

Step 1- Select the *Create* option under *Cost Control* <*Potential Change Orders* from the Prolog Converge *Select a View* menu. This option will open a window allowing you to create a new Potential Change Order (PCO). The new window will open to the *General Information* tab in the Potential Change Orders module.

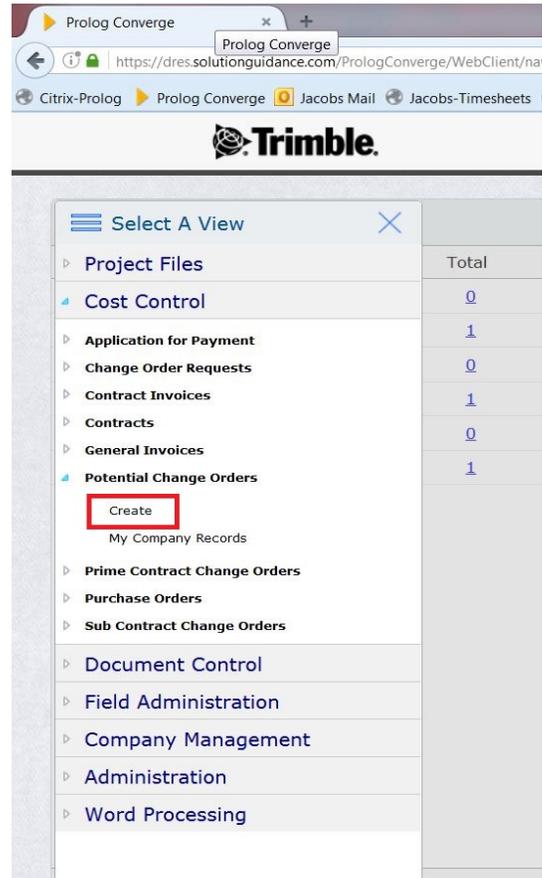


Figure 1

Step 2- In the General Information tab, enter all available information in fields 1 through 5 for the PCO that you are creating. Fields that are colored or have an asterix (*) next to their title are required and you will not be able to save the record without filling out these fields. The Number field populates automatically with the next available number. See Appendix A to this document for usage of the Category and Reason fields.

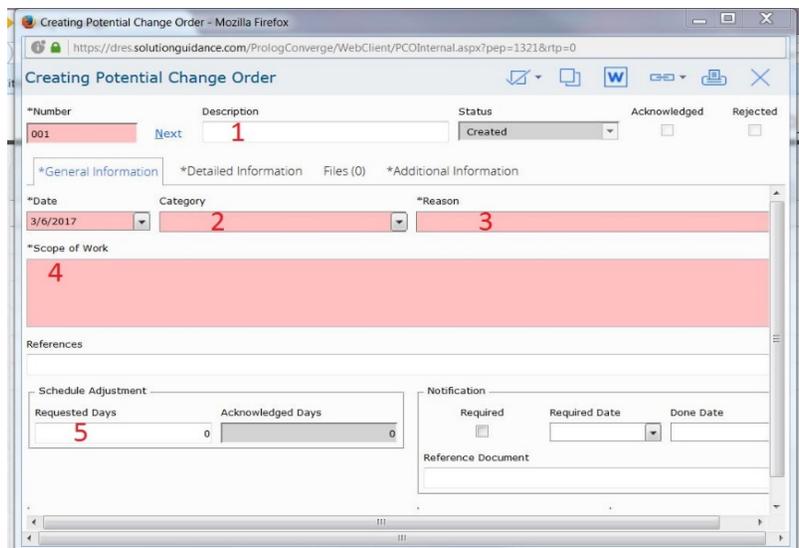


Figure 2

Step 3- On the *Detailed Information* tab, click on *New* to add a new cost line. Add a new cost line for each separate PCO cost item. An example of a separate cost items would be work in separate CSI divisions. Fill in the *Description*, *Proposed Amt (Cost)*, *PO Number*, *Vendor*, and *Division* fields for each PCO cost item. You will need to scroll to the right using the scroll bar at the base of the window to reach all of the required fields. PCO, scope, time impacts and cost items may not be known or available upon creation of the PCO. These items can be added, or edited, as required until the PCO is negotiated and acknowledged.

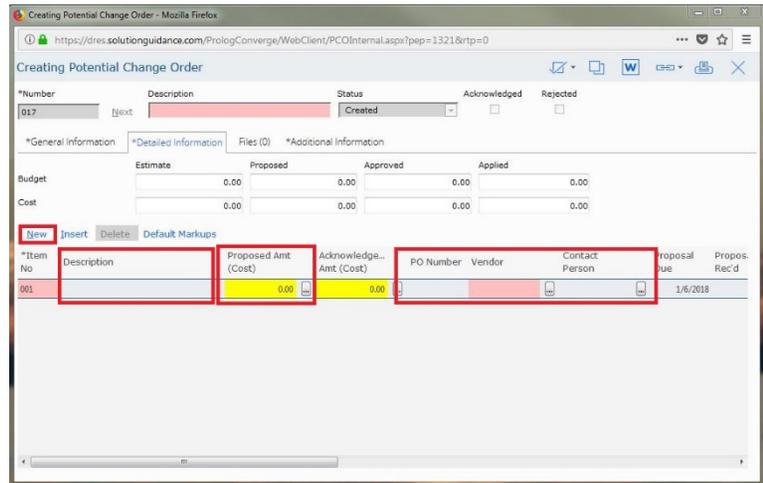


Figure 3

Step 4- Attach files such as photos, directives and proposals by attaching files to the PCO record through the *Attach* link on the Files tab. Files that have been previously uploaded into Prolog Converge can be attached to the record or you can Quick Upload a file once you click on *Attach*. Vendor files should be uploaded to the *PCOs* folder under either the *Design*, *Construction* or *Construction Management* folder depending on the vendor's project role.

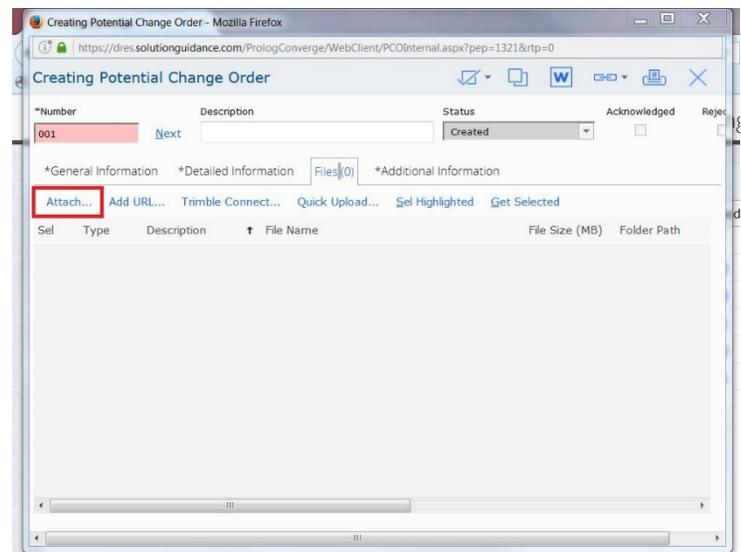


Figure 4

Step 5- On the Additional Information tab, enter the justification for why the work outlined in the PCO would require a change to the contract in the *Justification Remarks* field.

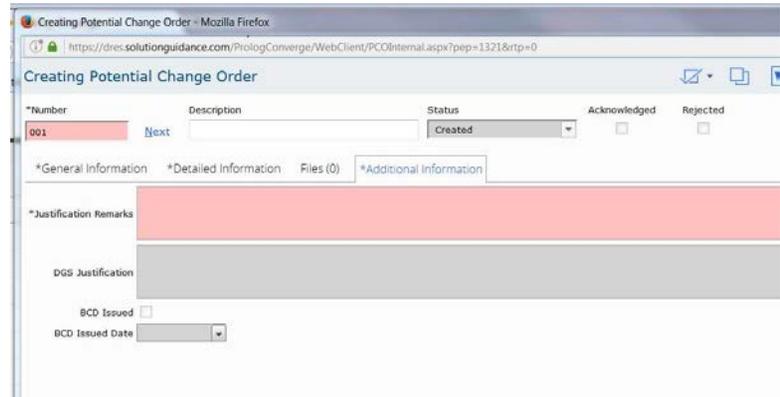


Figure 5

Step 5- Click on the small arrow next to the *Check Box* in the top-right corner of the screen and chose one of the save options to complete and save the new PCO. An automatic notification is sent to the DGS Project Manager from Prolog Converge via email letting them know that a new PCO has been created for the project. Watch your email for notifications from Prolog Converge that will let you know when a PCO has been rejected or acknowledged by the DGS Project Manager.

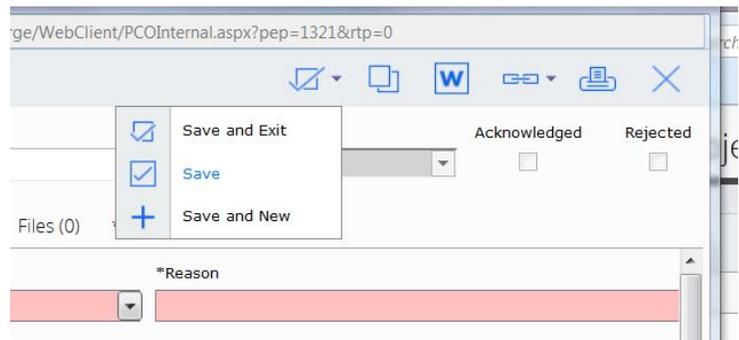


Figure 6

PCO Categories and Reasons - How to Use

Categories	Description of PCO Categories
Add Alternate	Select Add Alternate if the reason for the PCO is to award an Add Alternate for the project
Contingency	Select Contingency if the PCO is a a change that will be covered out of an existing design or construction contingency
Guaranteed Maximum Price	Select Guaranteed Maximum Price if this PCO is due to the award of a definitive contract and GMP for an exisiting letter contract
Unforeseen Conditions	Select Unforseen Conditions if the PCO is due to unforeseen conditions at the project site
Client Agency Request	Select Client Agency Request if the PCO is a result of a request for additional scope from the client or using agency
Errors & Omissions	Select Errors & Omissions if the PCO is due to errors or omissions in the design
Other	Select Other if none of the other categories apply to the PCO
Legacy	DO NOT USE

Reasons	Description of PCO Reasons
Add Alternate	Select Add Alternate if the PCO Category is Add Alternate and the reason for the PCO is to award an Add Alternate for the project
Administrative Change	Select if the PCO Category is Other and the PCO is a correction of an internal error or a no cost time extension for billing purposes
Client Agency Initiated Change	Select if the PCO Category is Client Agency Request and the PCO is a result of a request for additional scope from the client or using agency
DGS Initiated Change	Select if the PCO Category is Other and the PCO is the result of a DGS request for additional scope
Errors and Omissions	Select if the PCO Category is Errors & Omissions and the PCO is due to errors or omissions in the design
Unforeseen Conditions	Select if the PCO Category is Unforseen Conditions and the PCO is due to unforeseen conditions at the project site
Value Engineering	Select if the PCO Category is Other and the PCO is a result of a Value Engineering effort or suggestion
Weather Conditions	Select if the PCO Category is Other and the PCO is a result of excessive weather delay days above and beyond those normal for the District
City Leadership	Select if the PCO Category is Other and the PCO is a result of direction from the Mayor, City Council or other City Leader
Contingency	Select if PCO Category is Contingency and the cost will be covered from the Contingency
Guaranteed Maximum Price	Select Guaranteed Maximum Price if the Category is Guaranteed Maximum Price and this PCO is due to the award of a definitive contract and/or GMP for an exisiting letter contract
Other	Select if the PCO Category is Other if none of the other reasons apply to the PCO
Legacy	DO NOT USE