

CIC Training Guide (Mentor)

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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
СМ РМ	\rightarrow	Unexpected on-site changes.	\rightarrow	CIC is created.

Steps

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

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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.

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

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Update Issue

Role	Preceding Steps	Outcome
	 CIC is created with linked issue.	 Cost estimates are entered
	 The Issue has cost estimates	 into the Issue.

Steps

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

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	Tasks			LLW 115244 - ELECTRICAL SYSTEMS	COMMENTS
2	Messages			Architect SCA in House AEOR - SCA Sandbox Contractor SCA Grp Test EXT-GC-1 - SCA GC 1	REFERENCES
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2. In the Items section, select a Cost Code > Enter Estimate, PCO, FRE, or CO amounts > Select 'Save/Close'

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Update CIC

Role		Preceding Steps		Outcome
СМ РМ	\rightarrow	There is existing CIC that has not been submitted.	\rightarrow	CIC information is updated.

Steps

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



2. Select 'Edit'

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3. Update Information > Click 'Save/Close'

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Submit CIC

Role		Preceding Steps		Outcome	
CM PM	\rightarrow	There is existing CIC that has not been submitted.	\rightarrow	CIC is submitted.	

Steps

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

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Initiate NOD

Role		Preceding Steps		Outcome
CM PM	\rightarrow	CIC has been created.	\rightarrow	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.

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