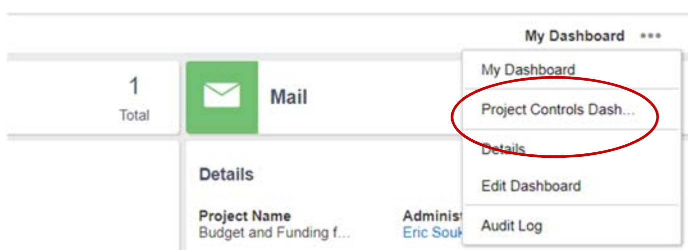
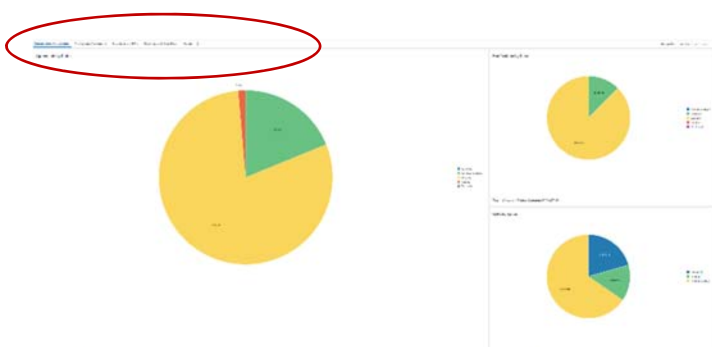
A full list of prints and reports is below:

Name	Navigation
Dashboard Report (Unifier)	Project Name> "…" >Project Dashboard
Quad Chart (in the Project Status as Draft)	Project Name>Reports>Quad Chart (in the Project Status as Draft)
Quad Chart (for Cap Gov meetings)	UCB>Reports>Quad Chart
SC-5.1 Architect/Engineer Agreement	Professional Agreement>Record>Print>Custom
SC-5.2 Architect/Engineer Agreement (CM/GC)	Professional Agreement>Record>Print>Custom
SC-5.3 Consultant Agreement	Professional Agreement>Record>Print>Custom
SBP-7.1 Professional Invoicing	Professional Invoicing>Record>Print>Custom
	Project Name>Reports>SC-5.1 DBB Amendment (6.0A to the 5.1)
	Project Name>Reports>SC-5.2 CMGC Amendment (6.0B to the 5.2)
	Project Name>Reports>SC-5.3 Consultant Amendment (6.0A to the 5.3)
SC-6.21 DBB Agreement	Construction Agreement>Record>Print>Custom
SC-6.4 CMGC Agreement	Construction Agreement>Record>Print>Custom
SC-8.0 DB-LS Agreement	Construction Agreement>Record>Print>Custom
SC-9.0 DB-GMP Agreement	Construction Agreement>Record>Print>Custom
SBP-7.2 Construction Invoicing	Project Name>Reports>SBP-7.2 Construction Invoicing
SBP-6.26 Notice to Proceed (DesignBidBuild)	Notice to Proceed>Record>Print>Custom

Name	Navigation
	Notice to Proceed>Record>Print>Custom
SBP-8.26 Notice to Proceed to Commence Design	Notice to Proceed>Record>Print>Custom
	Notice to Proceed>Record>Print>Custom
SC-6.311 Change Order Bulletin	Change Order Bulletin>Record>Print>Custom
	Change Order Proposal>Record>Print>Custom
	Project Name>Reports>SC-6.21 DBB Amendment (6.0A to the 6.21)
	Project Name>Reports>SC-6.4 CMGC Amendment (6.0B to the 6.4)
	Project Name>Reports>SC-9.0 DB-GMP Amendment (6.0B to the 9.0)
	Project Name>Reports>SC-8.0 DB-LS Amendment (6.0A to the 8.0)

3.10.1 VIEWING DASHBOARDS (UPDATED: 03/12/2020)

Goals	How to view and interact with dashboards in Unifier.
Navigation	Project>Home
Action By	All Users
Pre-requisites	Access to a project.
Related Files	None

Action By: All Users	Example
1. **Navigate** to Project Name- Home where Project Name is your project. a. A dashboard will appear. 2. By default, the summary dashboard will appear. 3. Tasks, notifications and mail are listed along the top. 4. The selected image for this project appears. Note: To change the image contact your Project Coordinator. 5. Links, including a link to time entry is found in the lower left corner.	
6. To toggle the view to available dashboards, **select** the "…" and select "Project Controls Dashboard" or another dashboard option from the list. a. The Dashboard will open.	
7. **Select** tabs along the top to navigate to sub-portlets. a. Construction Agreements: Shows agreements, modifications and COPs by status.	

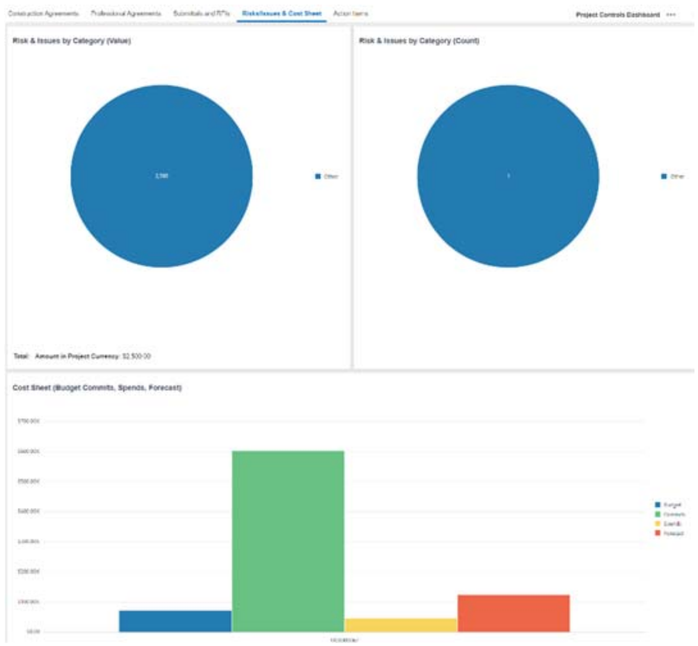
Action By: All Users	Example

b. Professional Agreements: Shows professional agreements and modifications by status, and modifications by vendor.

c. Submittals and RFI's: Shows Submittal and RFI by status and submittals by number of revisions.

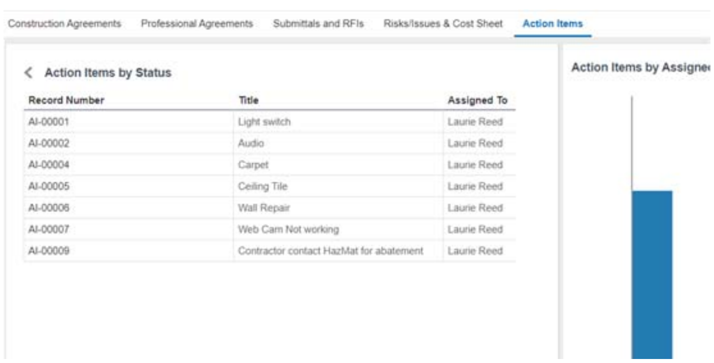
d. Risks, Issues & Cost Sheet: Shows the Risks& Issues by category and count. Shows cost sheet summary of budget, commits, spends and forecasts.

e. Action Items: Shows Action Items by status and assignee.

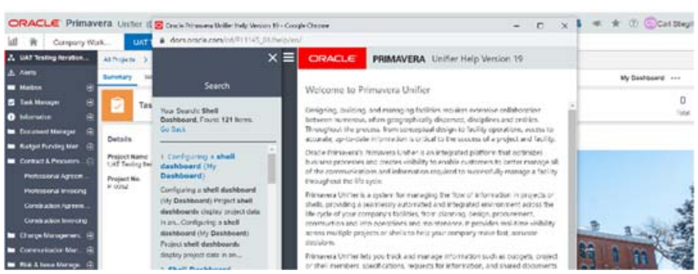


8. **Note** some reports can be "drilled down". Click once on a graph to open the detail.

Note: The graphic to the right shows the drill down on the Action Item by Status.



Note: Dashboards can be configured with the right permissions. To learn how to configure the dashboard, select the "?" icon from the upper right section of the screen and select Unifier Help. Enter "Shell Dashboard" as the search criteria.



END TASK

3.10.2 VIEWING A USER DEFINED REPORT (UDR) (UPDATED: 10/24/2019)

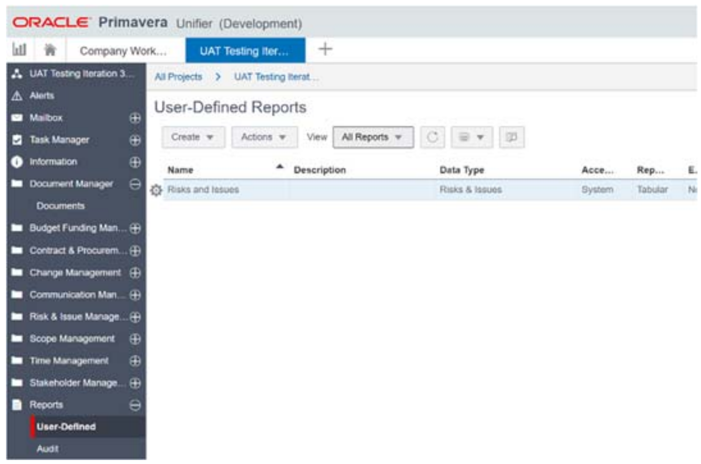
Goals	How to pull and filter a UDR that has already been created.
Navigation	Project>Reports>User Defined Reports
Action By	All Users
Pre-requisites	Access to a project.
Related Files	None

Action By: All Users	Example

1. **Navigate** to Project>Reports>User Defined Reports and select the report you want to run. Note that as templates are refined, default reports will also appear in this list.

   Note: UDRs can be created by those with permissions or pre-created.

   Note: If you have permissions, you can also copy or create UDRs. However, we recommend contacting the creator prior to modifying any existing UDRs.

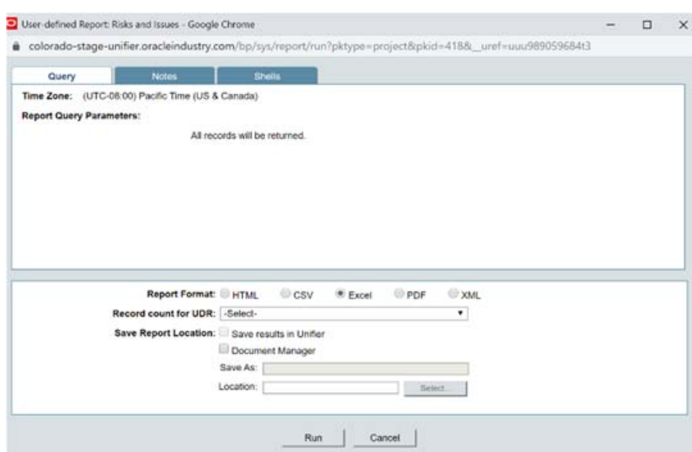


2. **Double-select** the report or select the setting icon to open the report.
3. **Select** “Run” to run the report.
   a. Copy and Edit will only be available if you have permissions.

4. The UDR run screen will open.
5. **Select** “Excel” as the Report Format.
6. **Select** “Run” to generate the report.

   Note: We recommend Excel as the output for UDRs.

7. The report will download to the location of your default browser setting. It can be opened at this point and treated like a typical Excel document.



END TASK

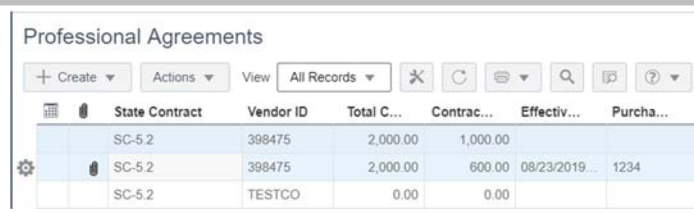
3.10.3 PRINTING A REPORT, CUSTOM PRINT OR STATE FORM (UPDATED: 3/19/2020)

Goals	Learn how to pull a custom print directly from a business process record.
Navigation	Project>Business Process Name
Action By	All Users
Pre-requisites	Completed business process record.
Related Files	None

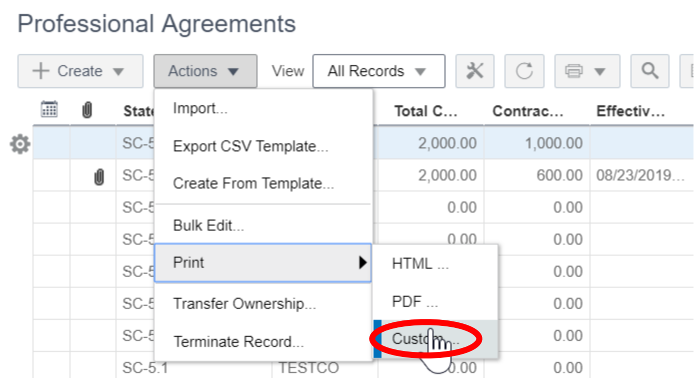
Action By: All Users	Example

1. Navigate to "Project Name>Professional Agreements and select a record of an already created agreement.

   Note: Steps are the same for other processes, professional agreements is being used as an example.

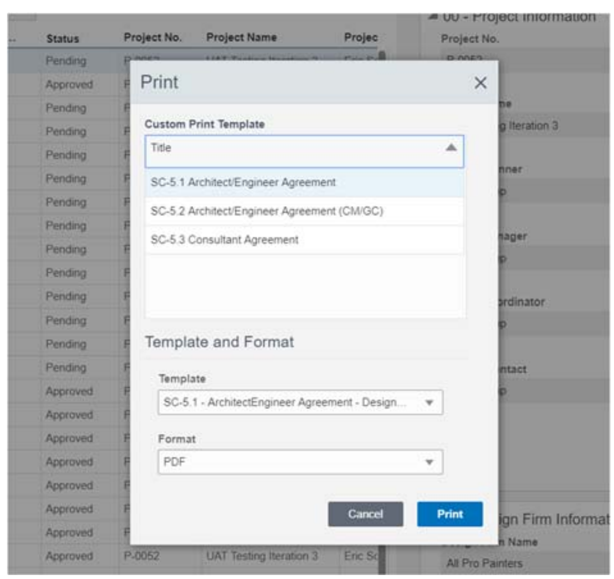


2. With the record selected, **select** Actions>Print>Custom.
3. A pop up will appear.



4. In the Print screen**, select** the following:
   a. Custom Print Template: Select the desired output of the print.
   b. Template: Use the default template set.
   c. Format: PDF is recommended. However, other output options are available.
5. Select Print to generate the output.

   Note: If your desired state form is not available in this list, it may be considered a Custom Report, which combines data sources from multiple processes or records.See the summary table in this section for where to navigate.



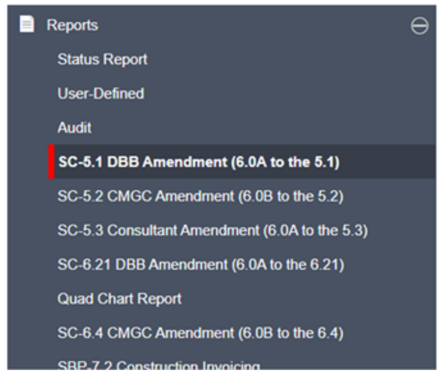
Action By: All Users	Example

6. The output will generate and be available in the format you specified.

   Note: Depending on your browser, it may show up directly in the output window or will download directly to the Downloads folder.

7. To generate a custom report or state form that combines multiple data sources, complete the record as planned.

8. **Navigate** to Reports> and find the state form or report you are looking for.



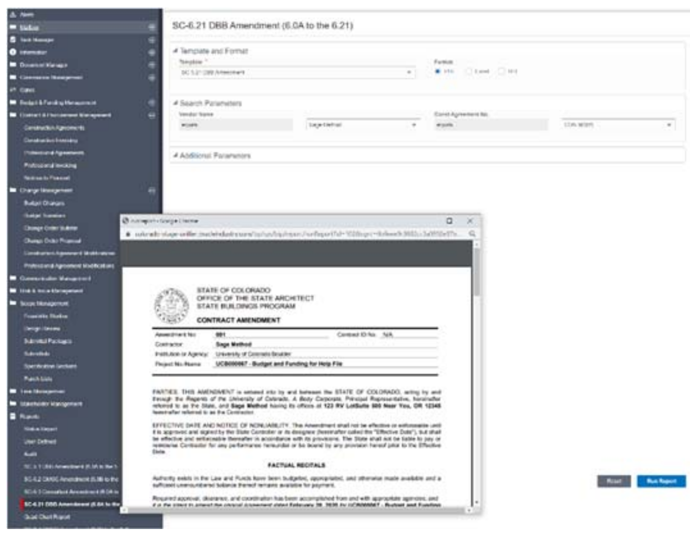
9. **Ensure** PDF is the format.

10. **Select** the filters or parameters that are relevant to that report e.g. the Construction Agreement Number.

11. **Select** “Run Report”.

12. **View** report and save as needed.

    Note: Depending on your browser, it may show up directly in the output window or will download directly to the Downloads folder.



END TASK

3.10.4 CREATING A USER DEFINED REPORT (UDR) (UPDATED: 10/24/2019)

Goals	How to create and edit a UDR including permissions and schedule functionality.
Navigation	Project>Reports>User Defined Reports
Action By	All Users
Pre-requisites	Access to a project.
Related Files	None

Action By: All Users | **Example**

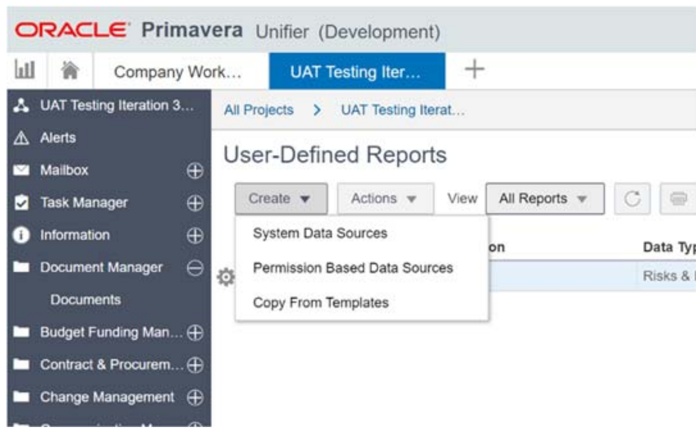
1. **Navigate** to Project>Reports>User Defined Reports.

   Note: Editing a report modifies the report for all users.

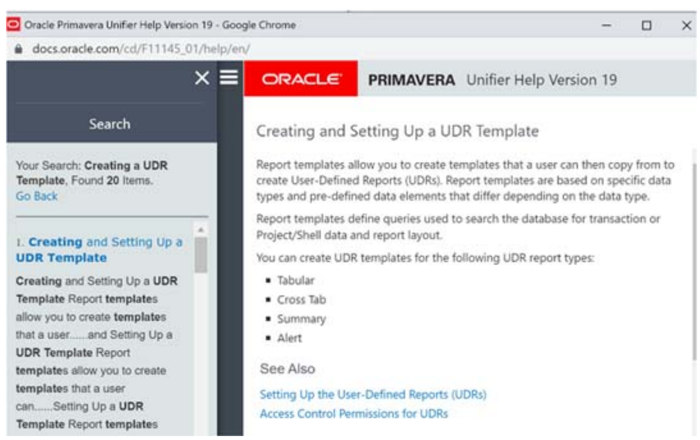
2. Creating a new report allows for permissions to be set for users.

3. Copying a report is recommended if you do not own the original report.

   Note: You must have permissions to edit or create UDRs to use this functionality. Contact your Project Coordinator for more information.



4. To learn specific functionality for UDRs, **select** the "?" icon and search for Creating a UDR Template.



END TASK

3.10.5 PREPARING PROJECT STATUS UPDATES (UPDATED: 2/20/2020)

Goals How to prepare project status updates for the capital governance or other portfolio / program level reporting.

Navigation Project>Reports>Status Report

Action By Project Team

Pre-requisites Receive notification of new status report or identify a need to create a new one. Status reports can be created at any time when major status changes, or in preparation for a Cap Gov review. Note the following scenarios:

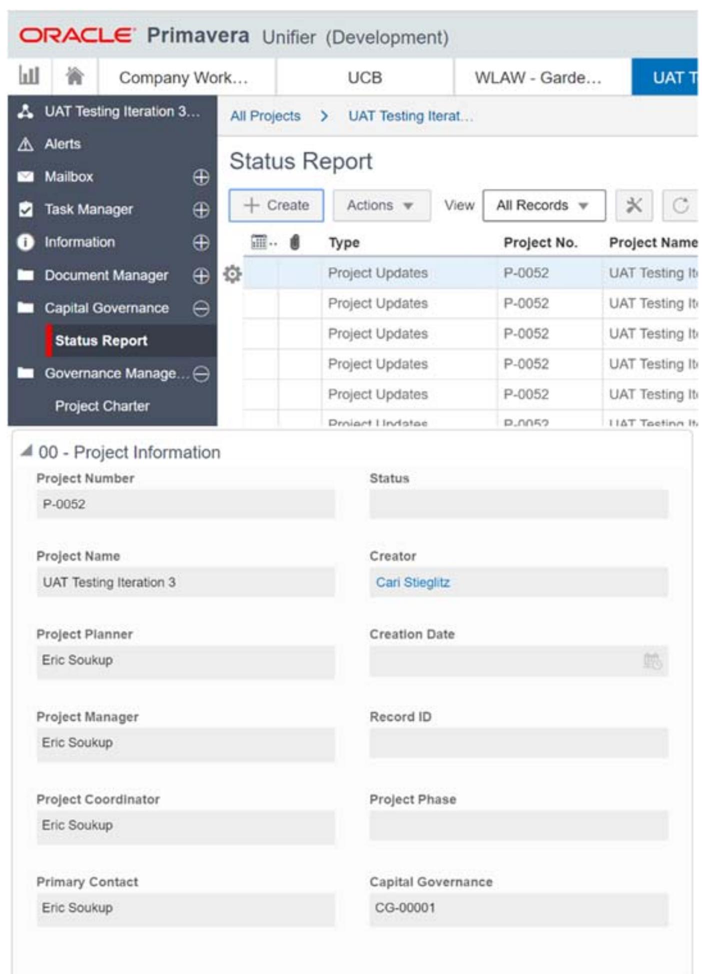
- Monthly – From Status Report > Create
- Initiation – From Status Report > Create
- Feasibility – Auto-created from Feasibility Studies
- Programming – Auto-created from Programming
- Concept > Closeout – From Status Report > Create

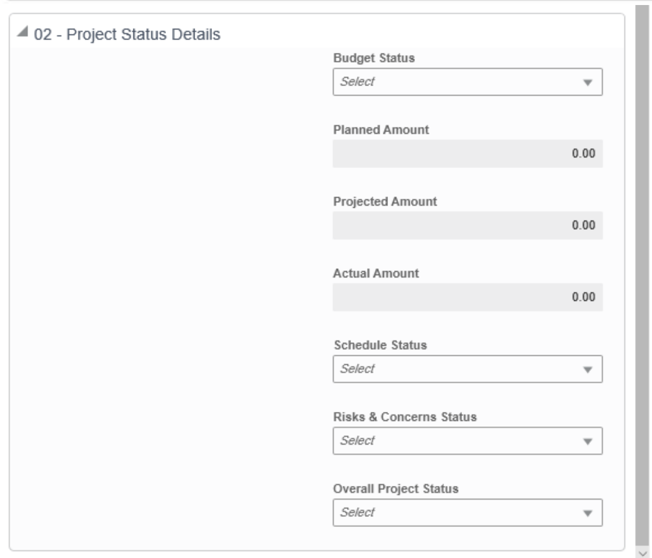
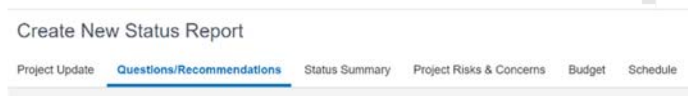
Related Files 2.1.3 Completing Capital Governance Review

Action By: Project Team	Example

1. **Navigate** to Project>Reports>Status Report.
2. **Select** "Create" if this is the first time the status report is being created.
   a. If created from a "Promote Cap Gov Review" step from Feasibility Studies and/or Programming you can also access this via your task notification.
   b. Optionally, copy an existing status report for updates.
3. In 00 – Project Information, **note** greyed out fields will auto-populate as appropriate.

   Note: Notes, Attachments, Comments, etc. may be added using the buttons indicated to the right.

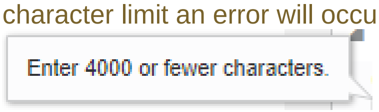


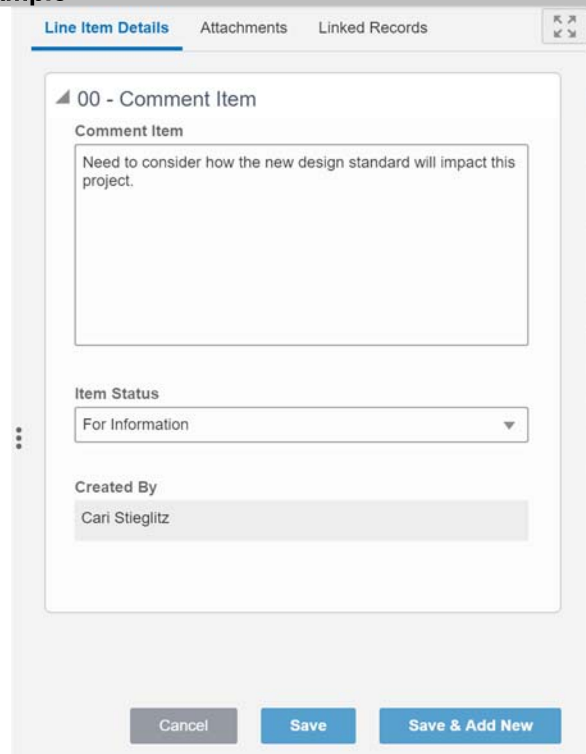
Action By: Project Team	Example
4. In 01 – Item Details, **enter or edit** the Project Summary. Note: This populates from Project Information.	
5. In 02 – Project Status Details, **note** Planned, Projected, and Actual Amount will auto-populate from the same fields in “Budget” tab. 6. **Enter** color indicators for status. Options are Red, Yellow and Green. Note: Status is set using the discretion of the Project Manager or Planner using the same standards they used in prior years for capital governance reviews.	
7. **Select** “Questions / Recommendations” from the top tab list.	

Action By: Project Team	Example

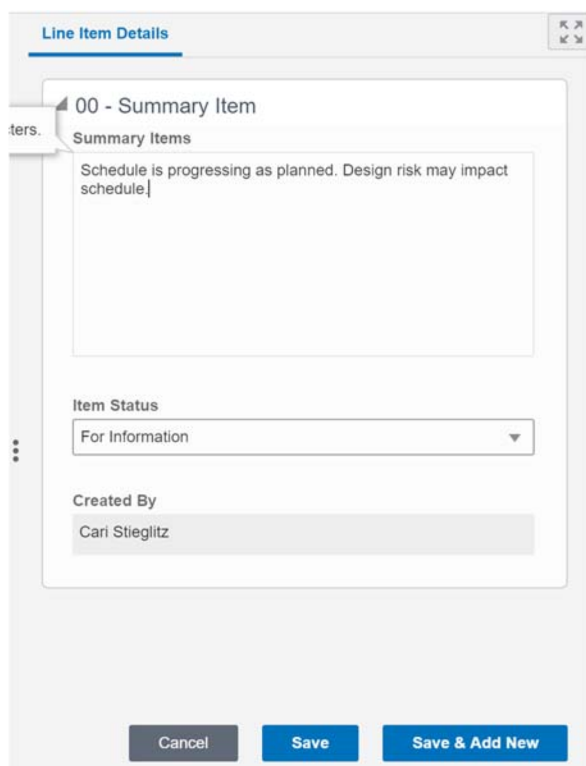
8. **Select** “Add”.
9. To the right of the form, in “Line Item Details”, **enter** a new item.

   Note: Space on reports is limited so concise wording should be used. Note, each text box includes limits of characters , and if you exceed the character limit an error will occur.

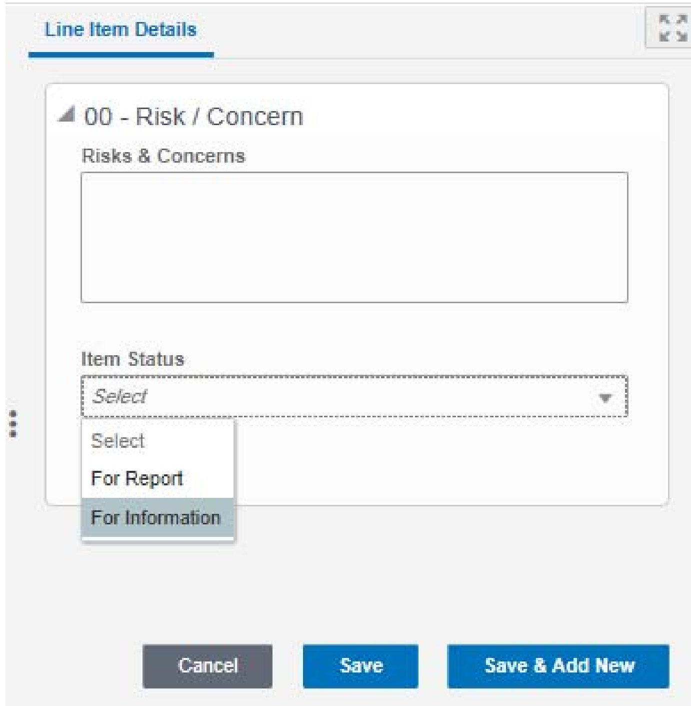


10. **Select** “For Report” if this comment should be displayed on reports.
11. Optionally, **select** “For Information” if this is information that will not be displayed but may help in preparation for Capital Governance processes.
12. **Select** “Save and Add New”.
13. **Add** additional 2-5 comments to populate the reports.
14. **Select** “Save” to finish Questions / Recommendations.
15. **Select** “Status Summary” from the top tab format.
16. **Select** “Add”.
17. To the right of the form, in “Line Item Details”, **enter** a new item.
18. **Select** “For Meeting / Report” if this comment should be displayed on reports.
    b. Optionally, **select** “For Information” if this is information that will not be displayed but may help in preparation for Capital Governance processes.
19. **Select** “Save and Add New”.
20. **Add** additional 2-5 summary items to populate the reports.
21. **Select** “Save” to finish Summary Items.



Action By: Project Team | **Example**

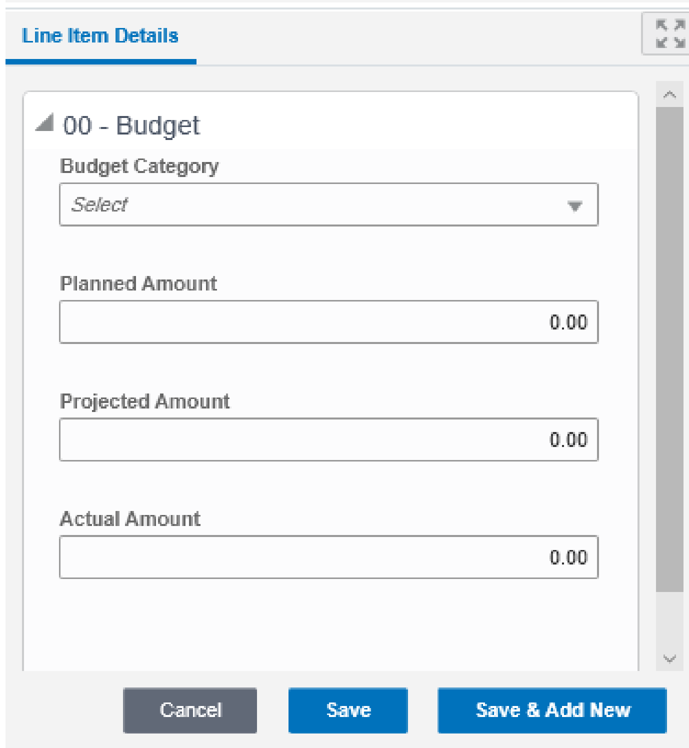
22. **Move** to the next tab called Project Risks & Concerns.
23. To the right of the form, in "Line Item Details", **select** "Add" to add a new item.
24. **Select** "For Report" if this comment should be displayed on reports.
    c. Optionally, **select** "For Information" if this is information that will not be displayed but may help in preparation for Capital Governance processes.
25. **Select** "Save and Add New".
26. **Add** additional 2-5 summary items to populate the reports.
27. **Select** "Save" to finish Risks & Concerns.



28. Move to the next tab called Budget.
29. **Select** "Add" for the Line Item Details to appear.
    a. Budget Category is a pull-down field that contains Professional Services, Infrastructure and Site, Building Construction, Equipment and Furnishings, Miscellaneous, and Project Contingency.
30. **Enter** in full, known budget information.

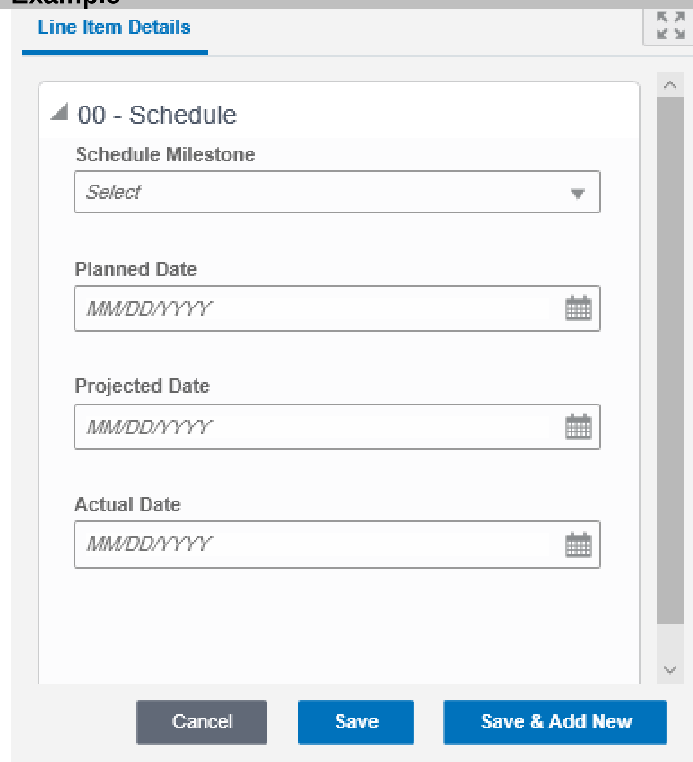
    Note: The sums of the line item amount will auto-populate in the upper form.
31. **Select** "Save".
32. **Enter** in additional line items to represent the full budget.

    Note: Planned, Projected and Actual use the same definition as currently used in the Quad Chart.

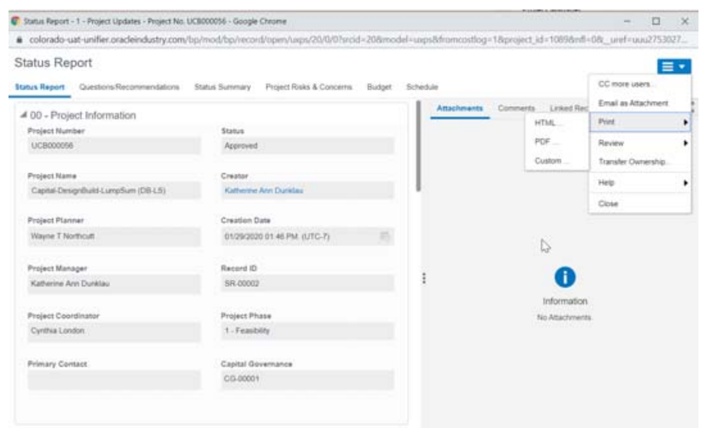


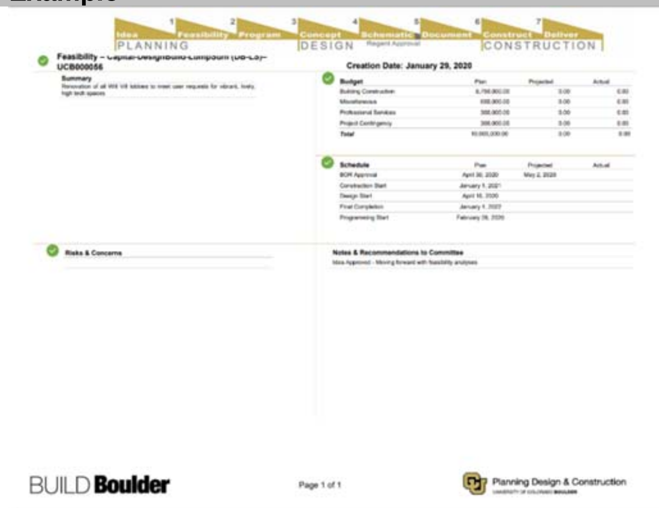
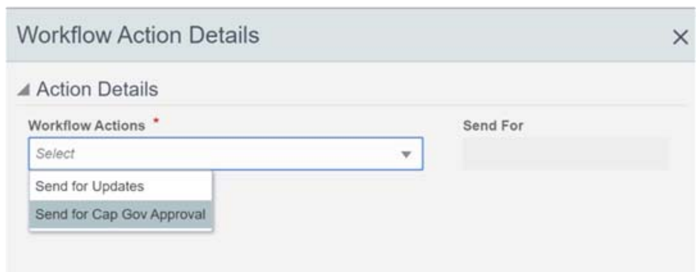
Action By: Project Team	**Example**

33. **Note** Schedule Milestone is a pull-down field that contains Programming Start, Design Start, BOR Approval, Construction Start, Occupancy, Substantial Completion, and Final Completion.
34. **Enter** milestones that should appear on reports.
    a. The date fields are Date Only Pickers and will pull-down a calendar when the little icon to the right is selected.
35. **Select** “Save”.
36. **Enter** additional milestones to reflect all milestones that should be reported at this point in the project.



37. **Preview** the Quad Chart as needed.
    a. **Select** the “hamburger” (three line pull down) from the upper right corner of the window.
    b. **Choose** Print – Custom.
    c. **Select** the Quad Chart from the list and ensure PDF is the output.



Action By: Project Team	Example
38. **Print** and **open** to validate the quad chart is displaying as intended.	
39. **Select** "Send" to open the Workflow Action Details screen. 40. **Select** "Send for Cap Gov Approval". a. Optionally, **select** "Send for Updates" if you want another review and update prior to sending for Capital Governance review. 41. **Wait** for any revisions requested. Otherwise, task is complete.	

END TASK