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**.

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
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**