

Construction Change Proposal Definition

The **Construction Change Proposal** Screen provides a mechanism to manage potential changes to a construction contract. Change proposals typically differ from change directives in that they may or may not happen, and can be approved or canceled at any time. Typically, all change directives are processed immediately.

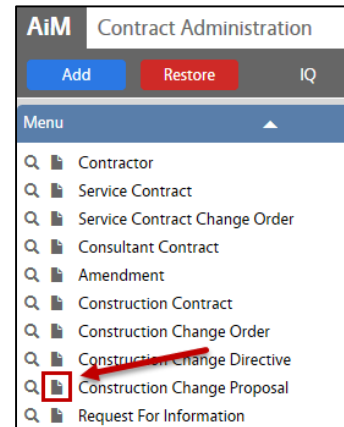
Change proposals can be submitted directly from this screen or be defaulted by associating an issue to the change proposal (demonstrated below).

Responsibility: ADMIN ASSOC LRFP / PROJECT MANAGER

The ADMIN ASSOC LRFP or the PROJECT MANAGER will perform the following procedures in AiM for entering a Construction Change Proposal, depending on the Proposal type.

Create a Construction Change Proposal:

1. From the Workdesk, click: **Contract Administration**
2. Click: **NEW** (Next to **Construction Change Proposal**)
3. Search for the Consultant Contract. If you know the contract number, enter into Contract Field.
4. Click: **Consultant Contract number hyperlink**.



The screenshot shows the 'Construction Contract' table in AiM. The table has columns: View, Contract, Description, Type, Status, Capital Project, Capital Program, Contractor, and Address Code. The row with Contract number 1028 is highlighted, and the 'Type' column is also highlighted with a red box. A red arrow points to the 'Type' column header.

View	Contract	Description	Type	Status	Capital Project	Capital Program	Contractor	Address Code
	1012	PURCHASE AND INSTALLATION OF CHEMICAL STORAGE CABINETS.	AS NEEDED	NTP	CP15-0159		2690	001
	1016	WIFI IN FACILITIES MANAGEMENT BUILDINGS	AS NEEDED	NTP	CP15-0145		V0001929620	1
	1028	SIMPLEX GRINNELL PURCHASE ORDER FOR MCELROY HALL CBORD ADDITION	AS NEEDED	NTP	CP15-0102		V0000432354	1

5. Select **Type**, Click: Zoom
6. Enter details of the Proposal in the **Description**.
7. **Component Group**, click: Zoom and select Group and Component
8. **Line Item**, click: Zoom and select
9. **Reason**, click: Zoom and select

The screenshot shows the AiM Construction Change Proposal form. A red arrow points to the 'Save' button at the top left. The form contains the following fields and values:

- Header:** AiM Construction Change Proposal (About Logout)
- Buttons:** Save, Cancel
- View:** CCP001
- Description:** Enter details of the Proposal in the Description.
- Status:** OPEN
- Type:** FMCS
- Proposal Date:** Nov 02, 2015
- Review Date:** Nov 03, 2015
- Contractor:** V0000432354 (SIMPLEX GRINNELL LP)
- Capital Project:** CP15-0102 (AS NEEDED: FISHBURN- JIM HARGRAVE)
- Address Code:** 1
- Contract:** 1028 (SIMPLEX GRINNELL PURCHASE ORDER)
- Component Group:** CONSTRUCTION FMCS
- Component:** FACILITIES MGMT SUPPC
- Line Item:** 002 (MARK UP 7.62%)
- Line Group:** DIRECT CONSTRUCTION
- Issue:** -OPTIONAL-
- Specification Section:** -OPTIONAL-
- Reason:** MARKET CHANGE
- Reference Number:** -OPTIONAL-
- Footer:** CHANGE IN MARKET THAT

10. Enter a **Proposal Date** and **Review Date**.

11. **-OPTIONAL-** **Issue**, click: Zoom and select

Note: The Proposed and/or Estimated Amount from the Issue defaults to the Change block. If the Change Proposal is not being created from an Issue, enter the amount(s) manually.

12. **-OPTIONAL-** enter a Specification Section and/or Reference Number

13. Review for accuracy, click: **Save**