

## HOW DO I DO A PCI SETUP?

### WHAT IS THIS?

Potential Change Orders (PCI\_) track all potential financial changes to the original contracted scope of work for both the Owner Contract and each Subcontract Agreement. The PCI is a placeholder for the expected costs associated with the new item.

There are four distinct types of PCIs:

- **External PCI:** An External PCI is created when work is needed that is identified as outside of the original scope of work agreed to. It is associated with a design change or Owner directive that is beyond the scope of work included in our contract with the Owner. The money to fund an External PCI comes from the Owner.
- **Internal PCI:** An Internal Potential Change Order is usually associated with missed scope or unforeseen conditions and is beyond the scope of work that Shawmut purchased with subcontractors, but is included within our contract with the Owner. The money to fund an Internal PCO can come from scope holds, internal allowances, internal contingencies and profit in the internal budget”
- **Cost Transfer PCI:** A Cost Transfer PCI is the internal movement of cost within Shawmut.
- **Budget/Cost Transfer PCI:** A Budget/Cost Transfer PCI moves money both on the revenue and the cost side. The cost result of this type of PCI ends in a value equal to zero. An example of this type of PCI is moving money from one phase to another.

### WHO SHOULD USE THIS?

Project Manager

### WHY WOULD I DO THIS?

PCIs are added when Project Managers are notified or become aware that a change to a work item in the project is needed. PCIs are intended to capture all costs not defined within the initial contracted scope of work with the Owner and/or subcontractors. They allow the Project Manger to project cost estimates prior to Change Orders being issued. If the PCO is External it allows Shawmut to obtain additional funding for the changed scope of work.

### HOW DO I DO THIS?

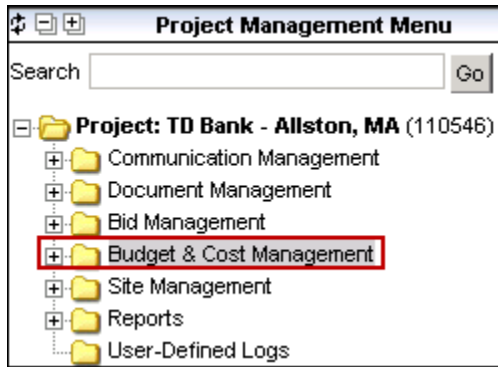
Create a PCI as soon as you are aware of a change to the original scope of a project. The PCI option is selected through the Budget & Cost Management option on the Project Management tree menu.

## ENTER AN EXTERNAL PCI

When an external PCI situation arises, enter it into CMiC. You have the ability to identify the potential change and the specifics such as scope and cost that are associated with the change.

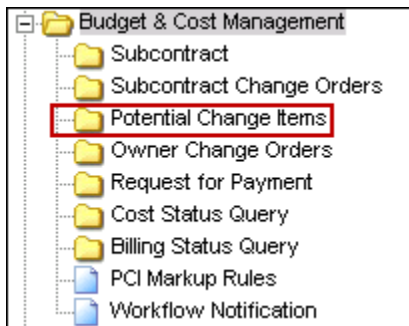
Follow the steps outlined below to add an external PCI:

### Step 1:



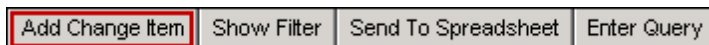
Click on the **Budget & Cost Management** option on the left menu tree to get started.

### Step 2:



Click on **Potential Change Items** option.

### Step 3:



Click on the **Add Change Item** button. The PCI Potential Change Item screen displays.

CM/C Potential Change Item Maryann Grover's Profile Home

Check Spelling Save Draft Save Cancel

**Project Management Menu**

Search

- Project: TD Bank - Allston, MA
  - Communication Management
  - Document Management
  - Bid Management
  - Budget & Cost Management
    - Subcontract
    - Subcontract Change Order
    - Potential Change Items
    - Owner Change Orders
    - Request for Payment
    - Cost Status Query
    - Billing Status Query
    - PCI Markup Rules
    - Workflow Notification
  - Site Management
  - Reports
  - User-Defined Logs

**Potential Change Item**

Type  Date 092312

PCI No.  Update Projected Amount During Posting

Description

Scope Description

Status  Proceed  Forecast

Days Impact  Source

Start Date  End Date

OCO No.  Date Due To Owner

Date Proposal Issued To Owner  Date Proposal Signed By Owner

Date Change Sent To Owner  Date Change Signed By Owner

Source Type

Project Overtime Included  Project Overtime Required

Type of Costs on COR Lump sum proposal Cause by Reason General

Total Budgeted Amount  Total Billing Amount

Action	Description	Vendor	Subcontract	Job	Phase	Category	WM	Billing Code	Days Impact	Phase Qty	Quantity	Estimated Rate	Estimated Amount
+													

**Step 4:**

Type

PCI No.

On the **Type** field, select **External Change Request** from the drop down list.

**Step 5:**

PCI No.  Update Projected Amount During Posting

- a. The **PCI No** automatically displays for an External Change with a mask of "CR" followed by the next three sequential numbers that the system assigns.
- b. Click on the Updated Projected Amount During Posting to create links with forecasting. This is discussed in the ETC Summary section later in the training.

**Step 6:**

Description

Scope Description

- c. In the **Description** field, type in a brief, general description about the change.
- d. Type in an expanded description of the change in the **Scope Description** field. When submitting a change request to the Owner, the Scope Description provides a full explanation of the change.

**TIP:** Use the to scroll up or down to view the entire description.



**TIP:** To run a spell check on your Description or Scope Description fields, double-click on the field to open the Spell Check pop-up box.

**Step 7:**

Status **Approximate** Proceed  Forecast

Select the **Status** from the drop down list. Typically PCIs begin with the status of Approximate then move to Pending and on to Pending Not Approved. Depending on the status you choose, the **Proceed** and **Forecast** fields will automatically populate with a check mark.



**TIP:** View the chart below to see which statuses auto populate the Proceed and Forecast fields.

Make this a tip: View the chart below to see which statuses auto populate the Proceed and Forecast fields. Please take the screenshot with the Status fields being shown so the learner can see them all at once.

Status field	Proceed field	Forecast field
Approved	✓	✓
Approximate	—	✓
Pending	—	✓
Pending – Proceeding		✓
Rejected	—	—
Void	—	—

Status **Approved** Proceed  Forecast

Status **Approximate** Proceed  Forecast

Status **Pending** Proceed  Forecast

Status **Pending - Proceeding** Proceed  Forecast

Status **Rejected** Proceed  Forecast

Status **Void** Proceed  Forecast

**Step 8:**

Days Impact 5 Source

Start Date 09/27/12 End Date 09/04/12

- Enter the number of business days the project is impacted by the change in the **Days Impact** field.
- To update the **Start Date** field, click on calendar icon to the right of the field and select the month and day. This date is typically the current date you are entering the PCI into the system.

- c. To update the **End Date** field, click on the calendar icon to the right of the field and select the month and day. This date is used to track the general impact of the PCI work.


**Step 9:**

OCO No.	<input type="text"/>	Date Due To Owner	<input type="text"/>
Date Proposal Issued To Owner	<input type="text"/>	Date Proposal Signed By Owner	<input type="text"/>
Date Change Sent To Owner	<input type="text"/>	Date Change Signed By Owner	<input type="text"/>

- a. The **OCO Number applies to External Changes** only populates once it is linked to an Owner Change Order (OCO).







**TIP:** The best practice is to create an OCO first. However, if you are creating the PCI and find the corresponding OCO does not exist, you can add the OCO later and return to the PCI to link it to the OCO

- b. Click on the calendar icon  to the right of each of the below fields and select the month and day.
  - **Date Due to Owner** refers to the date that tracks the general impact of the PCI work.
  - **Date Proposal Issued** refers to the date the proposal was sent to the owner.
  - **Date Proposal Signed By Owner** refers to the date that the owner approved the proposal.
  - **Date Change Sent to Owner** refers to the date the PCI document was sent to owner. **(MG is this correct?)**
  - **Date Change Signed By Owner** refers to the date the owner changed the PCI document.

**Step 10**

Project Overtime Included	<input type="text"/>	Project Overtime Required	<input type="text"/>
Type of Costs on COR	<input type="text"/>	Cause by Reason	<input type="text"/>

- a. The **Project Overtime Included** field is used for external change orders or budget transfers. Click  to select Project Overtime Included or Project Overtime Not Included.
- b. The **Project Overtime Required** field is used to communicate to owners whether overtime is required for to complete the change. Click  and then click on Project Overtime Required or Project Overtime Not Required.
- c. On the **Type of Costs on COR**, click on  and then click on the description.
- d. On the **Cause by Reason** field click on  and then click on the description. This field defaults to General but you can further identify the reason for the PCI by clicking on one of the listed descriptions.



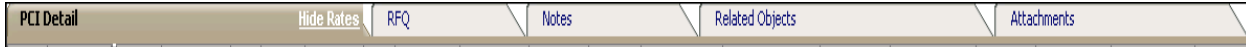
**TIP:** The **Total Budgeted Amount** and **Total Billing Amount** fields are updated once information is entered in the PCI line item detail below.

Total Budgeted Amount	<input type="text"/>	Total Billing Amount	<input type="text"/>
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## ADD PCI LINE ITEMS

The **PCI Detail** tab on this screen allows entry of detailed information for each PCI line item. Estimated amounts; quoted rates, billing rates, and more can be entered. Use the scroll bar to move through and enter applicable information in fields for each line.

In addition to the PCI Detail tab, there are other tabs that can be selected:



**RFQ** – This tab is not used by Shawmut.

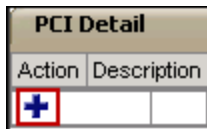
**Notes** – Click on the Notes tab to review notes that have been entered regarding the PCI.


**Related Objects** – Click on the Related Objects field to view system assigned? **(MG: Need more information on this)**

**Attachments** – Click on this tab to view documents that are pulled from the Document Management/Documents and help substantiate the PCI.

**History** – Click to view an audit log of previous activity on the PCI.

### Step 1







Click on the  to begin entering a PCI line item.



**TIP:** You can break out PCI line items by trade so that later you have an itemized list to link a subcontractor change.


### Step 2



Action	Description	Vendor	Subcontract	Job	Phase	Category
 	Painting			110546	09900.01	S

- On the **Description** field, type the description of the PCI line. This field has unlimited characters and you can scroll through it to view your entire entered description using the up and down arrows (get icon for here).
- The **Job** number automatically populates. If it doesn't click on  to search for the job number you are working with.
- On the **Phase** field, click on  to select the budget line item for the PCI Detail line item.



**TIP:** The most recent Phases that you previously used are listed at the top of the Phase list.

- On the **Category** field, click on  to select the category that is applicable to the Phase.

- e. **Vendor** and **Subcontract** fields: If the **Vendor** and **Subcontract** fields are not populated, click  to locate each. If the vendor does populate, but the Subcontract field does not, click  to select the applicable subcontractor.

### Step 3

Days Impact	Phase Qty
5	1 /NA

- On the **Days Impact** field, type in the number of days impacted by this PCI.
- On the **Phase Qty** field, type a 1.

### Step 4

Estimated Rate	Estimated Amount	Quoted Rate	Quoted Amount
	6000		

Type the **Estimated Amount** of the PCI line item. When working on External PCIs, both the budget and cost side are affected. When an amount is entered in the Estimated Amount, this amount is updated in the total Budgeted Amount and Total Billing Amount fields.

Total Budgeted Amount	5,000.00	Total Billing Amount	5,000.00
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### Step 5

Check Spelling	Save Draft	Save	Cancel
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Click **Save** to save the PCI.

Other options available:

- Select the **Check Spelling** button to do a spell check of the entire PCI.
- Click the **Save Draft** button to save your changes as a draft. **Did Dan want us to cover this?**



**TIP:** The Save Draft option leaves the PCI in an “edit mode”. This option is usually selected when you are working on a PCI and are taking a brief break. The Save option saves the PCI and subsequently it is in display mode only. However, the PCI can still be changed/updated by selecting the edit option.

- Click **Cancel** to delete your PCI entry.

### Step 6

Add PCI	Copy	Edit	Delete	Print PCI	Calc. Markups	Post	Link to Issue	Back To Log
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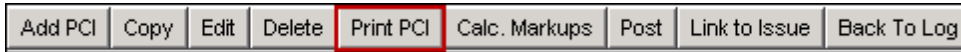
Each time you save your PCI, you must next click on the **Calc Markups** button. This automatically updates markups for external changes that were agreed upon in the contract. Once the markup is complete, the PCI Detail amounts display as updated. You will receive a message that the Markups have generated successfully. On the Potential Change Item screen, markup information will be updated in the PCI Detail line items.



**TIP:** Each time a change is made to an amount in the PCI Detail line, the PCI must be saved, and the Calc Markups option must be selected.

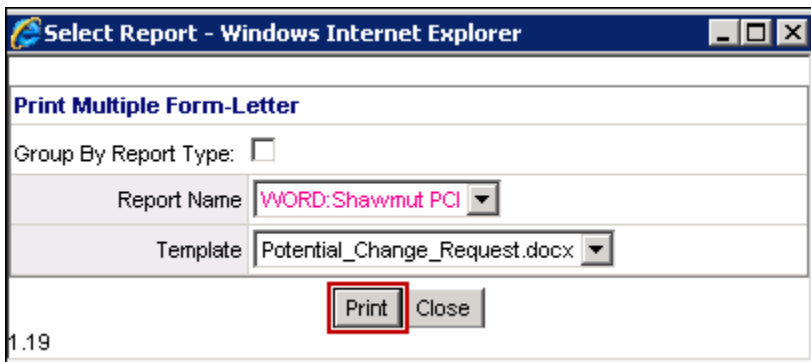
The PCI Change Item screen displays to provide you with a view of all the information that was entered on the PCI. In the future you can select your PCI, click **Edit** and update additional information as it becomes available.

**Step 7**



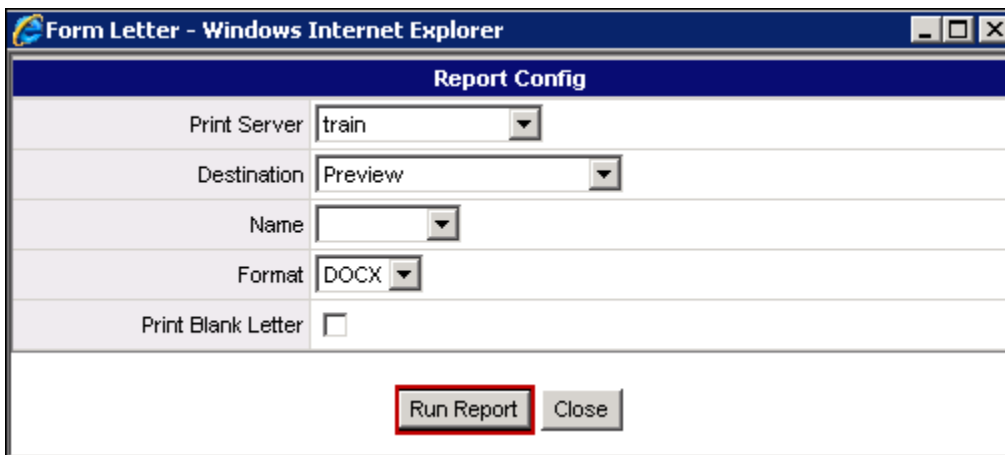
a. Click on the **Print PCI** button to create a PDF preview document that can be sent to the owner for approval.

**Step 8**



Click on the **Print** button.

**Step 8**



Click on **Run Report**.

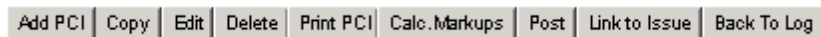


## Step 9



To view the PCI PDF, click the **Open** button. To save the PCI PDF click **Save** and navigate to the J Drive to save in the job folder.

### Other Options Available on the PCI Change Item screen



**Add PCI** – Select this option to add a new PCI.

**Edit** – Click the **Edit** button, to go back into the existing PCI and make change.

**Delete** – Click the **Delete** button to delete the PCI.

**Post** - Click the Post button when all changes have been made to the PCI. Once the Post option is selected, no additional changes can be made to the PCI and it moves into cost and/or billing status query while updating the current budget.

**Link to Issue** – This option is used for warranty and PSD. Refer to document on those sections for more information.

**Back To Log** – Click **Back To Log**, to move back to the screen that lists all PCIs that exist for the project.

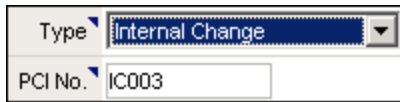
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## ADD AN INTERNAL PCI

Entering an Internal PCI is very similar to adding an External PCI. The primary difference between Internal and External PCIs is that with an Internal PCI the cost change is only internal and those costs are not billed or communicated to the owner.

When entering an Internal PCI, follow the steps for “Add An External PCI” with the following exceptions:

1. Select **Internal Change** on the **Type** field. The **PCI No.** automatically displays with a mask of IC followed by the next sequential three numbers that are assigned by the system.



Type	Internal Change
PCI No.	IC003

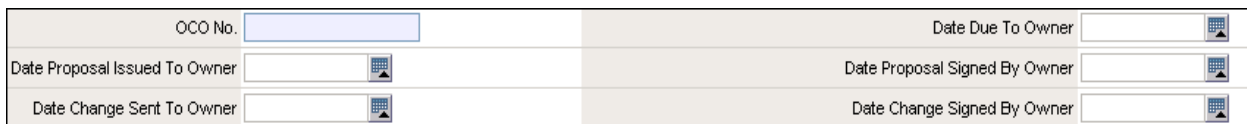
2. Entry is not required for Internal PCIs in the field: **Project Overtime Included** and **Project Overtime Required**.



Project Overtime Included		Project Overtime Required	
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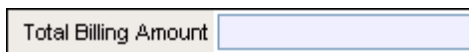
3. Entry of fields associated with Owner are not required for Internal PCIs. This includes:

- OCO No.
- Date Due to Owner
- Date Proposal Issued To Owner
- Date Proposal Signed By Owner.
- Date Change Sent To Owner
- Date Change Signed By Owner



OCO No.		Date Due To Owner	
Date Proposal Issued To Owner		Date Proposal Signed By Owner	
Date Change Sent To Owner		Date Change Signed By Owner	

4. Internal PCIs are not billed to the owner. Therefore, the **Billing Amount** field is not updated from the PCI details entries.



Total Billing Amount	
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5. Once the PCI is saved, running a Calc Markup is not required.
6. Move to the Cost Status query to verify that the amounts have been posted.

## ADD A COST TRANSFER PCI

Cost Transfer PCIs are the internal movement of costs from one phase to another. The entry of Cost Transfer PCIs follows similar steps as the entry of External PCIs.

When entering a Cost Transfer PCI, follow the steps for “Add An External PCI” with the following exceptions:

1. Select **Cost Transfer** on the **Type** field. The **PCI No.** automatically displays with a mask of CT followed by the next sequential three numbers that are assigned by the system.

Type	Cost Transfer
PCI No.	CT0001

2. In the **Days Impact** field, type 0.

Days Impact	0
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3. Entry is not required for the following fields:

- Start Date
- End Date
- OCO No.
- Date Due to owner
- Date Proposal Issued To Owner
- Date Proposal Signed By Owner
- Date Change Sent to Owner
- Date Change Signed By Owner
- Source Type
- Project Overtime Included
- Project Overtime Required
- Type of Costs on COR
- Cause by reason

Start Date		End Date	
OCO No.		Date Due To Owner	
Date Proposal Issued To Owner		Date Proposal Signed By Owner	
Date Change Sent To Owner		Date Change Signed By Owner	
Source Type			
Project Overtime Included		Project Overtime Required	
Type of Costs on COR	Lump sum proposal	Cause by Reason	General

4. Internal PCIs are not billed to the owner. Therefore, the **Billing Amount** field is not updated from PCI details entry.

Total Billing Amount	
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5. Entry of the PCI Detail for a Cost Transfer requires at least two line items, one indicating the phase where the money is being transferred to and the other indicating where the money is being transferred from. Whether there are several lines that take the money from different phases, the net result must show a Budgeted Amount of zero. Follow these steps to complete the PCI Detail for the Transferred To line:

- a. Type the **Description**.
- b. Enter the **Phase** where the money is being transferred to.


Action	Description	Vendor	Subcontract	Job	Phase
+ x	Moving money to Paint to			110546	09900.01





- c. Type the **Estimated Amount**.
- d. Type the **Quoted Amount**.

Estimated Amount	Quoted Amount
6000	6000

- e. The **Total Budgeted Amount** reflects the amount moved.

Total Budgeted Amount

- f. To identify where the money is coming from, click on the  to add a PCI Detail line.
- g. Type the **Description**.
- h. Select the **Phase** where the money is being transferred to.

Action	Description	Vendor	Subcontract	Job	Phase
 	Moving money to Paint to			110546	09900.01
 	Moving money from Mason/Brick/Block			110546	04200.01

- i. Type the **Estimated Amount** preceded with a negative sign (-).
- j. Type the **Quoted Amount** preceded with a negative sign (-).

Quoted Amount	Final Amount	Billing Amount
6000		6000
-6000		-6000

- k. The **Total Budgeted Amount** reflects the amount moved and should equal zero. Note: The Total Budgeted Amount must be balanced to zero.

Total Budgeted Amount

- 7. Once the PCI is saved, running a Calc Markup is not required.
- 8. Move to the Cost Status query to verify that the amounts have been posted.

### ADD A BUDGET/COST TRANSFER PCI


A Budget/Cost Transfer PCI moves money both on the revenue and the cost side. The steps to create a Budget/Cost Transfer PCI are similar to adding an External PCI.


When entering a Budget/Cost Transfer PCI, follow the steps for “Add An External PCI” with the following exceptions:

- 1. Select **Budget/Cost Transfer** on the **Type** field. The **PCI No.** automatically displays with a mask of BT followed by the next sequential three numbers that are assigned by the system.

Type

PCI No.

- 2. In the **Date Proposal Issued To Owner** field click on the calendar icon  track the date the proposal was issued to the owner.

Date Proposal Issued To Owner  

- 3. Entry of the PCI Detail for a Budget/Cost Transfer PCI requires at least two line items, one indicating the phase where the money is being transferred to and the other indicating where the money is being transferred from.

Whether there are several lines that take the money from different phases, the net result must show a Budgeted Amount of zero. Follow these steps to complete the PCI Detail for the Transferred To line:

- a. Type the **Description**.
- b. Enter the **Phase** where the money is being transferred to.


Action	Description	Subcontract	Job	Phase
+ X	Electrical Drawdown HVAC		110546	16050.01

- c. Type the **Estimated Amount**.
- d. The **Billing Amount** field is populated.

Estimated Amount	Quoted Amount	Final Amount	Billing Amount
5000			5000

- e. The amount entered in both the **Estimated Amount** and **Billing Amount** fields will display in the **Total Budgeted Amount** and **Total Billing Amount** fields.

Total Budgeted Amount	5,000.00	Total Billing Amount	5,000.00
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- f. To identify where the money is coming from, click on the  to add a PCI Detail line.
- g. Type the **Description**.
- h. Select the **Phase** where the money is being transferred to.

Action	Description	Vendor	Subcontract	Job	Phase
+ X	Reallocate funds to Electrical-			110546	16050.01
+ X	Drawdown from HVAC			110546	15500.01

- i. Type the **Estimated Amount** preceded with a negative sign (-).
- j. The **Billing Amount** field is populated.

Quoted Amount	Final Amount	Billing Amount
6000		6000
-6000		-6000

- c. The **Total Budgeted Amount** and the Total Billing Amount reflects the amount moved and should equal zero.

Total Budgeted Amount	0.00	Total Billing Amount	0.00
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9. Once the PCI is saved, running a Calc Markup is not required.
10. Move to the Cost Status query to verify that the amounts have been posted.