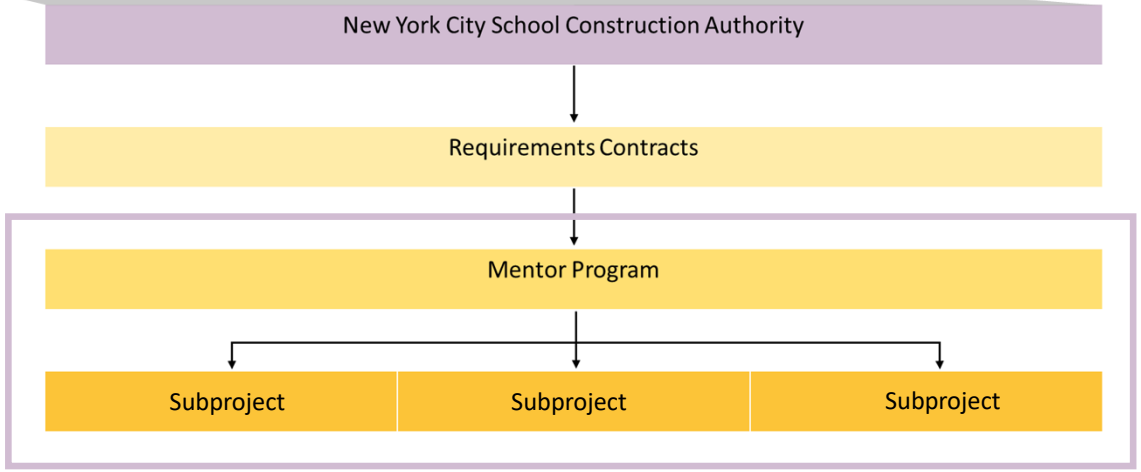
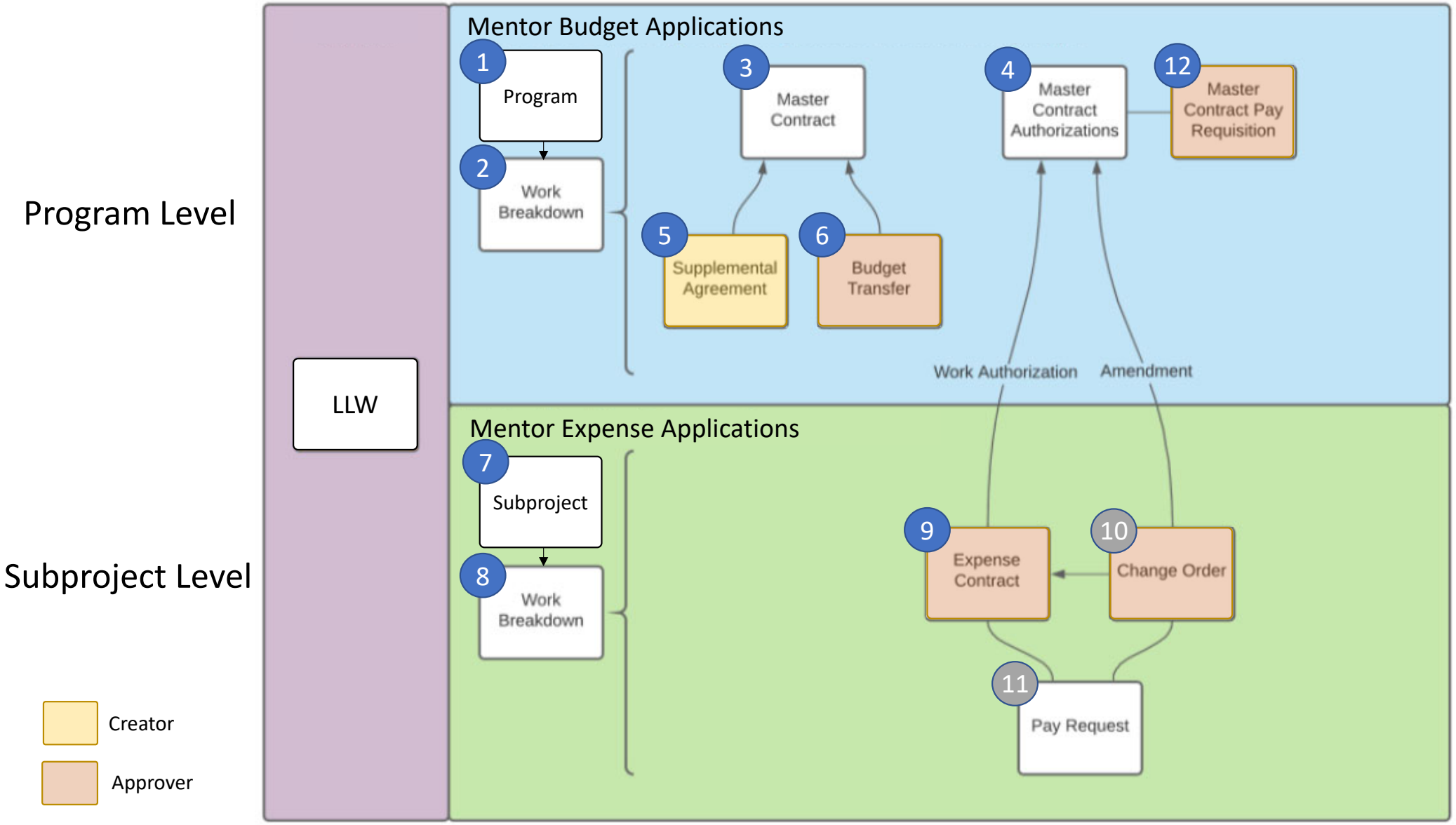
Ops. Manager End User Training

CAMP Platform

New York City School Construction Authority								
Requirements Contracts			Hard Bid					
Mentor	JOC	Emergency						
Program	Program	Program						
Subproject	Subproject	Subproject						

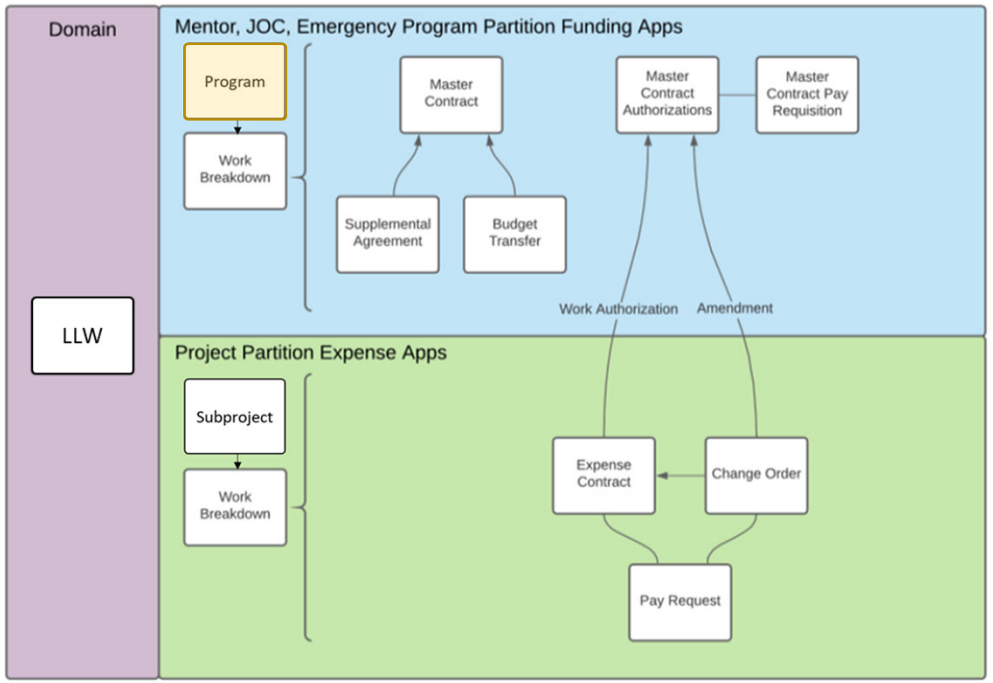
CM Mentor Firm




Program Level
Subproject Level
LLW
Mentor Budget Applications
1
Program
2
Work Breakdown
3
Master Contract
4
Master Contract Authorizations
12
Master Contract Pay Requisition
5
Supplemental Agreement
6
Budget Transfer
Work Authorization
Amendment
Mentor Expense Applications
7
Subproject
8
Work Breakdown
9
Expense Contract
10
Change Order
11
Pay Request
Creator
Approver

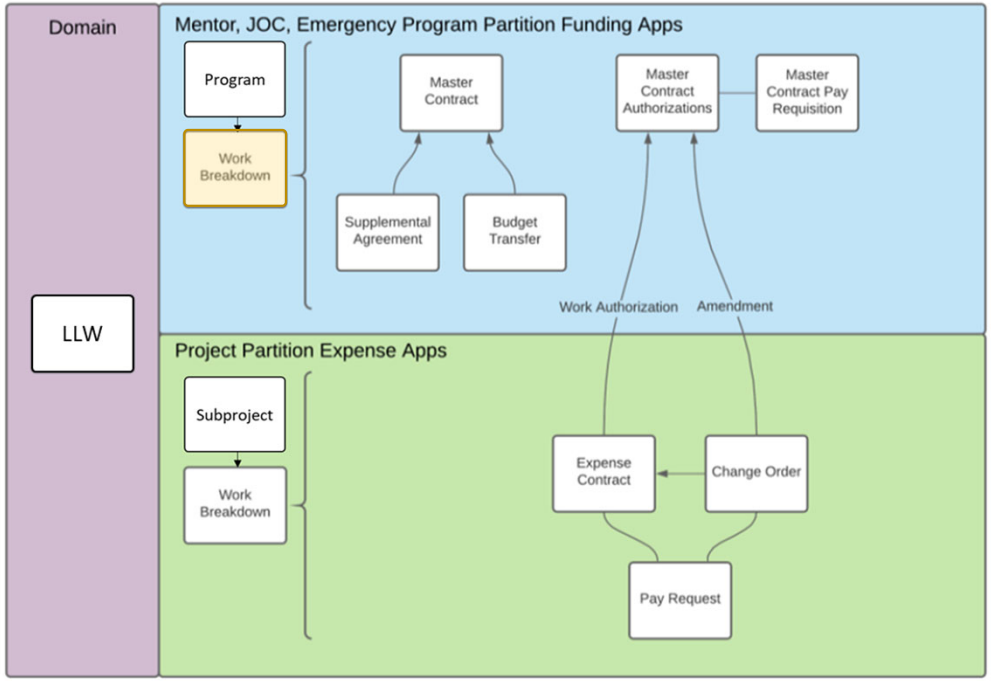
1. Program (Overview)

1. **Admin / Facilitator** Create Program



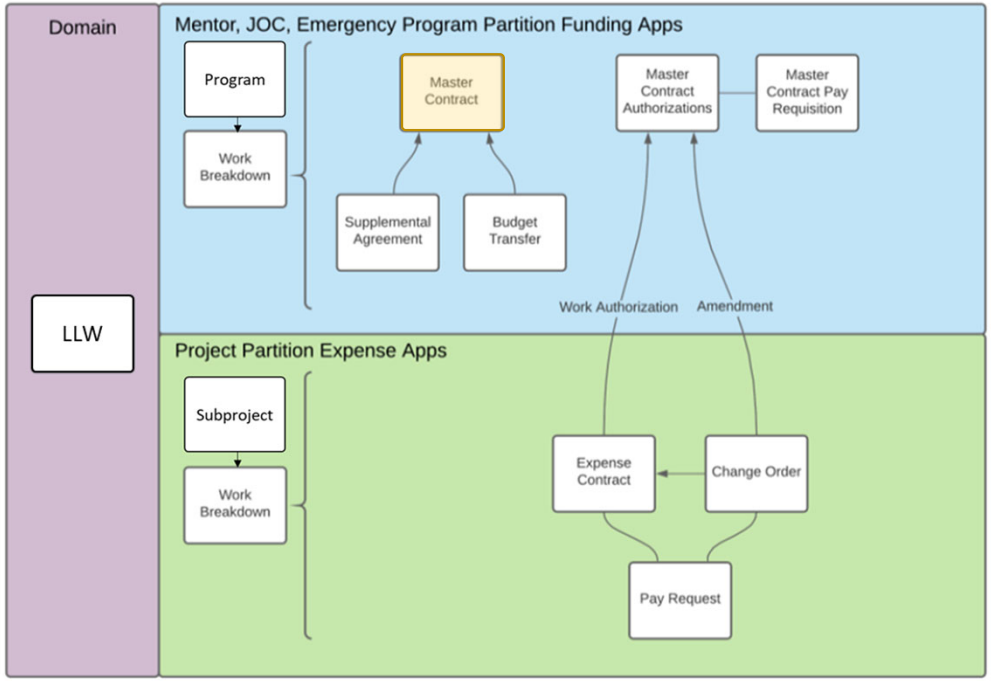
2. Work Breakdown Structure (Overview)

1. **CM Firm** Create WBS Structure



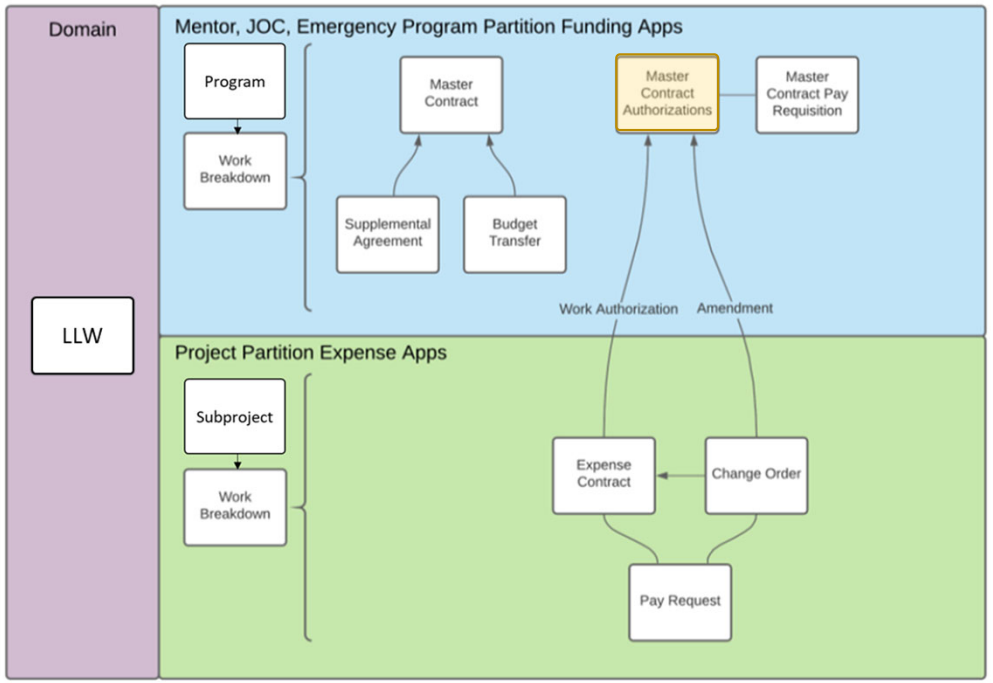
3. Master Contract (Overview)

1. **Admin / Facilitator** Create Master Contract
2. **Admin / Facilitator** Finalize Master Contract



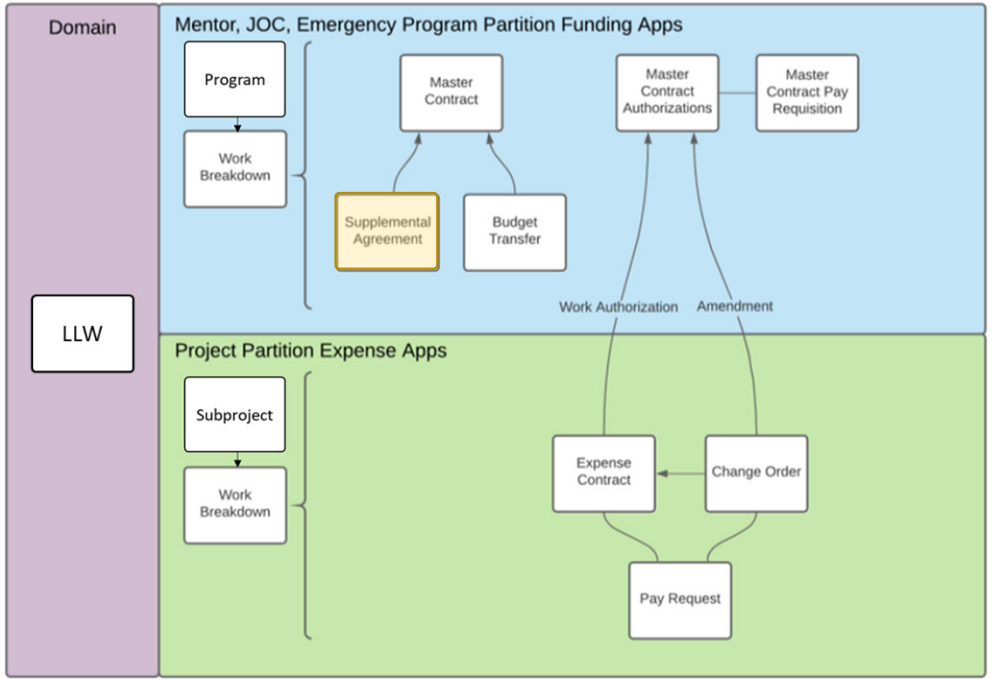
4. Master Contract Authorization (Overview)

1. **Admin / Facilitator** Creates MCA
2. **CM Firm** Process approved Work Authorizations



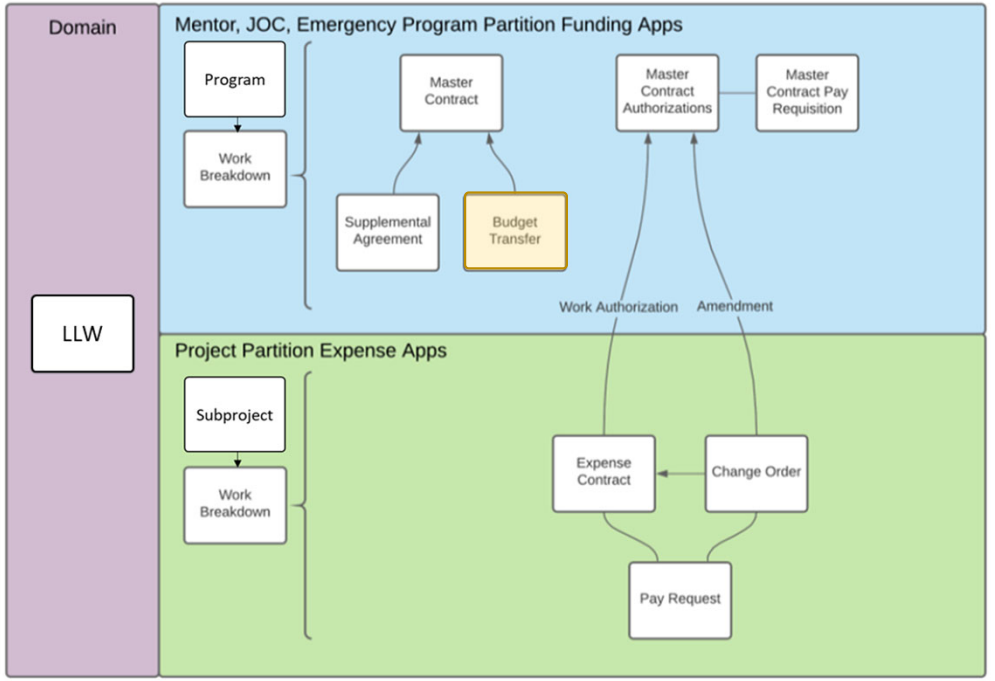
5. Supplemental Agreement (Creator)

1. **Ops. Manager** Create Supplemental Agreement
2. **Ops. Manager** Update Supplemental Agreement
3. **Ops. Manager** Finalize Supplemental Agreement



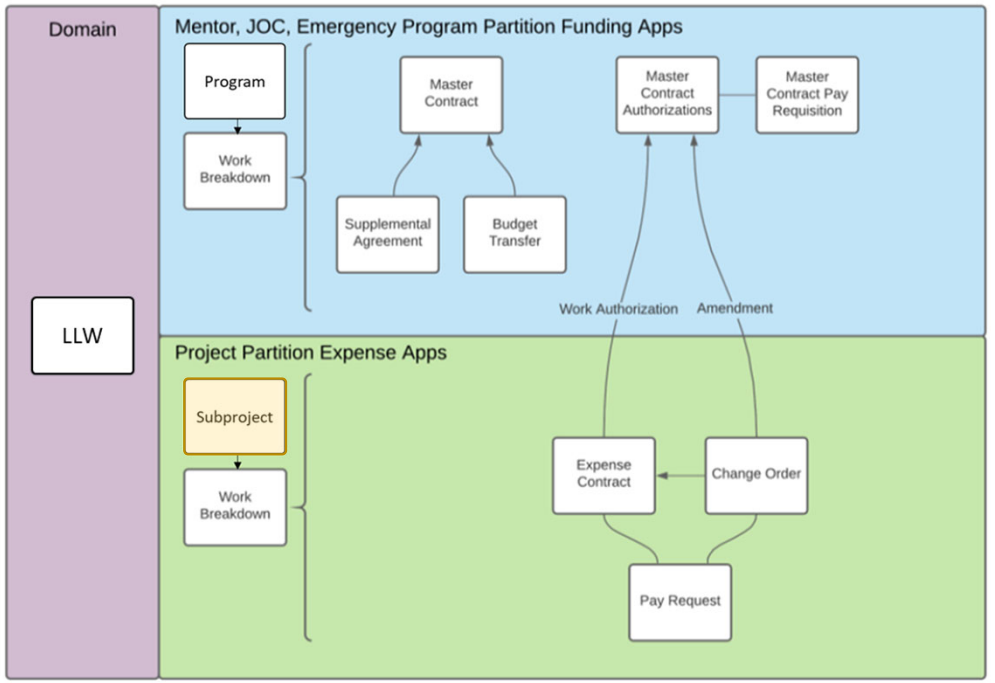
6. Budget Transfer (Approval)

1. **CM Firm** Create Budget Transfer
2. **CM Firm** Submit for Approval
3. **CM PM** Approve via Pin Code Signature
4. **Ops. Manager** Approve via Pin Code Signature
5. **Dir. Of Ops.** Approve via Pin Code Signature



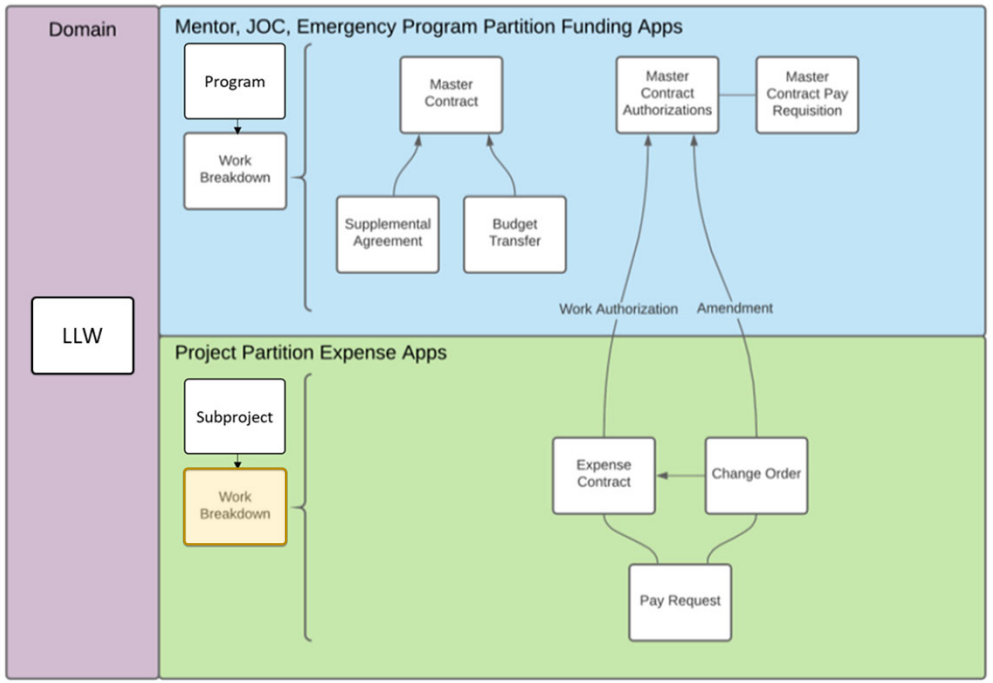
7. Subproject

1. **CM Firm** Create Subproject
2. **CM Firm** Finalize Subproject
3. **CM PM** Approve Project via pin code signature
4. **Dir. Of Ops.** Approve Project via pin code signature



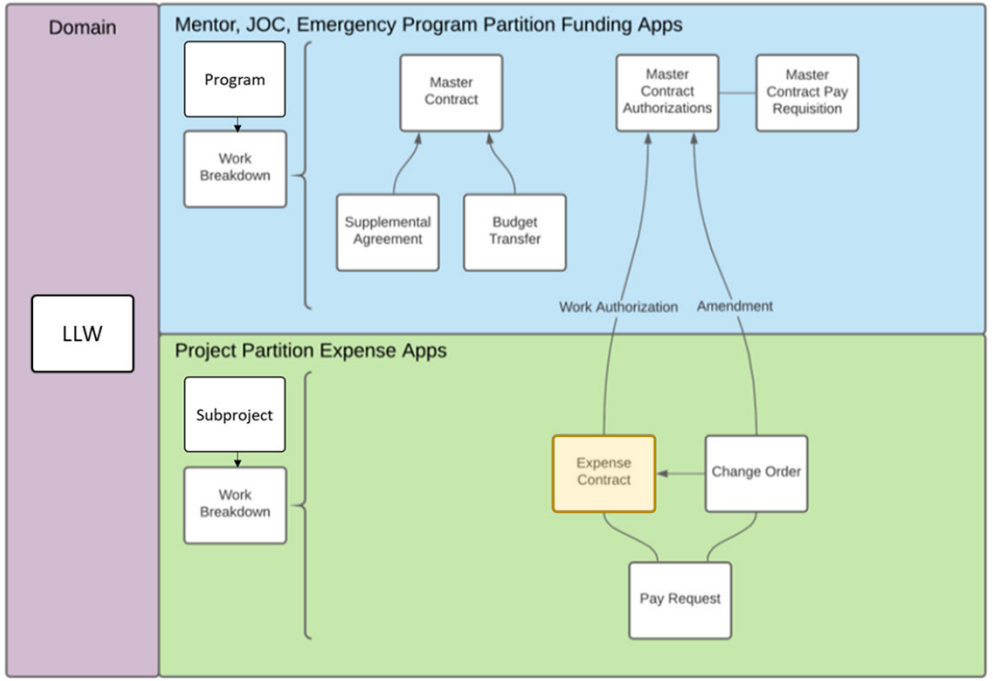
8. Subproject Work Breakdown Structure

1. **CM Firm** Create WBS Structure



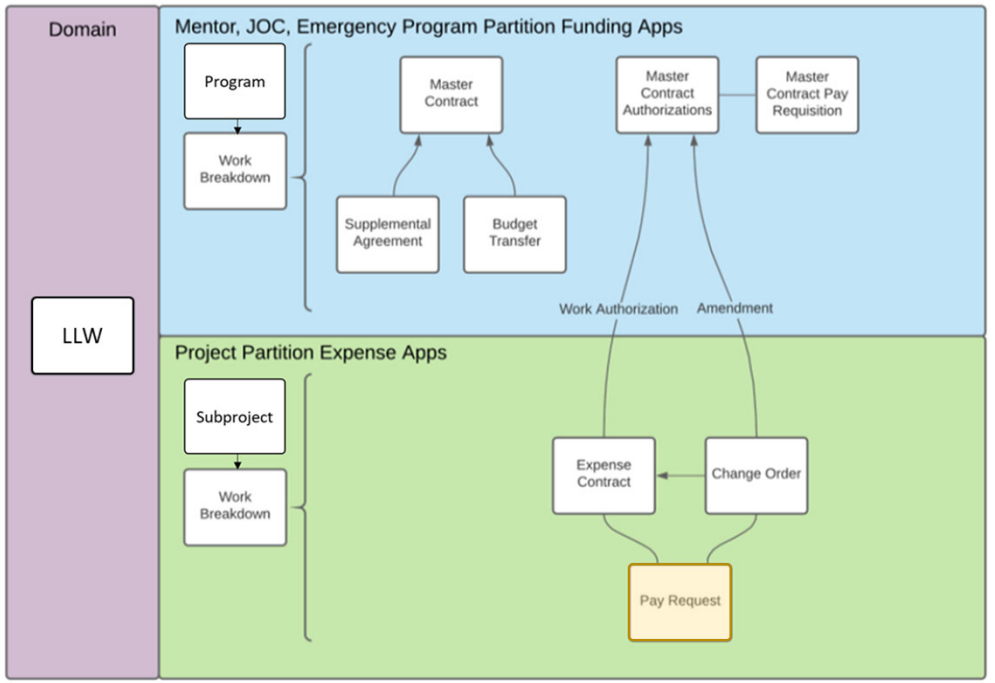
9. Expense Contract

1. **CM Firm** Create Mentor Expense Contract
2. **CM Firm** Submit for Approval
3. **CM PM** Approve Request for Recommendation to Award GC Contract and pin code sign
4. **Dir. of Ops.** Approve Request for Recommendation to Award GC Contract and pin code sign
5. **Ops. Mngr.** Review and pin code sign Work Authorization
6. **CM PM** DocuSign Mentor Expense Contract
7. **GC** DocuSign Mentor Expense Contract
8. **CM PM** Issue and approve Notice to Proceed with GC Contract and pin code sign



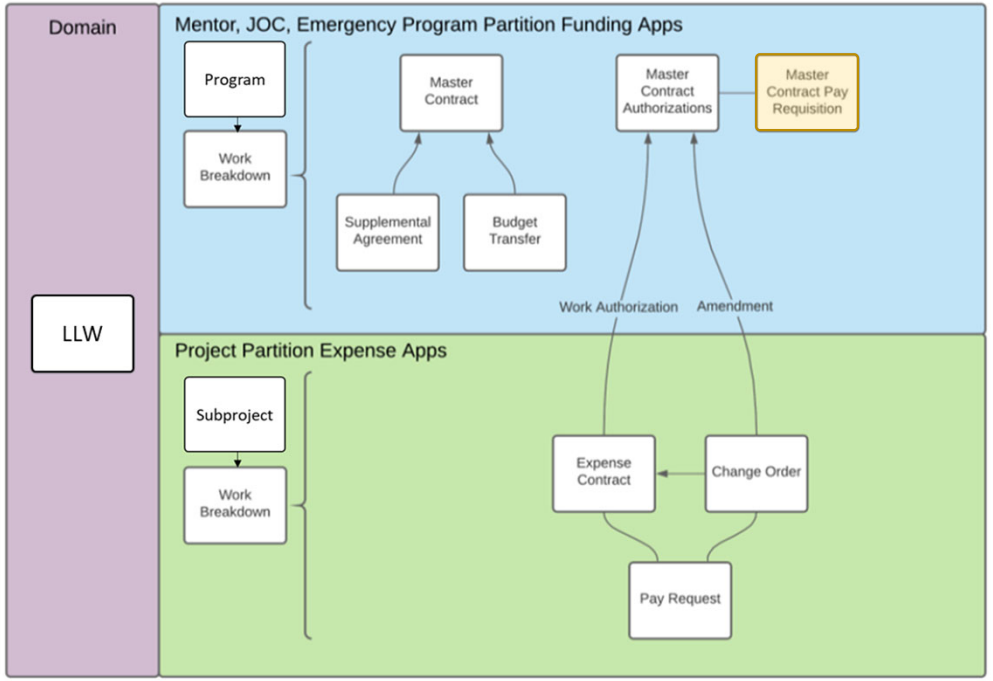
10. Expense Pay Request

1. **CM Firm** Create Pay Request
2. **CM Firm** Submit for Approval
3. **CM Firm** Approve Pay Request
4. **SPO** Approve Pay Request



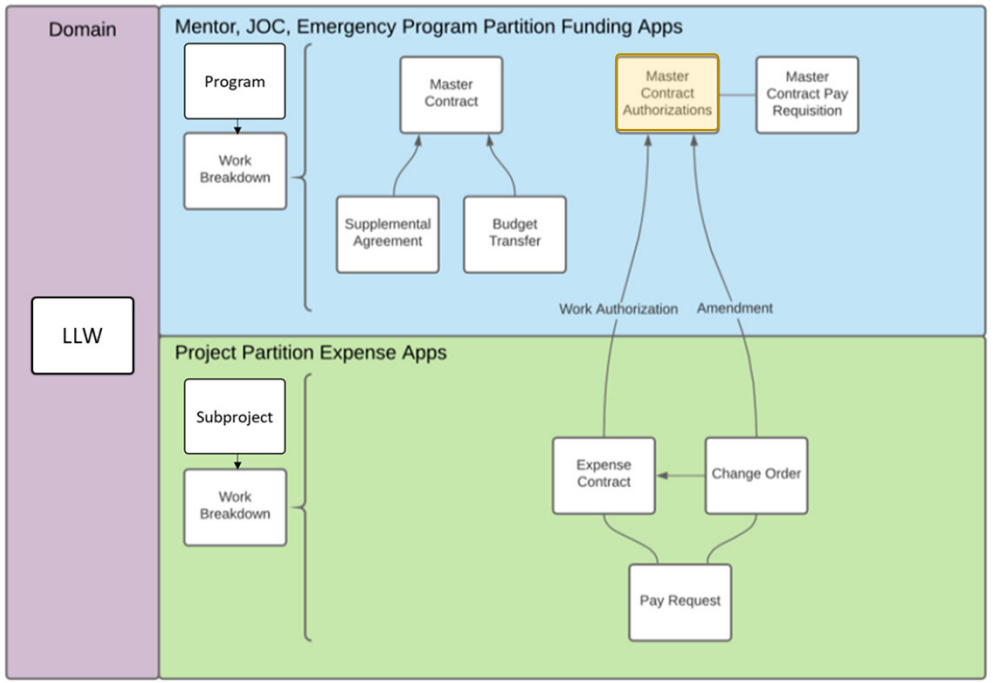
11. Master Contract Pay Request (Overview)

1. **CM Firm** Initiate Master Contract Pay Requisition
2. **CM Firm** Enter work completed this period over schedule of values
3. **CM Firm** Enter work completed this period over amount paid in expense contract pay request
4. **CM Firm** Submit master contract pay requisition
5. **CM PM** Certify pay requisition
6. **Ops. Manager** Certify pay requisition
7. **CM Firm** View payment information
8. **CM Firm** Process approved amendments into MCA
9. **CM Firm** Submit approved MC Work Authorizations
10. **CM PM** Certify pay requisition
11. **Ops. Manager** Certify pay requisition
12. **CM Firm** View payment information



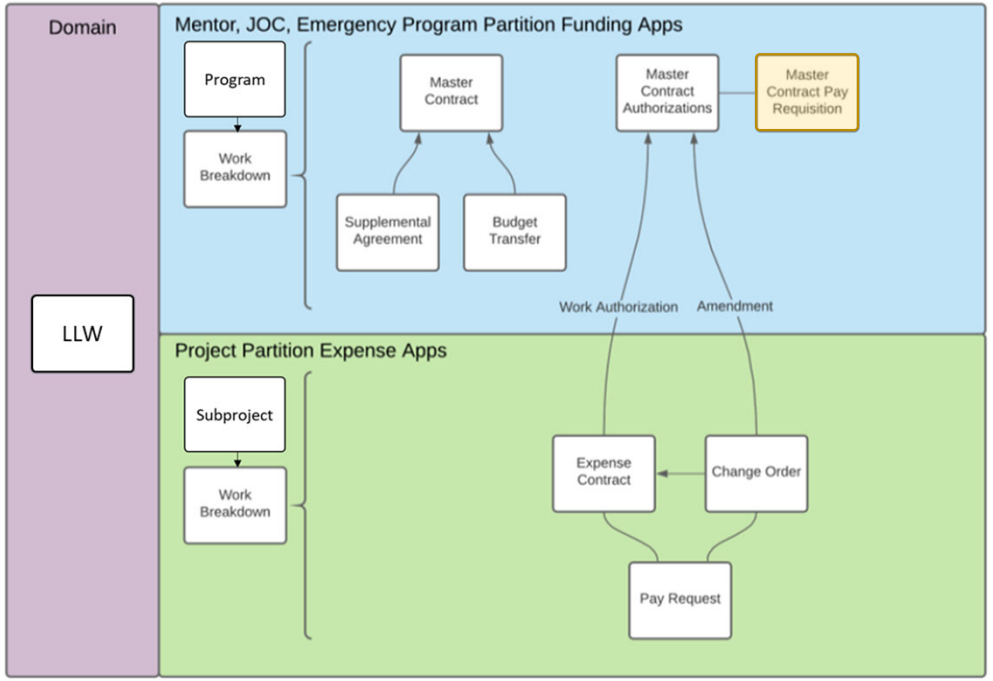
12. Master Contract Authorization (Overview)

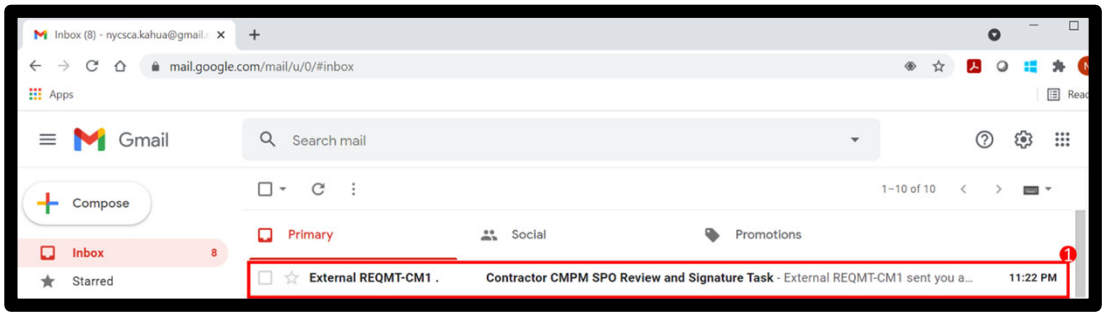
1. **Admin / Facilitator** Creates MCA
2. **CM Firm** Process approved Work Authorizations



13. Master Contract Pay Request

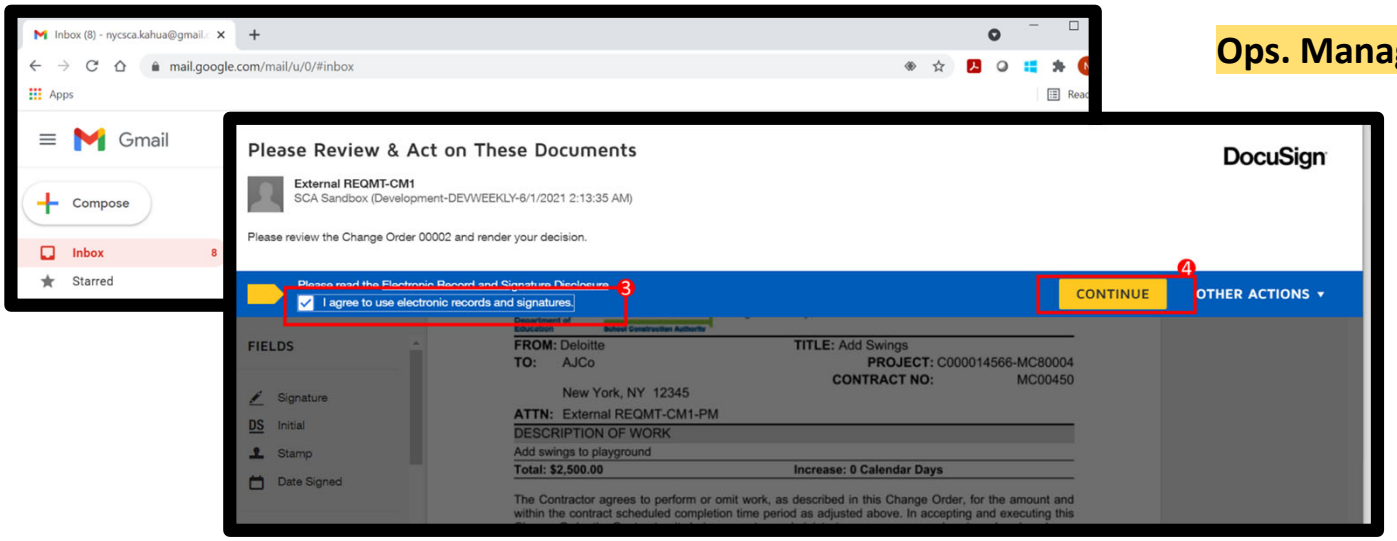
1. **CM Firm** Initiate Master Contract Pay Requisition
2. **CM Firm** Enter work completed this period over schedule of values
3. **CM Firm** Enter work completed this period over amount paid in expense contract pay request
4. **CM Firm** Submit master contract pay requisition
5. **CM PM** Certify pay requisition
6. **Ops. Manager** Certify pay requisition
7. **CM Firm** View payment information



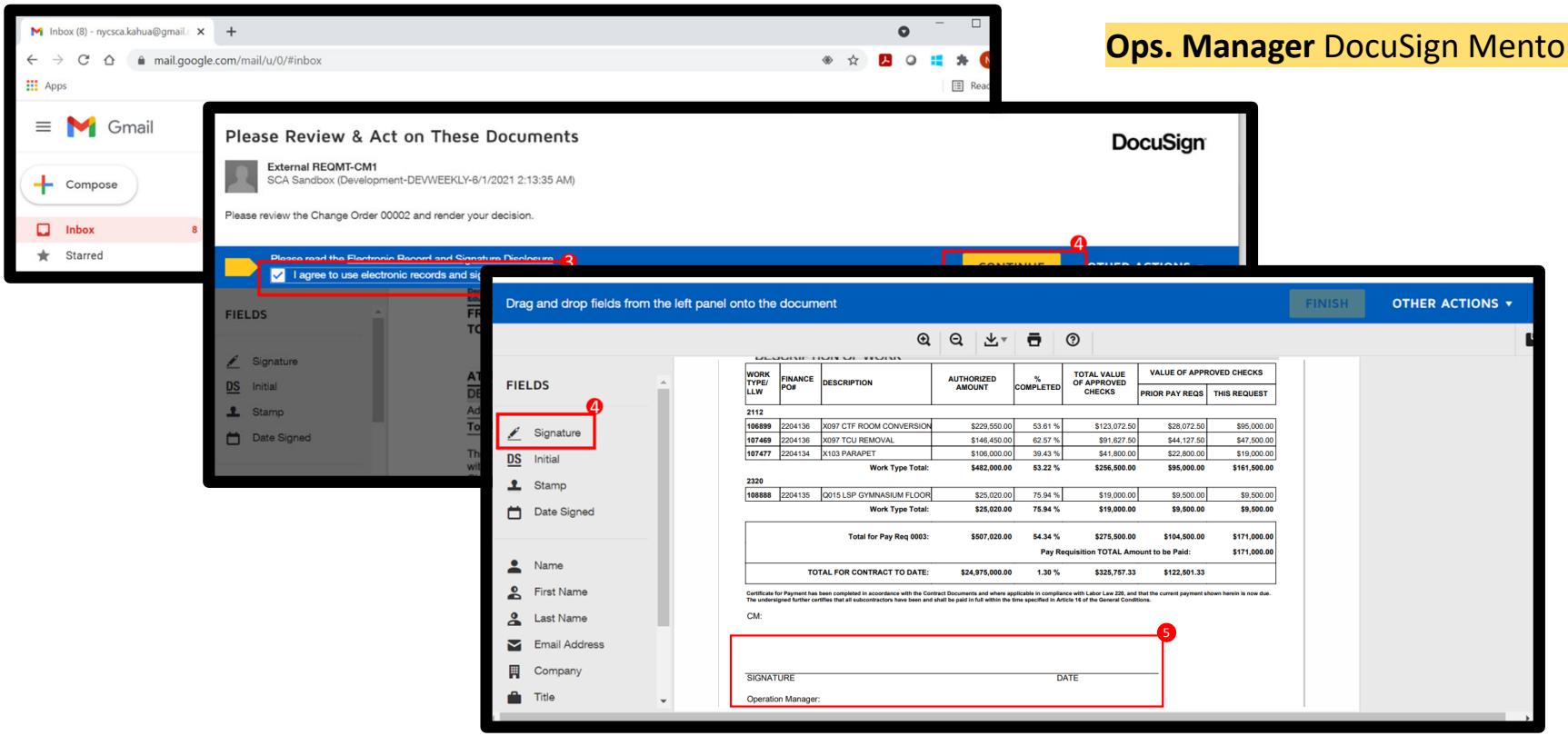


Ops. Manager DocuSign Mentor Expense Contract

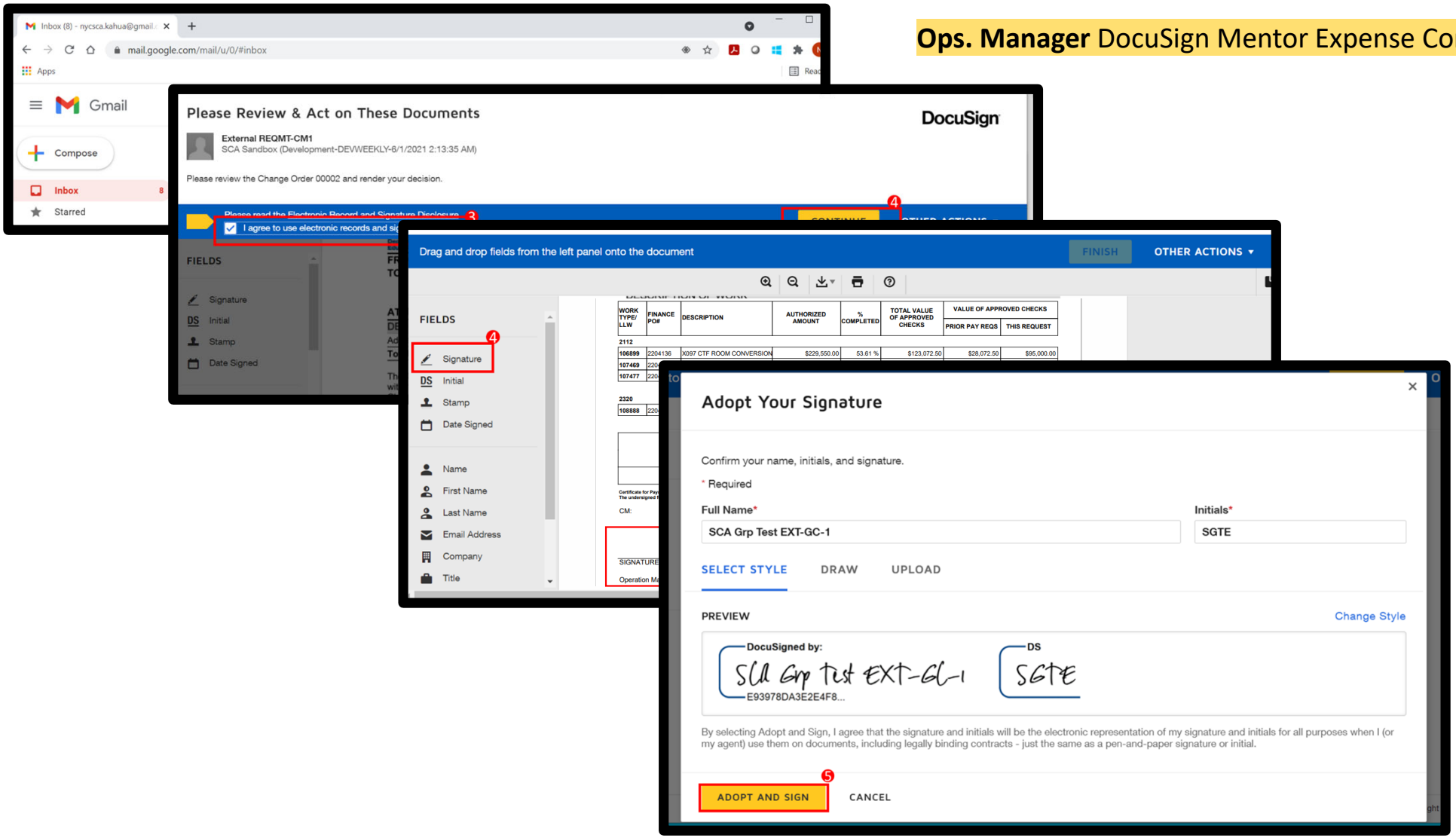
Ops. Manager DocuSign Mentor Expense Contract



Ops. Manager DocuSign Mentor Expense Contract

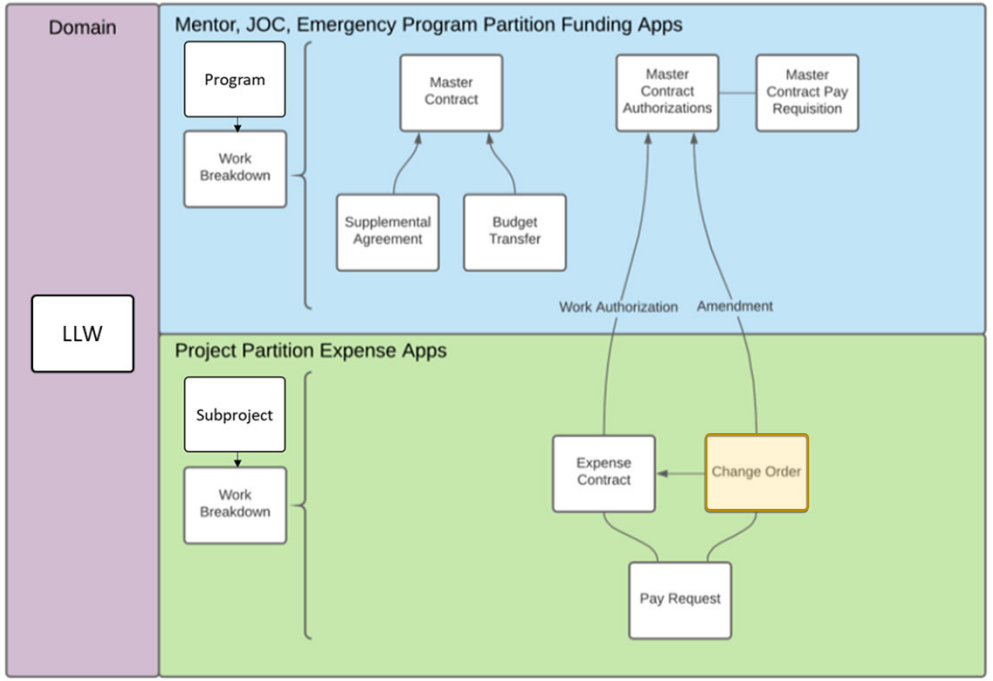


Ops. Manager DocuSign Mentor Expense Contract

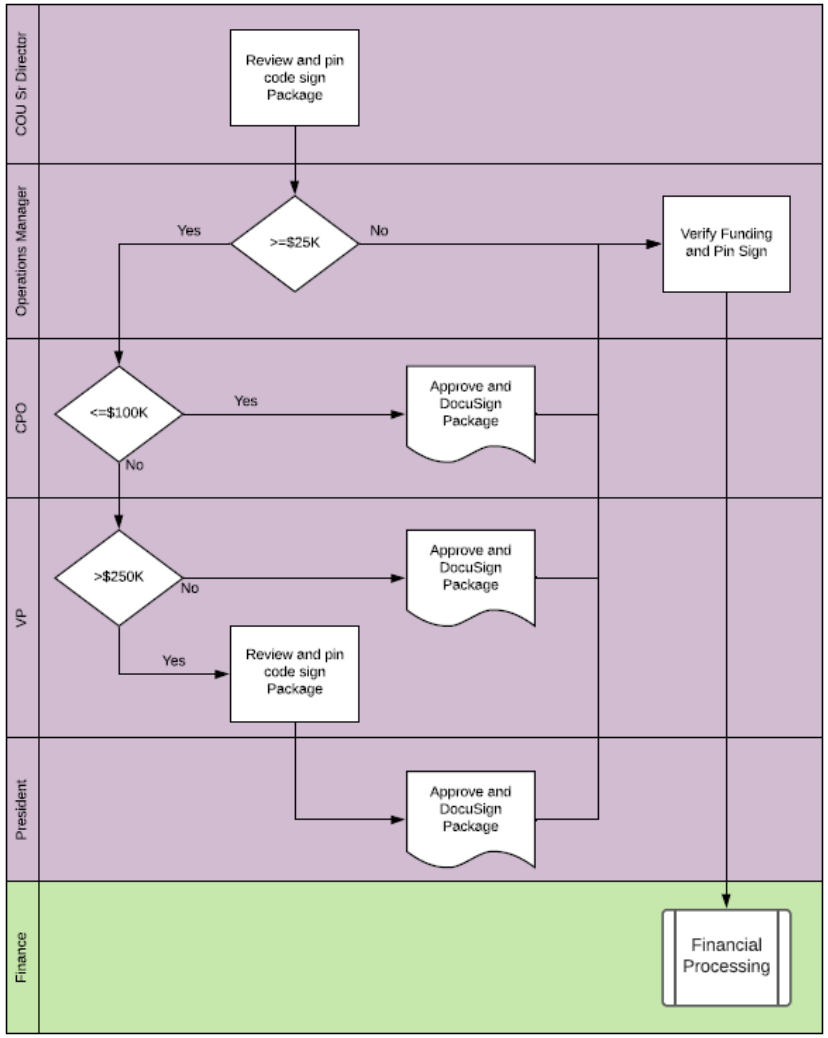


14. Change Order - Amendment

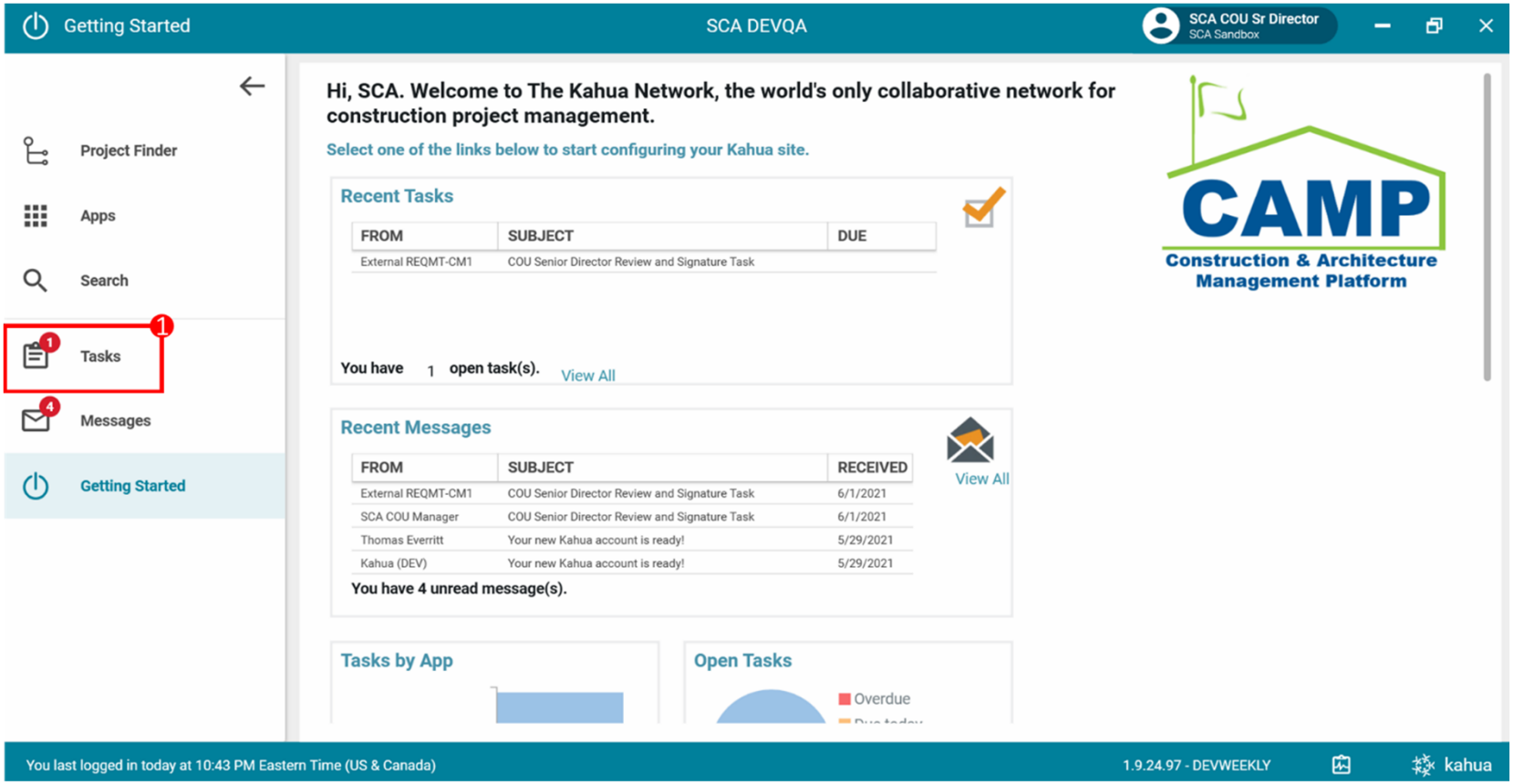
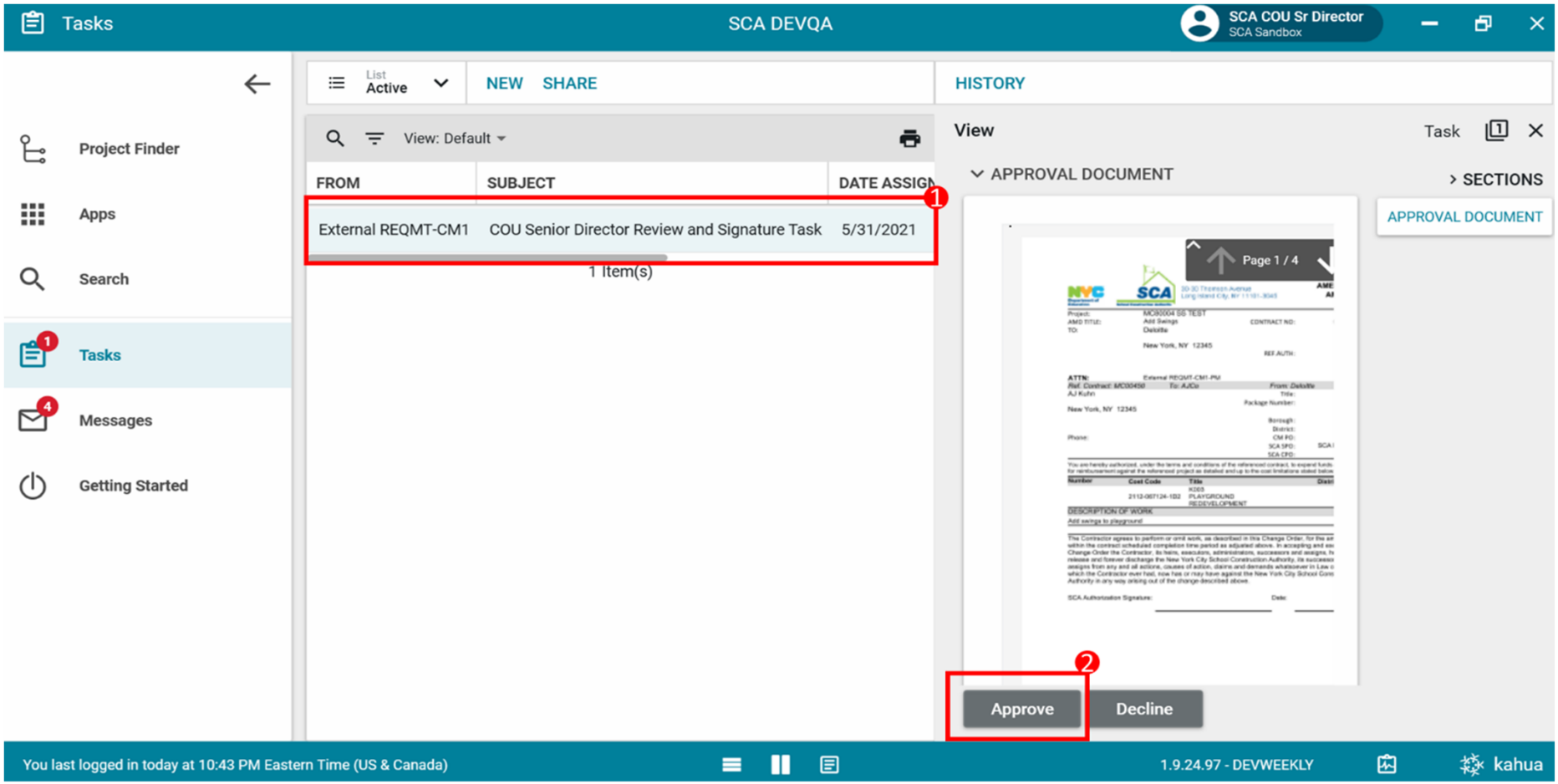
1. **CM Firm** Initiate Change Order
2. **GC > CM PM > SPO** Review and DocuSign Change Order
3. **COU** Compile Change Order Package
4. **COU Senior Director** Review and Pin Code Sign
5. **CPO > Vice President > President** Approve and DocuSign Package (depending on value of amendment)
6. **Ops. Manager** Review and Pin Code Sign Amendment



Change Order - Amendment



Change Order - Amendment



Change Order - Amendment