



CIC Training Guide (Mentor)

Date Created: 8/3/2021

Date Updated: 5/27/2022

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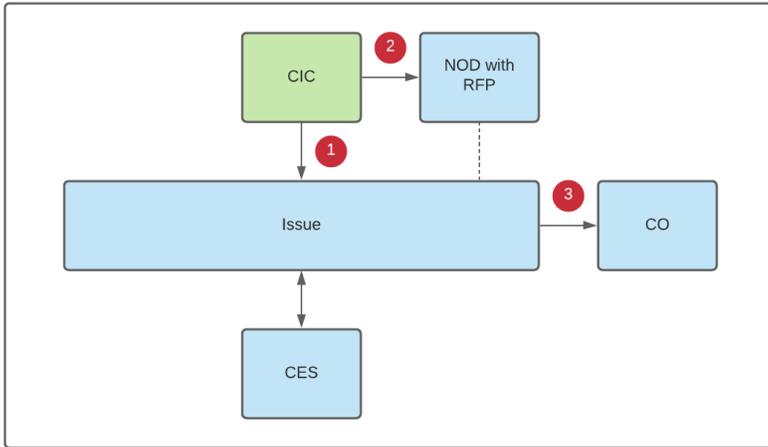
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About

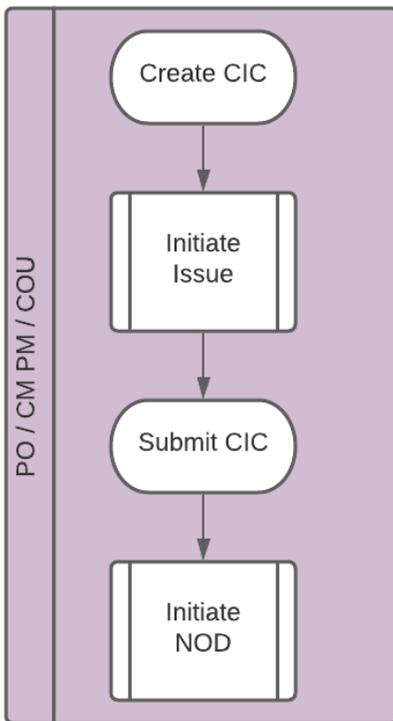
A Change in Conditions (CIC) is the documentation process regarding General Conditions or unexpected on-site changes. A CIC captures the change to initiate a NOD.

Workflow Diagram

Summary Workflow



CIC Workflow



Process Overview

The CM PM creates a CIC in CAMP, then processes the CIC to create an Issue. Next, the CM PM processes the CIC to create a NOD.

Notes

While the CIC process is consistent for all project types, the CM PM serves as the Project Officer for Requirements.

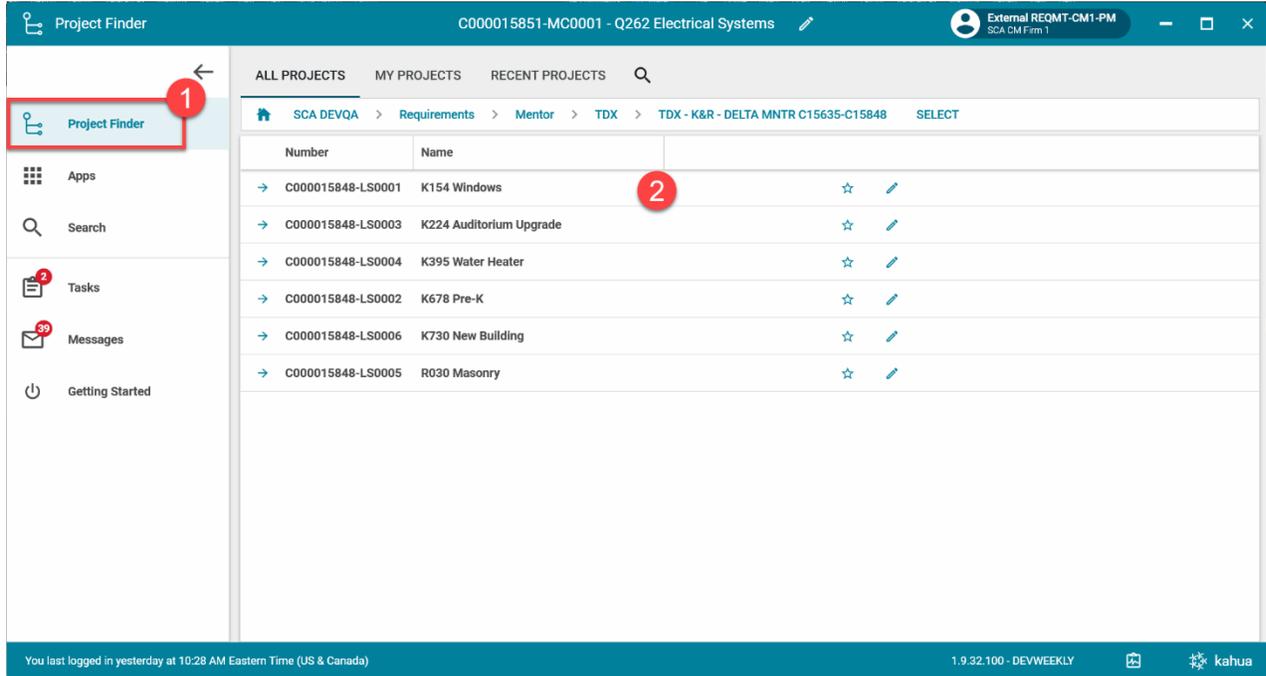
Step-by-Step Instructions

Create New CIC

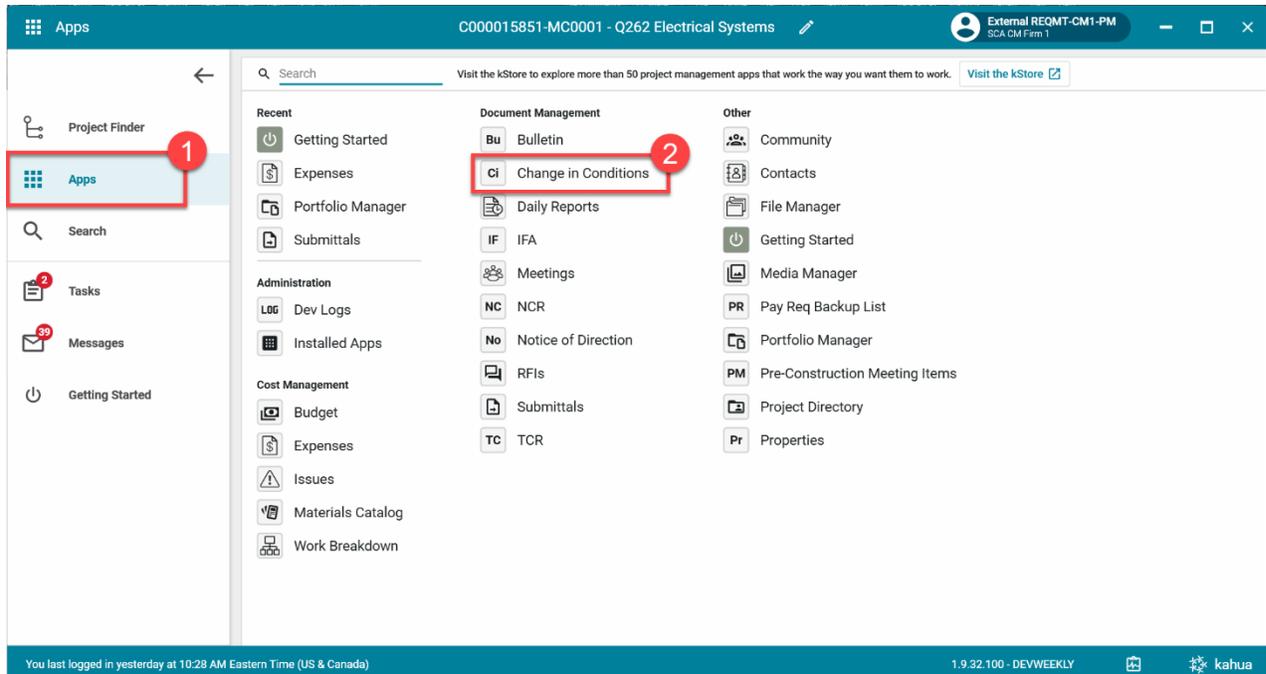
Role	Preceding Steps	Outcome
CM PM	→ Unexpected on-site changes.	→ CIC is created.

Steps

1. Go to 'Project Finder' > Select the desired Project

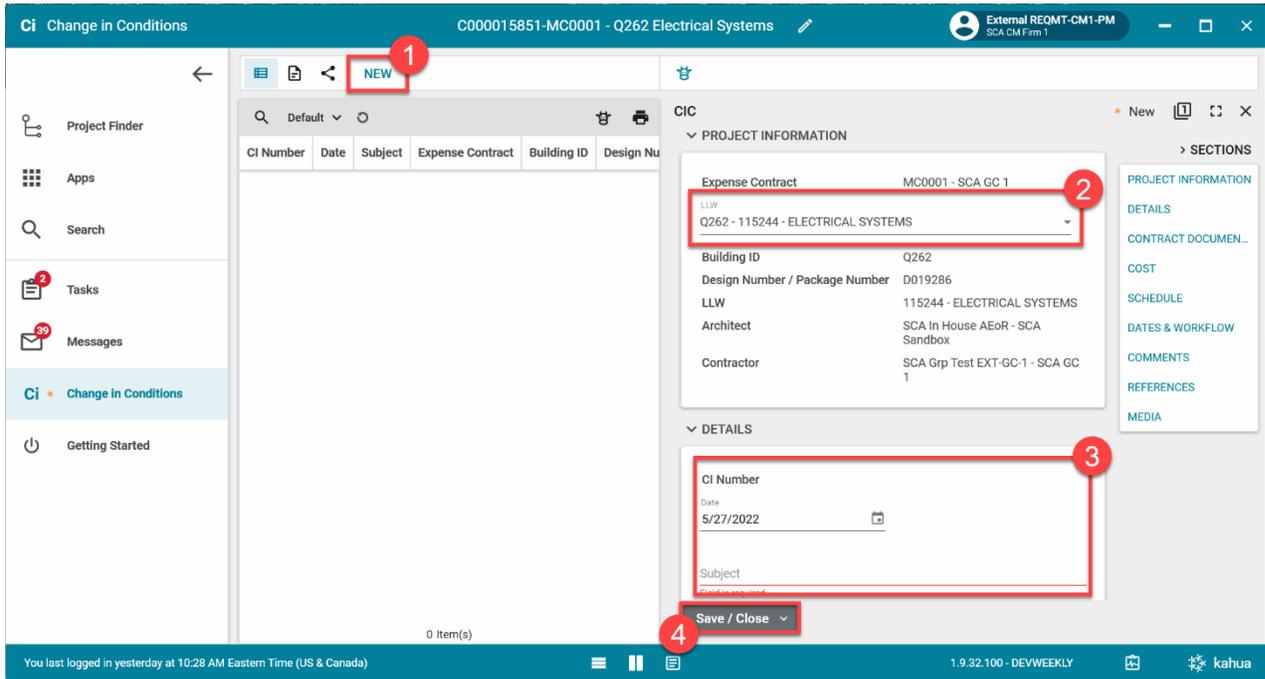


2. Select 'Apps' > Select 'Change in Conditions'

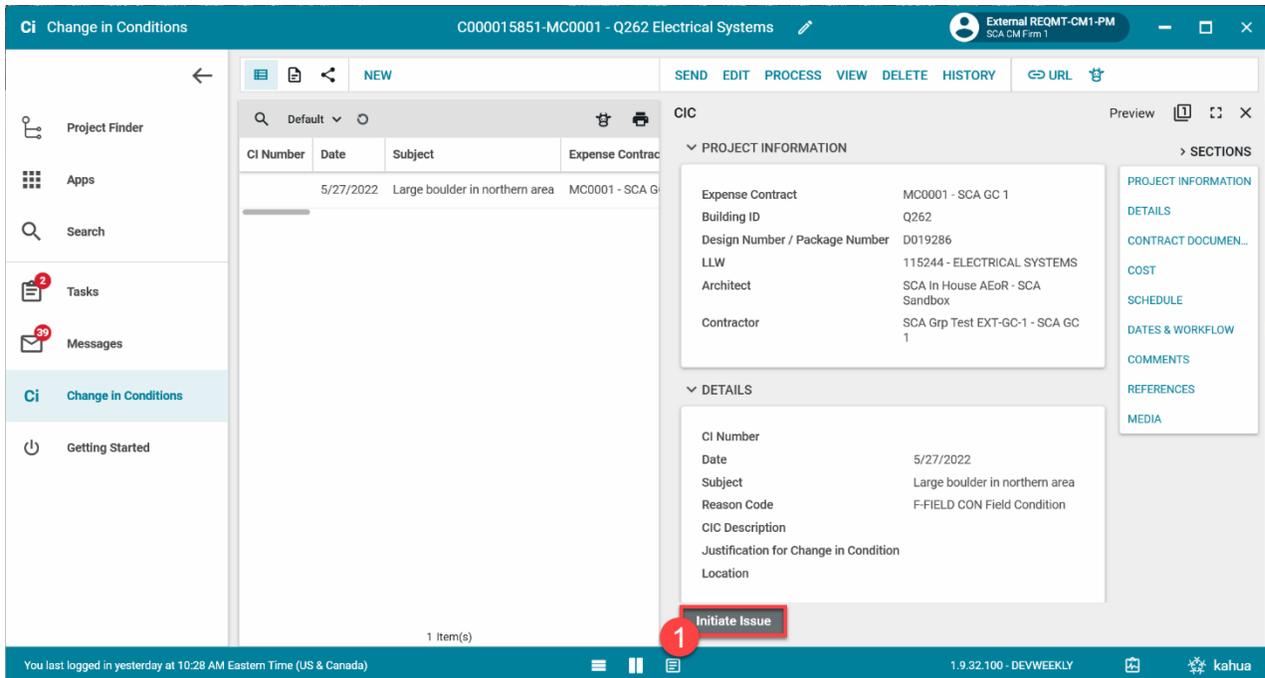


3. Select 'New' > Select LLW > Enter required field: **Subject** and any other fields > Click 'Save/Close'

Note: Reason Code and Estimated Cost are not required on save but are necessary to submit.



4. Click 'Initiate Issue' > Click 'Start Processing' > Click 'Save/Close'



Change in Conditions C000015851-MC0001 - Q262 Electrical Systems External REQMT-CM1-PM SCA CM Firm 1

Process

Select target partition and document type:

Source Large boulder in northern area

Target Application Issues

Select copies to include in references:

PDF of Initiating document (current state) on the Destination document

PDF of Destination document (current state) on the Initiating document

Select references to include:

Type	Description	Reference Type
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Cancel Start Processing

1 Item(s)

You last logged in yesterday at 10:28 AM Eastern Time (US & Canada) 1.9.32.100 - DEVWEEKLY kahua

Issues C000015851-MC0001 - Q262 Electrical Systems External REQMT-CM1-PM SCA CM Firm 1

Issues * Issue Items

NEW

CI Number	Subject	Expense Contract	Building ID	Design
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0 Item(s)

Issue -

PROJECT INFORMATION

Expense Contract MC0001 - SCA GC 1 - Q262 Electrical Systems

Building ID Q262

Design Number / Package Number D019286

LLW 115244 - ELECTRICAL SYSTEMS

Architect SCA In House AEoR - SCA Sandbox

Contractor SCA Grp Test EXT-GC-1 - SCA GC 1

DETAILS

CI Number

Subject Large boulder in northern area

CI Status

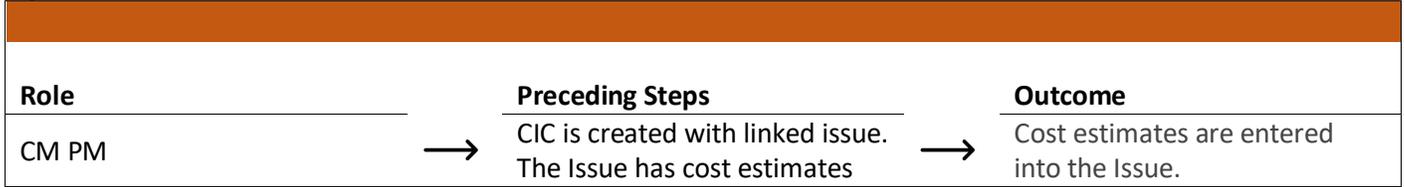
Initiation Date 5/27/2022

Describe

Save / Close

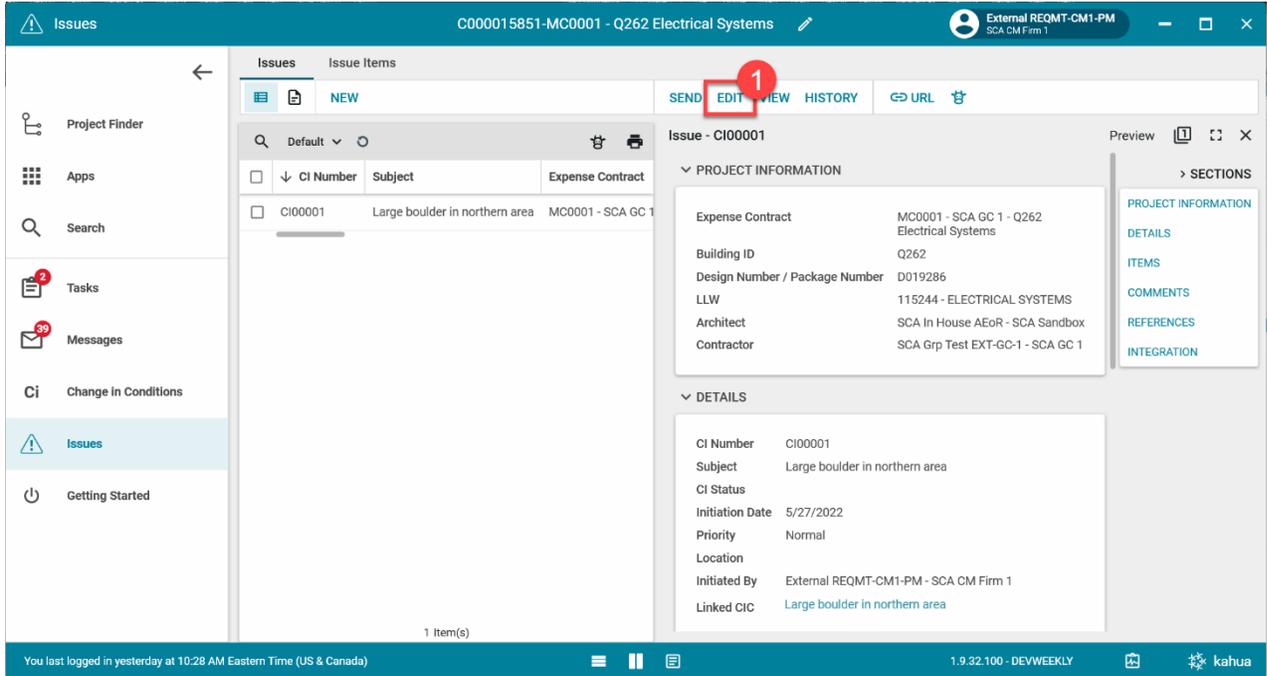
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Update Issue

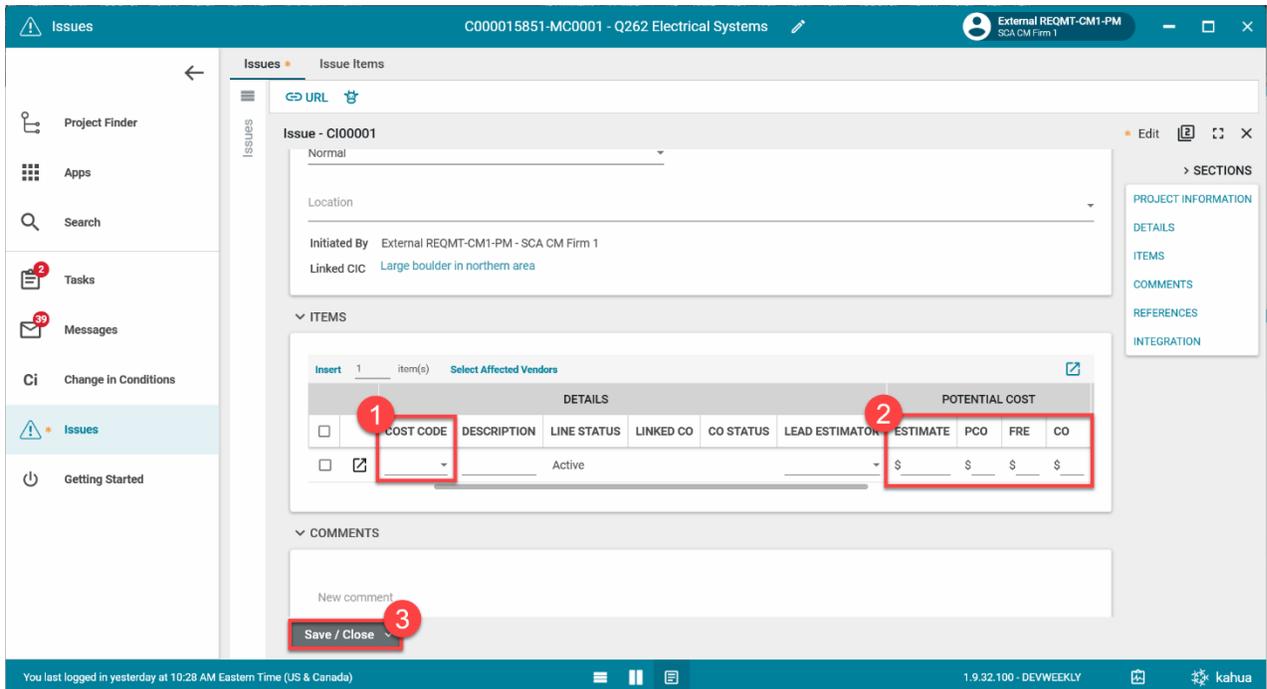


Steps

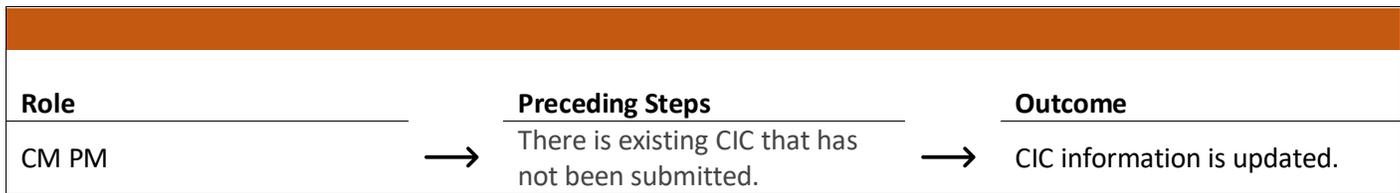
1. In the Issues application, select the desired Issue > Select 'Edit'



2. In the Items section, select a Cost Code > Enter Estimate, PCO, FRE, or CO amounts > Select 'Save/Close'

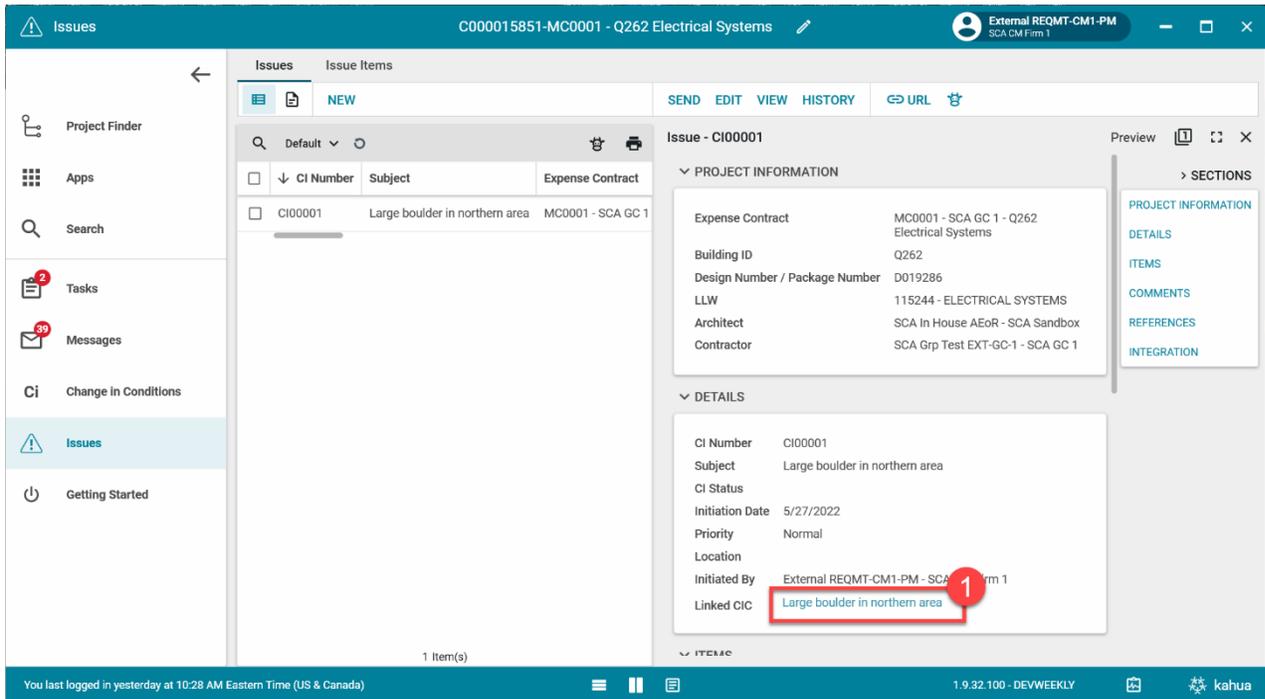


Update CIC

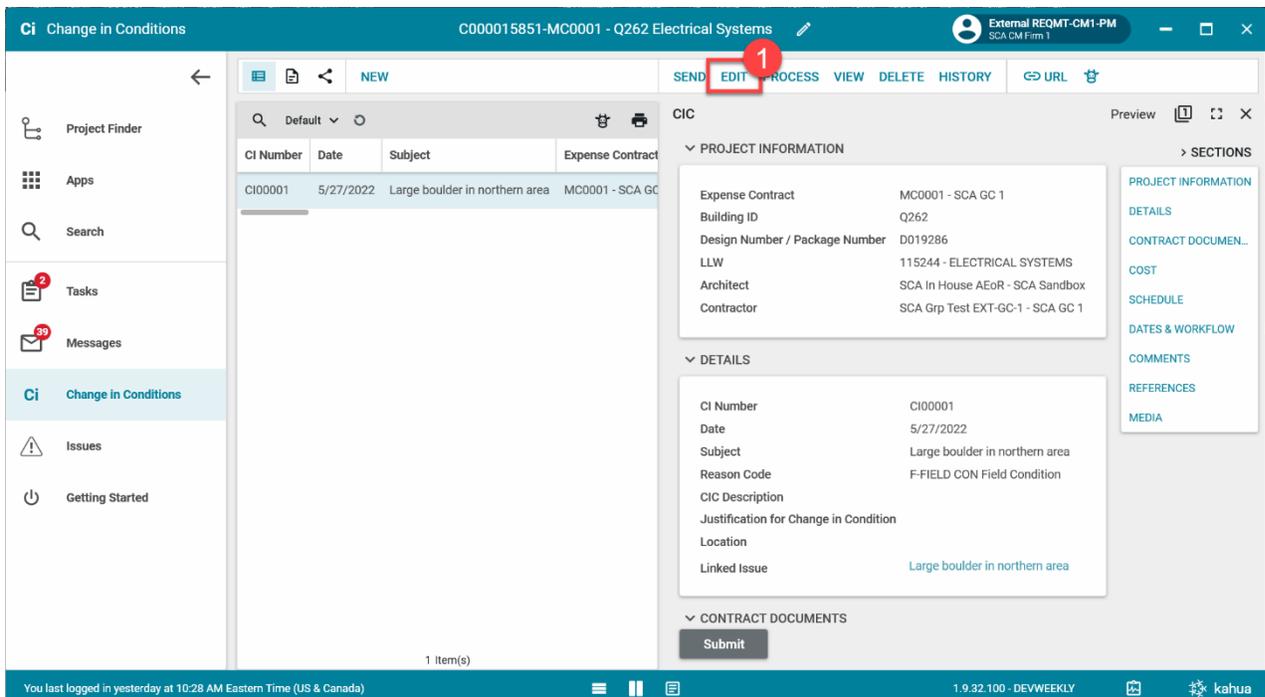


Steps

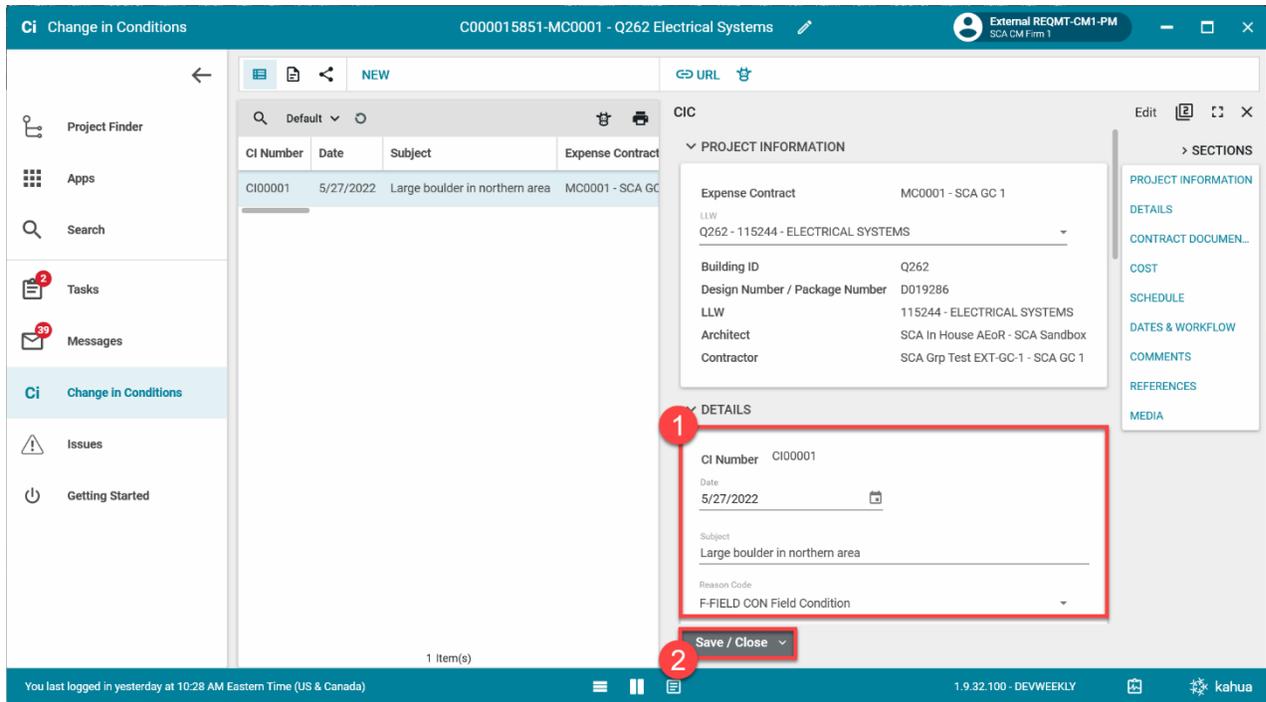
1. In the Issues application, select 'Linked CIC' (Alternatively, navigate to the record in the CIC application)



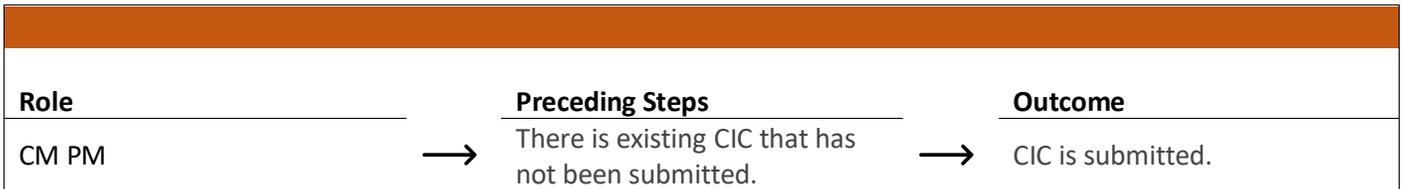
2. Select 'Edit'



3. Update Information > Click 'Save/Close'

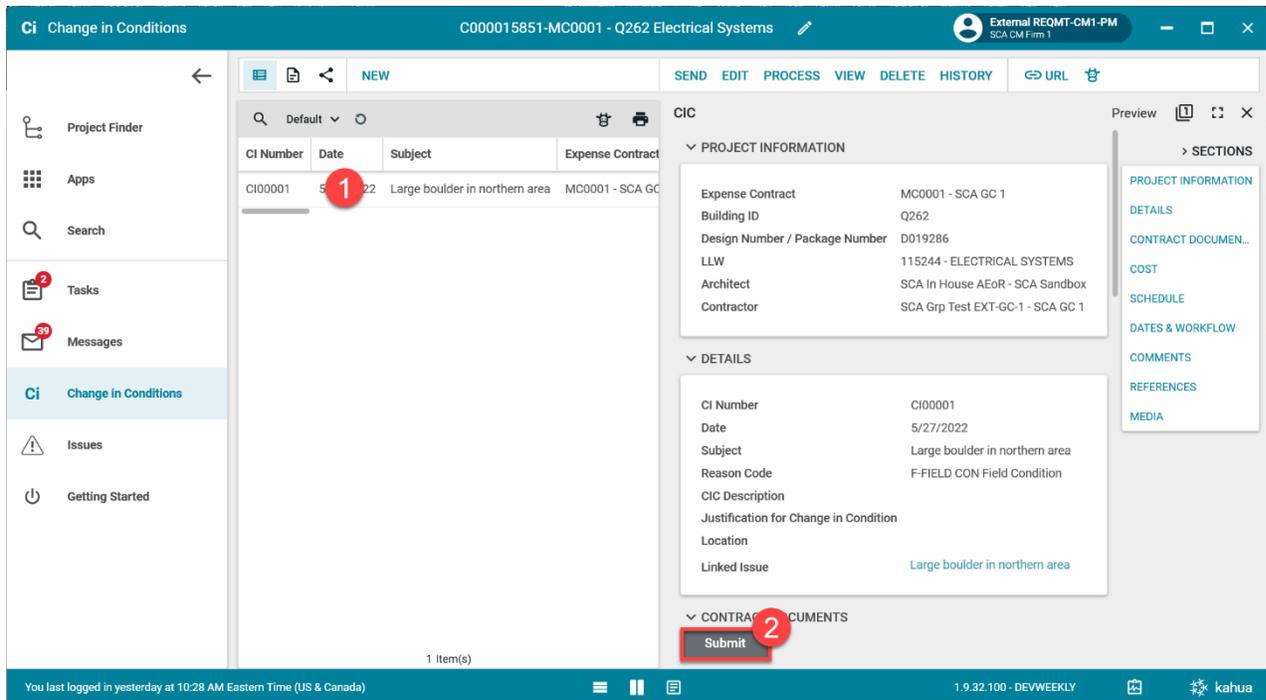


Submit CIC



Steps

Navigate to the CIC application and locate the appropriate record > Click 'Submit'



Initiate NOD

Role	Preceding Steps	Outcome
CM PM	→ CIC has been created.	→ NOD is created.

Steps

1. In the CIC application, select the desired record > Click 'Initiate NOD' > Click 'Start Processing' > Enter NOD Information > 'Click Save/Close'

Note: See Notice of Direction Training Guide for further instruction.

The screenshot shows the 'Ci Change in Conditions' application interface. The top navigation bar includes the title 'Ci Change in Conditions', the record ID 'C000015851-MC0001 - Q262 Electrical Systems', and the user profile 'External REQMT-CM1-PM'. The main content area is divided into a left sidebar with navigation options (Project Finder, Apps, Search, Tasks, Messages, Ci Change in Conditions, Issues, Getting Started) and a central workspace. The workspace contains a table of records with columns 'CI Number', 'Date', 'Subject', and 'Expense Contract'. A red circle with the number '1' highlights the 'Initiate NOD' button in the 'CONTRACT DOCUMENTS' section of the record details. The record details are expanded to show 'PROJECT INFORMATION' and 'DETAILS'.

CI Number	Date	Subject	Expense Contract
Ci00001	5/27/2022	Large boulder in northern area	MC0001 - SCA GC

PROJECT INFORMATION

Expense Contract	MC0001 - SCA GC 1
Building ID	Q262
Design Number / Package Number	D019286
LLW	115244 - ELECTRICAL SYSTEMS
Architect	SCA In House AEOR - SCA Sandbox
Contractor	SCA Grp Test EXT-GC-1 - SCA GC 1

DETAILS

CI Number	Ci00001
Date	5/27/2022
Subject	Large boulder in northern area
Reason Code	F-FIELD CON Field Condition
CIC Description	
Justification for Change in Condition	
Location	
Linked Issue	Large boulder in northern area

CONTRACT DOCUMENTS

- Initiate NOD

The screenshot shows the 'Ci Change in Conditions' application interface with a 'Process' dialog box open. The dialog box prompts the user to 'Select target partition and document type:' and shows the 'Source' as 'Large boulder in northern area' and the 'Target Application' as 'Notice of Direction'. Below this, there are options to 'Select copies to include in references:' with two checkboxes: 'PDF of Initiating document (current state) on the Destination document' and 'PDF of Destination document (current state) on the Initiating document'. At the bottom, there is a table for 'Select references to include:' with columns 'Type', 'Description', and 'Reference Type'. A red circle with the number '3' highlights the 'Start Processing' button.

Process

Select target partition and document type:

Source: Large boulder in northern area

Target Application: Notice of Direction

Select copies to include in references:

- PDF of Initiating document (current state) on the Destination document
- PDF of Destination document (current state) on the Initiating document

Select references to include:

Type	Description	Reference Type
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Cancel Start Processing

No Notice of Direction C000015851-MC0001 - Q262 Electrical Systems External REQMT-CM1-PM
SCA CM Firm 1

Project Finder

Apps

Search

Tasks 2

Messages 59

CI Change in Conditions

Issues

No * Notice of Direction

Getting Started

CI Number Date Status Priority Subject Expense Contract Bul

Notice of Direction CI00001 * New

PROJECT INFORMATION

Expense Contract	MC0001 - SCA GC 1
Building ID	Q262
Design Number / Package Number	D019286
LLW	115244 - ELECTRICAL SYSTEMS
Architect	SCA In House AEoR - SCA Sandbox
Contractor	SCA Grp Test EXT-GC-1 - SCA GC 1

DETAILS

CI Number CI00001

Date 5/27/2022

Status Valid

Priority Normal

Subject Large boulder in northern area

Save / Close

SECTIONS

- PROJECT INFORMATION
- DETAILS
- COST
- DATES & WORKFLOW
- SIGNATURES
- COMMENTS
- REFERENCES
- MEDIA

0 Item(s)

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