



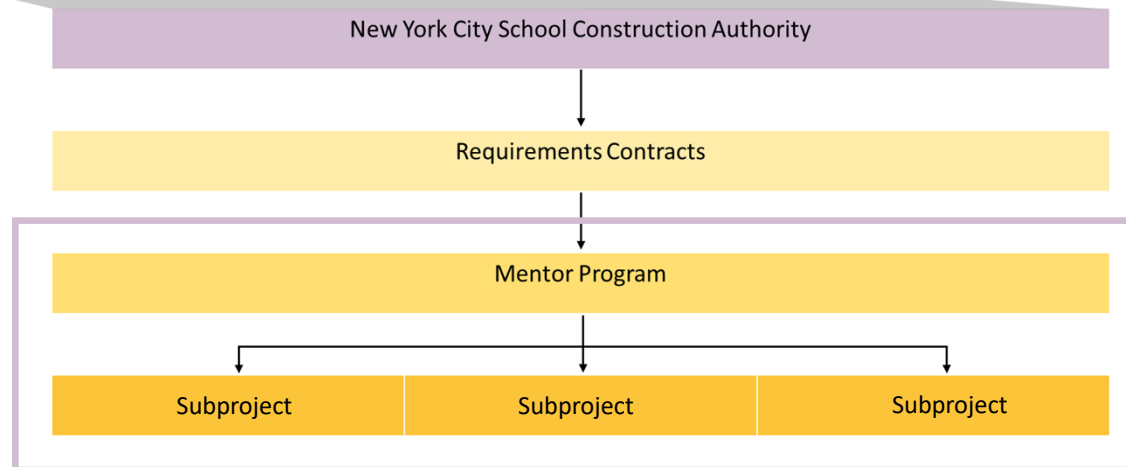
Ops. Manager End User Training



CAMP Platform

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

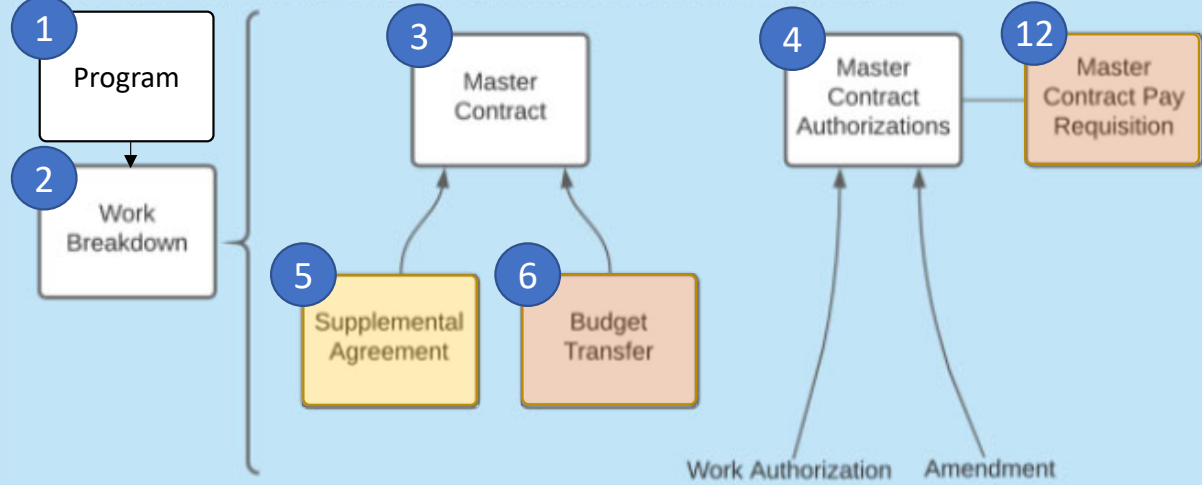
CM Mentor Firm



Program Level

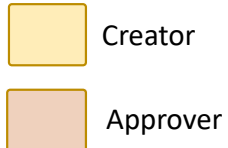
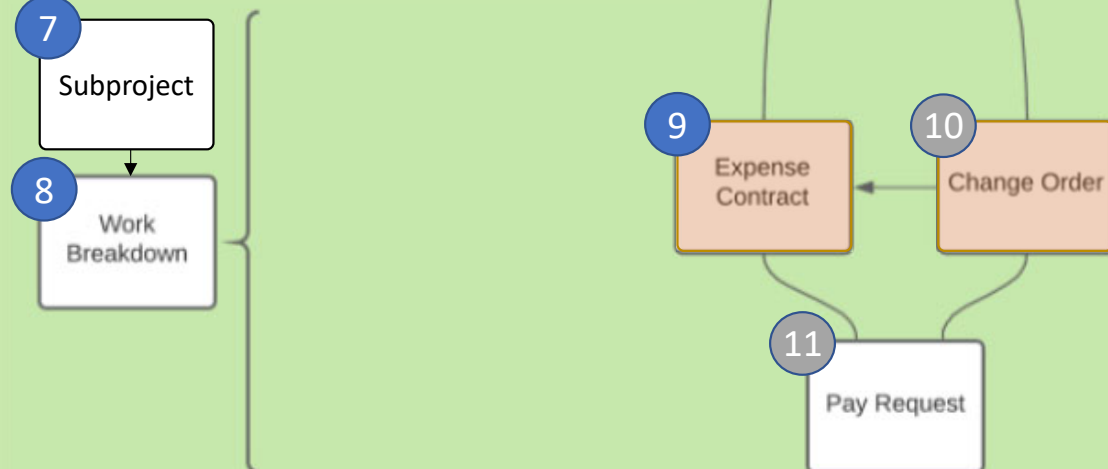
LLW

Mentor Budget Applications



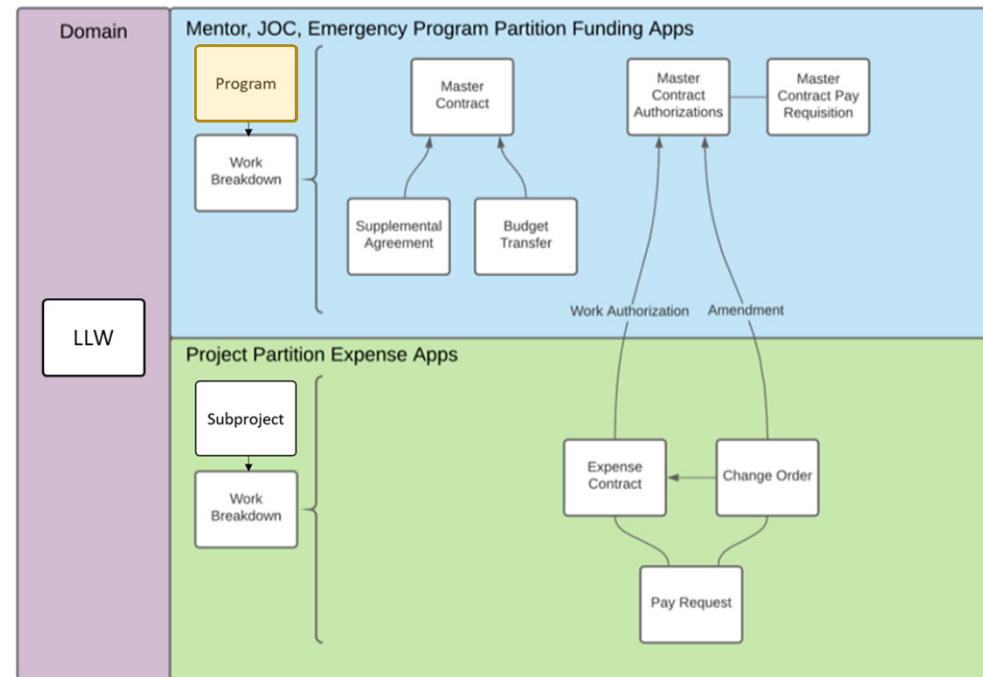
Subproject Level

Mentor Expense Applications



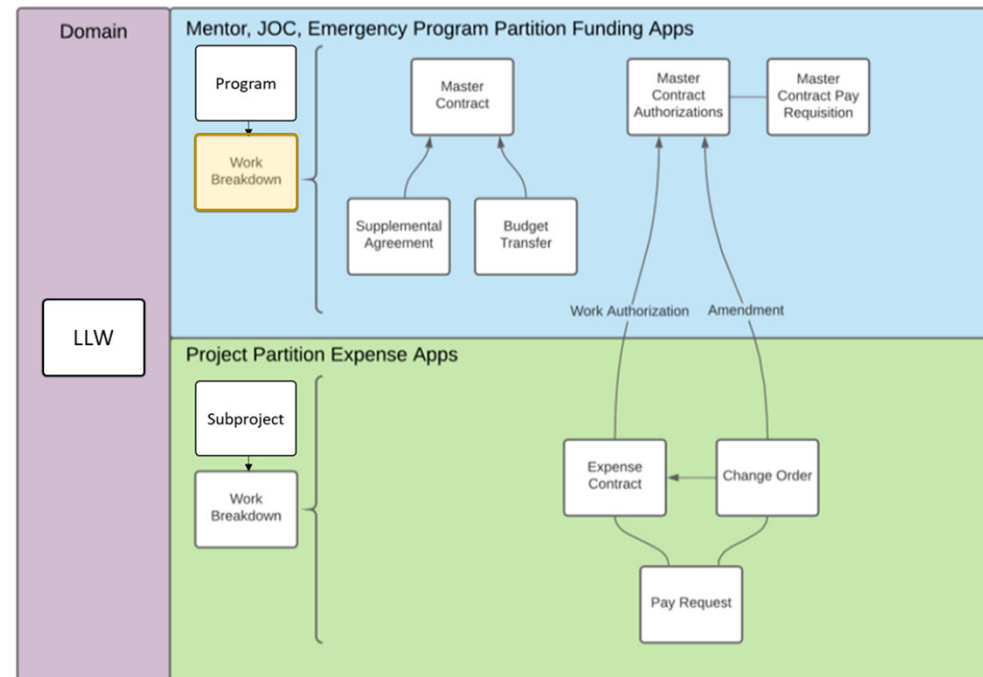
1. Program (Overview)

1. Admin / Facilitator Create Program



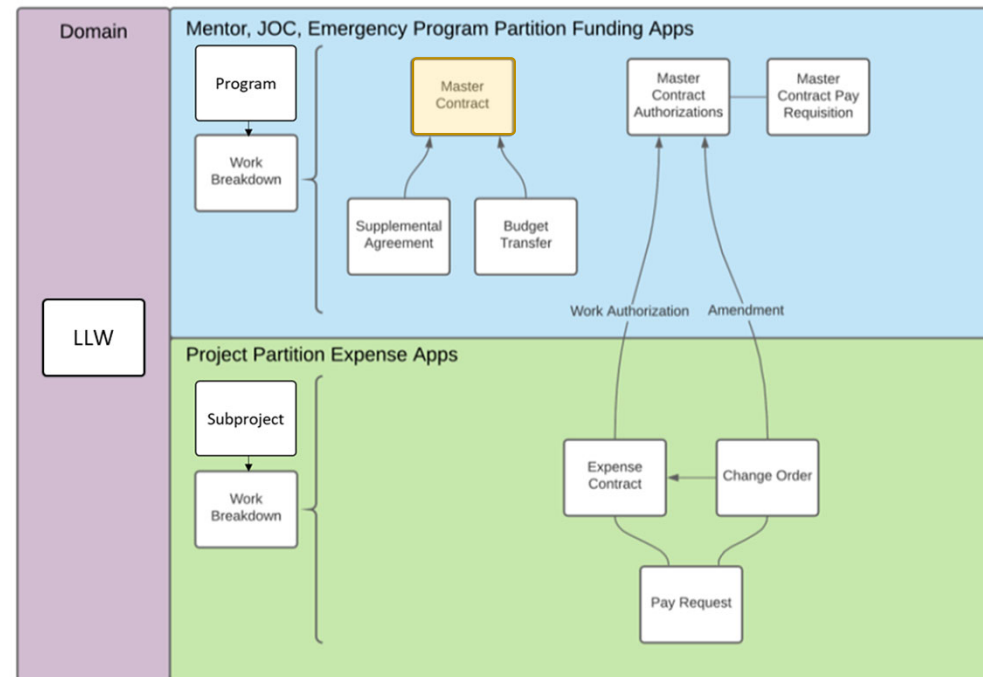
2. Work Breakdown Structure (Overview)

1. CM Firm Create WBS Structure



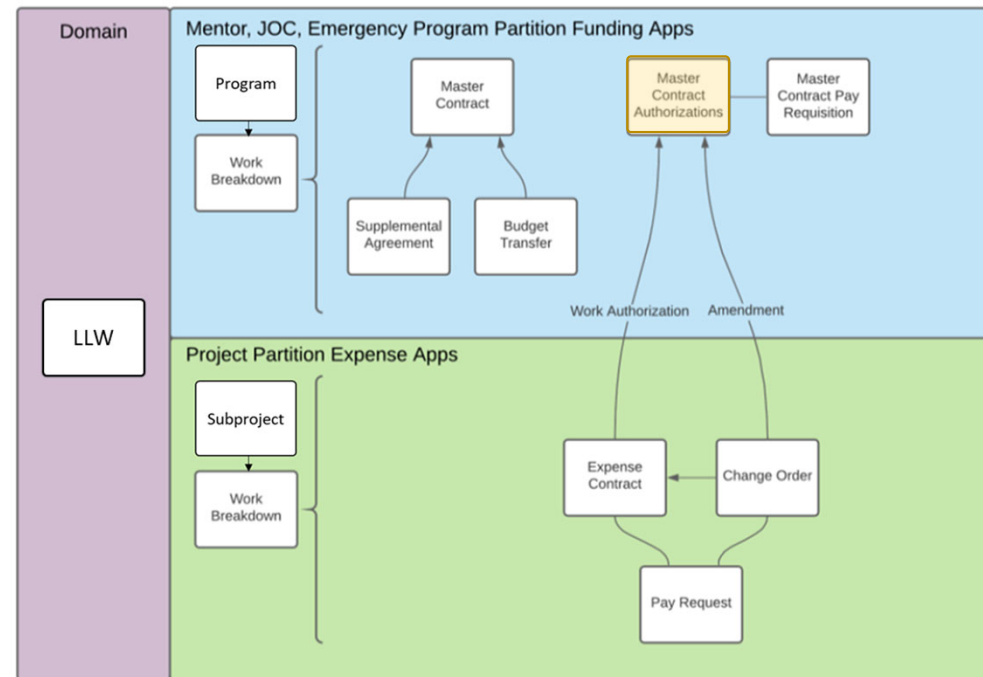
3. Master Contract (Overview)

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



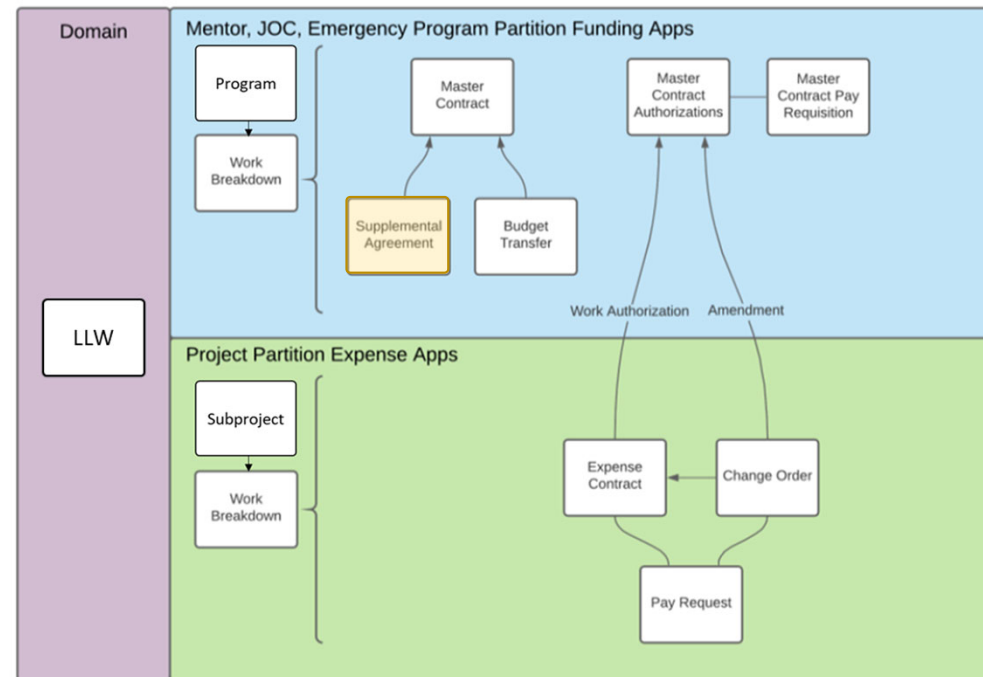
4. Master Contract Authorization (Overview)

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



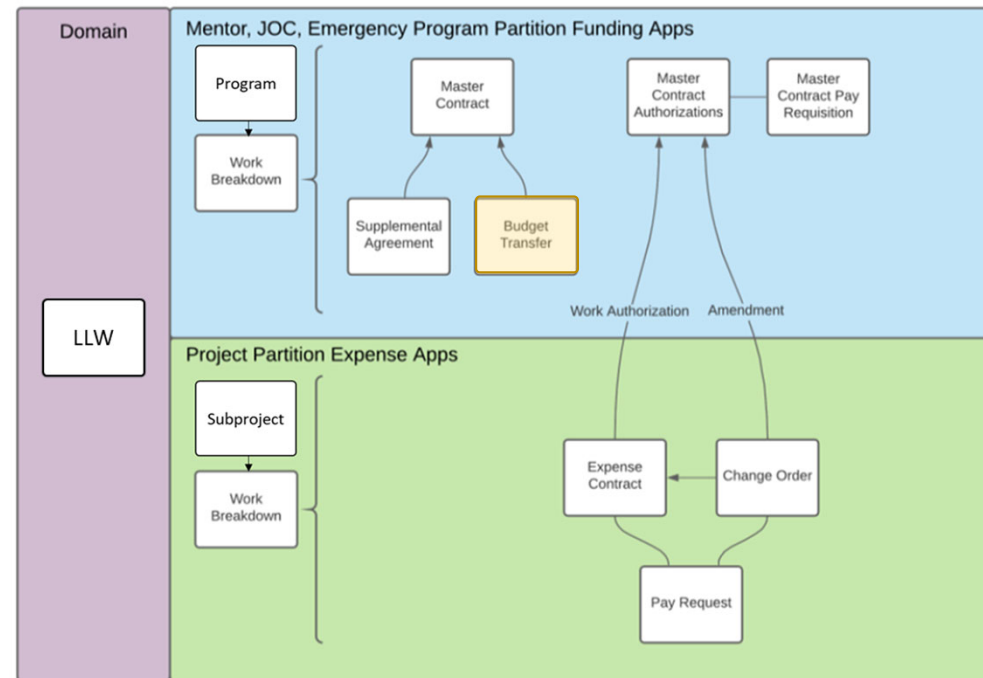
5. Supplemental Agreement (Creator)

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



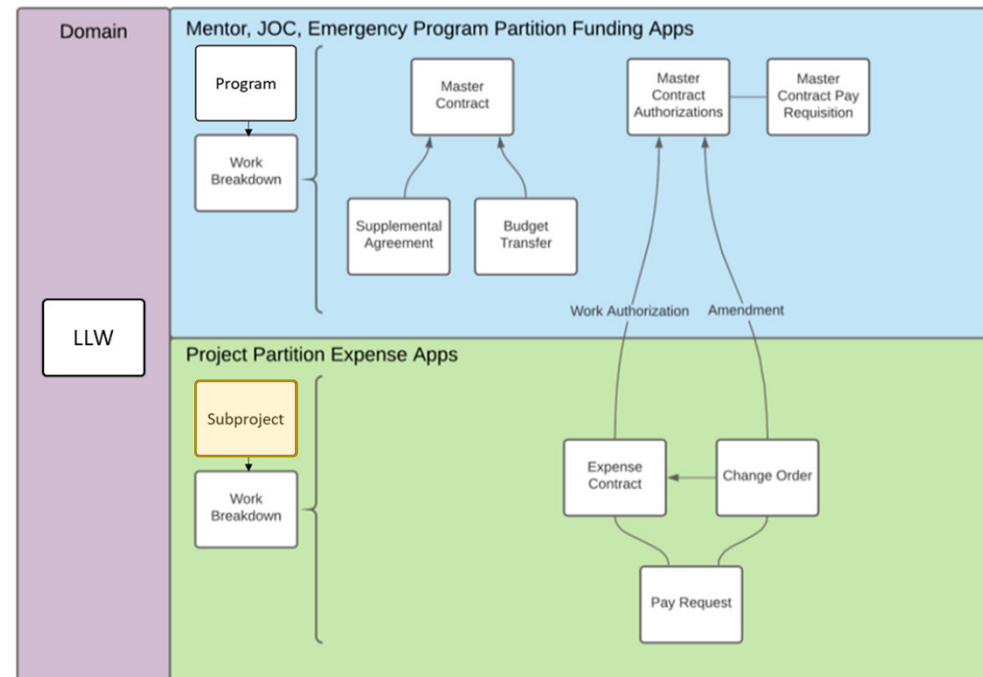
6. Budget Transfer (Approval)

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



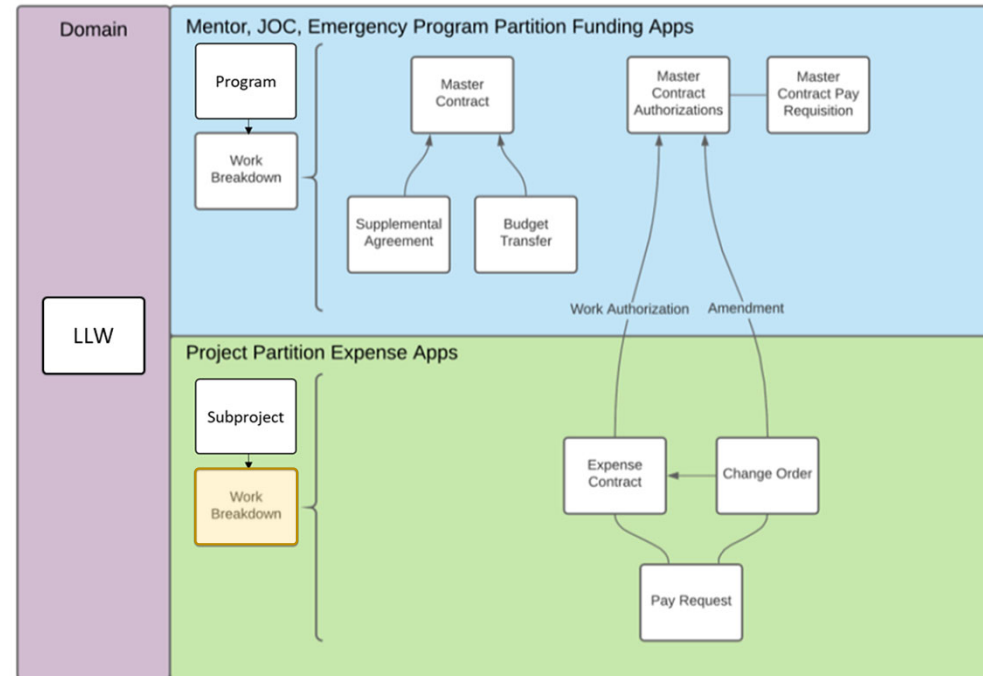
7. Subproject

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



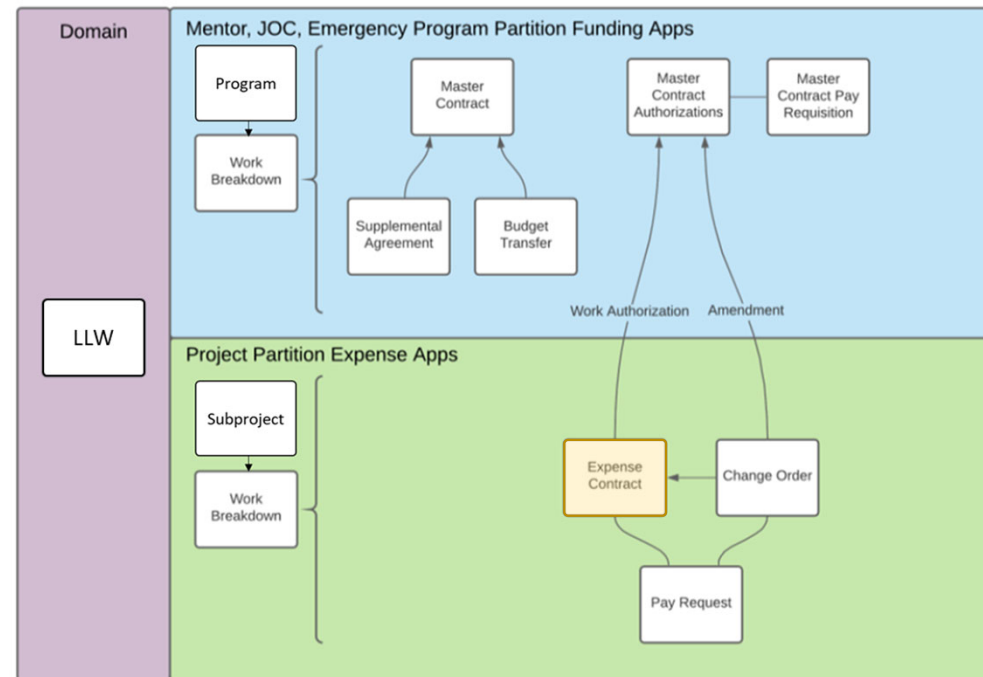
8. Subproject Work Breakdown Structure

1. CM Firm Create WBS Structure



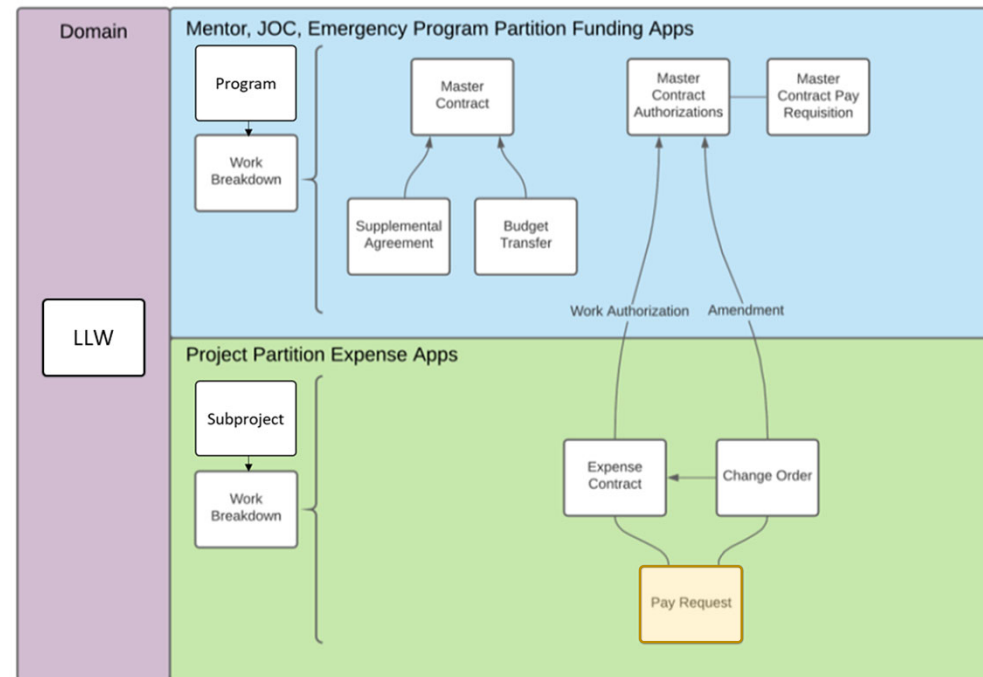
9. Expense Contract

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



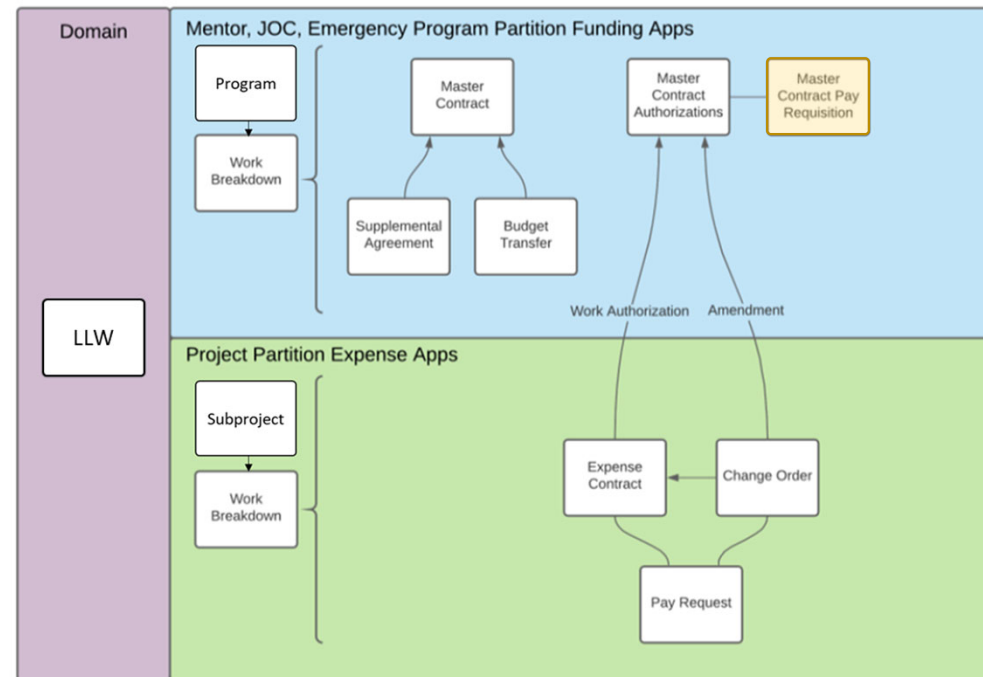
10. Expense Pay Request

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



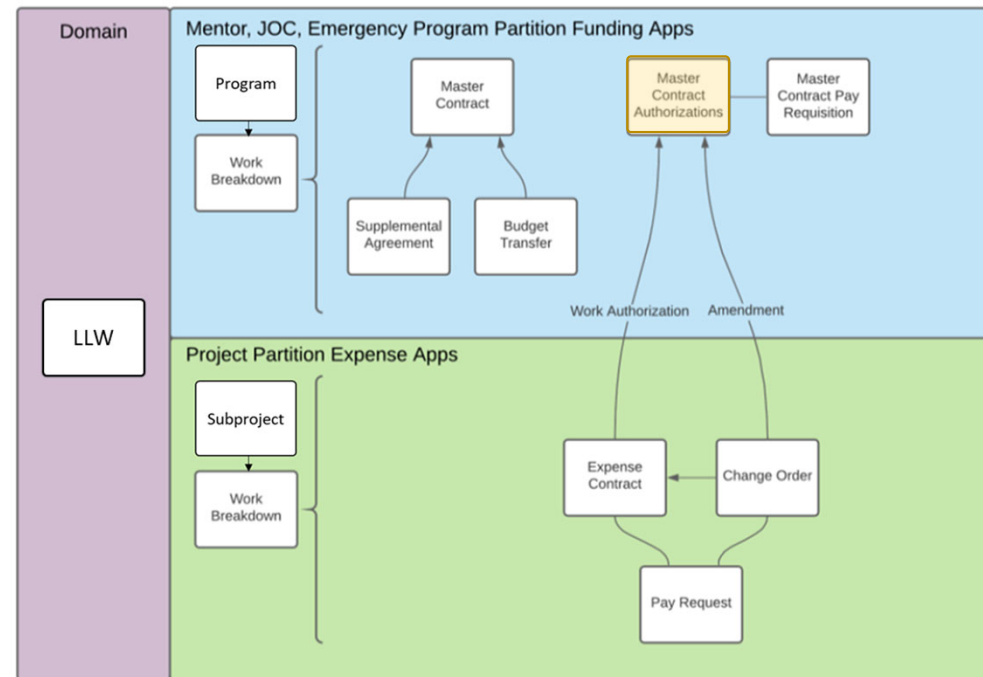
11. Master Contract Pay Request (Overview)

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



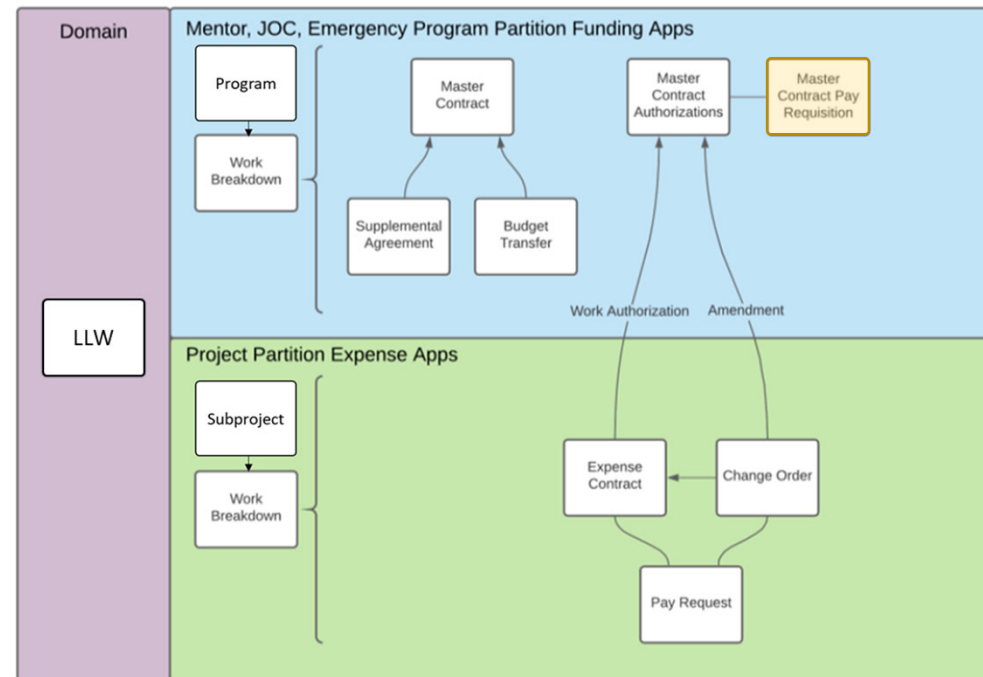
12. Master Contract Authorization (Overview)

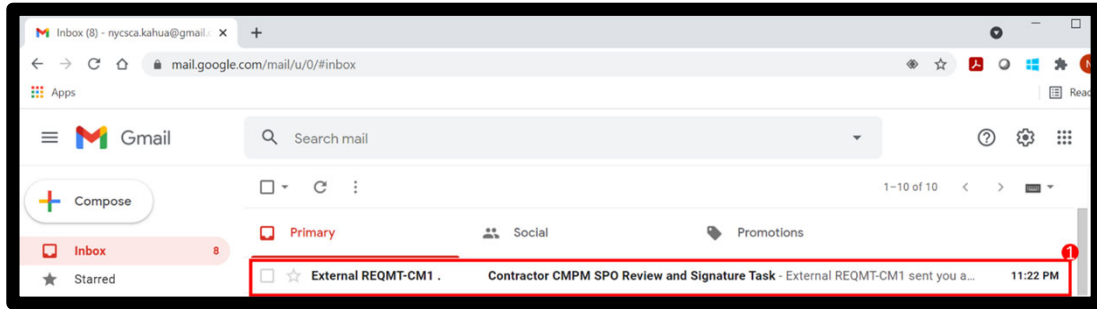
1. **Admin / Facilitator** Creates MCA
2. **CM Firm** Process approved Work Authorizations



13. Master Contract Pay Request

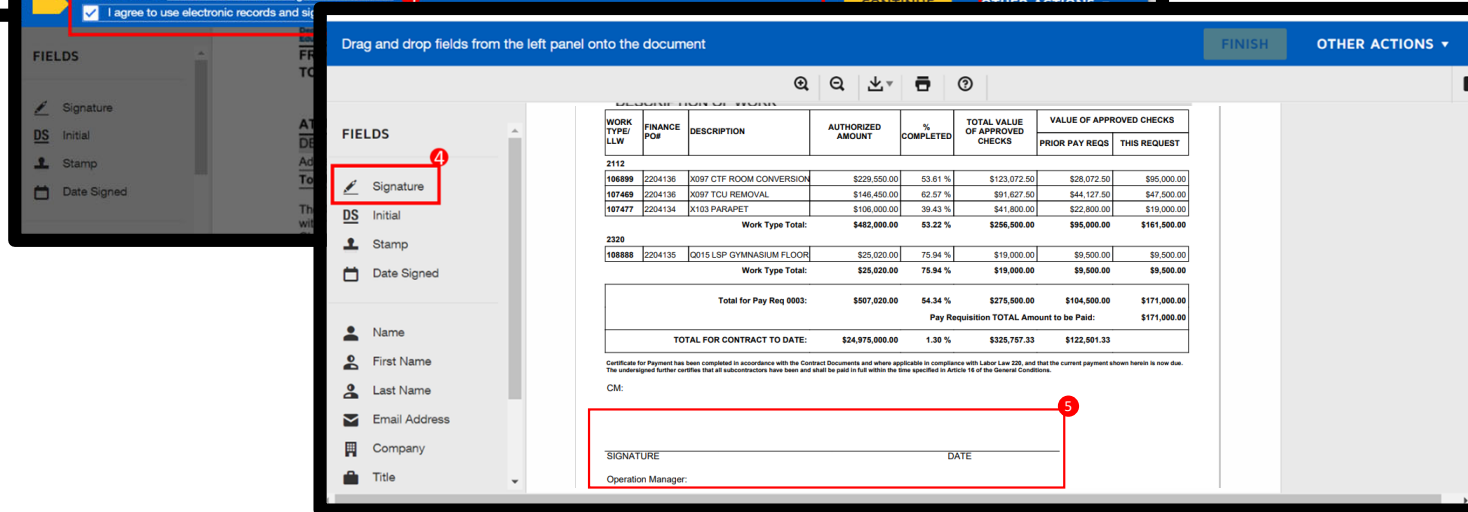
1. **CM Firm** Initiate Master Contract Pay Requisition
2. **CM Firm** Enter work completed this period over schedule of values
3. **CM Firm** Enter work completed this period over amount paid in expense contract pay request
4. **CM Firm** Submit master contract pay requisition
5. **CM PM** Certify pay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



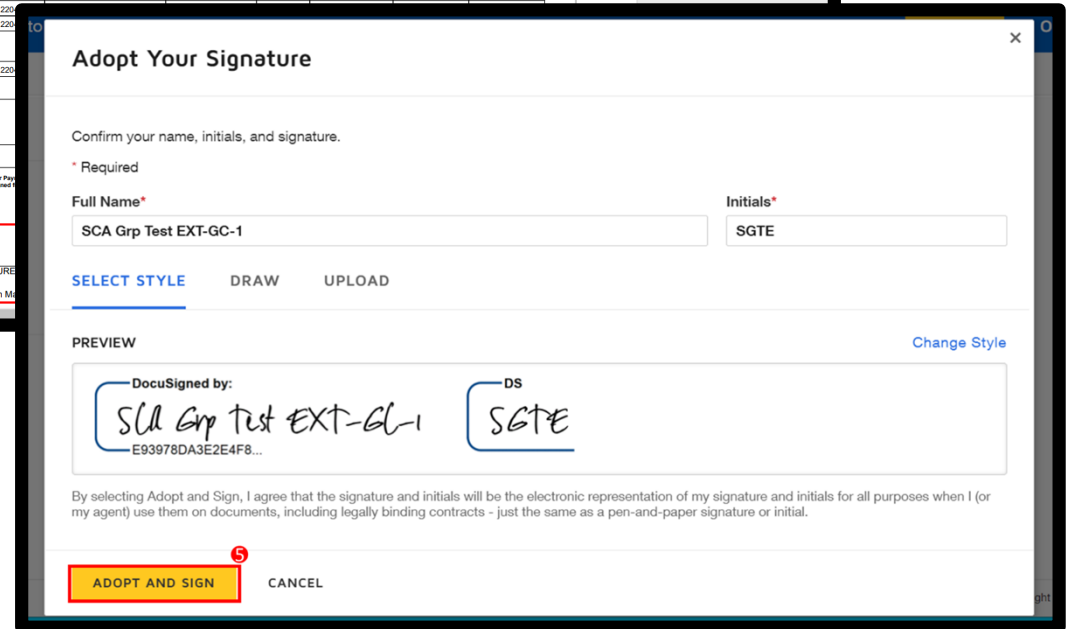
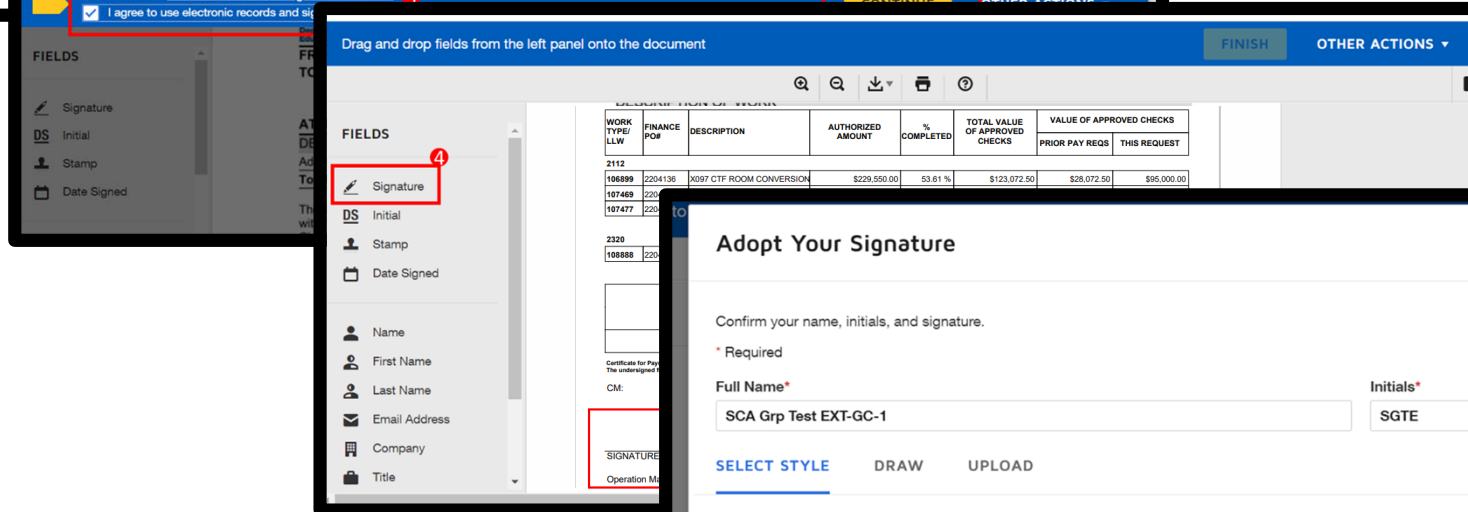


Ops. Manager DocuSign Mentor Expense Contract

Ops. Manager DocuSign Mentor Expense Contract

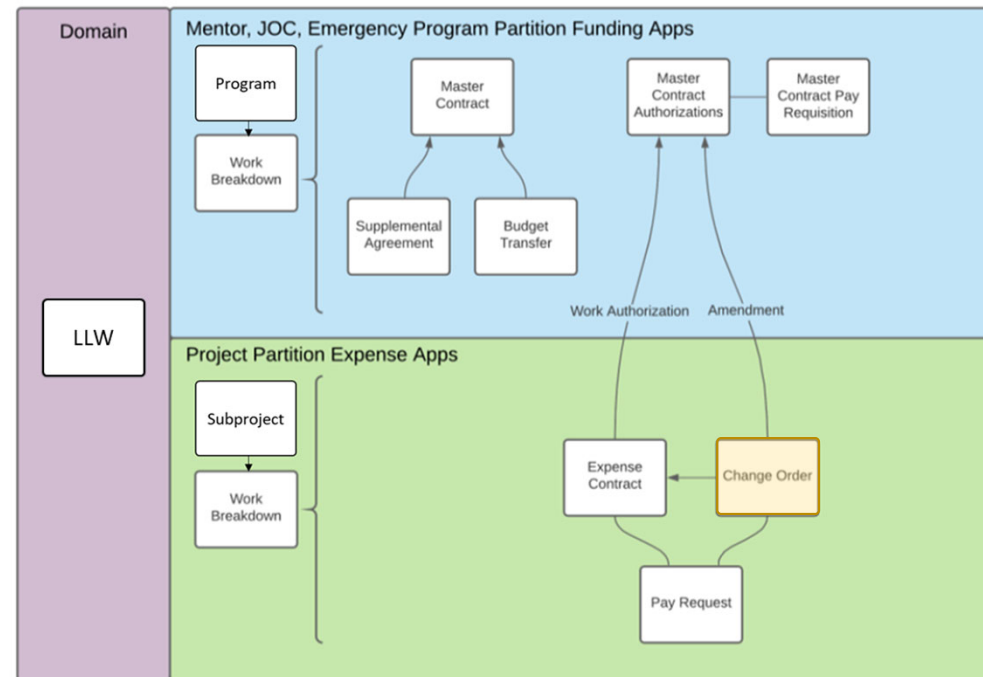


Ops. Manager DocuSign Mentor Expense Contract

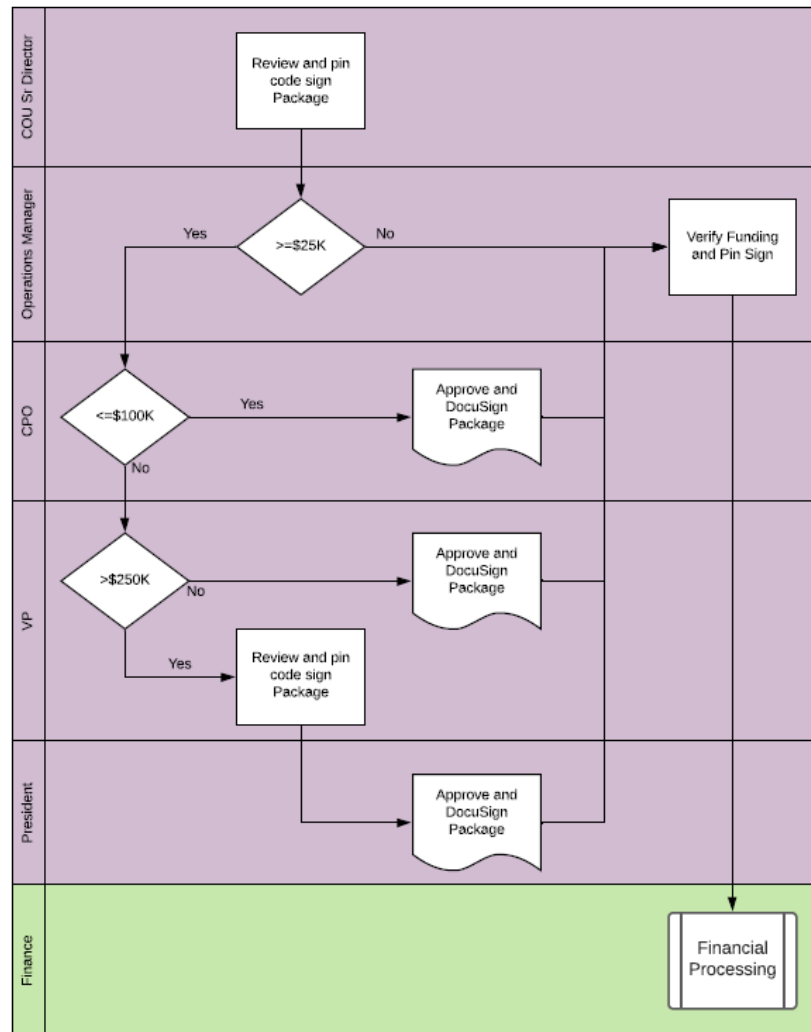


14. Change Order - Amendment

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

Getting Started

SCA DEVQA

SCA COU Sr Director
SCA Sandbox

Project Finder

Apps

Search

Tasks

Messages

Getting Started

Hi, SCA. Welcome to The Kahua Network, the world's only collaborative network for construction project management.

Select one of the links below to start configuring your Kahua site.

Recent Tasks

FROM	SUBJECT	DUE
External REQMT-CM1	COU Senior Director Review and Signature Task	

You have 1 open task(s). [View All](#)

Recent Messages

FROM	SUBJECT	RECEIVED
External REQMT-CM1	COU Senior Director Review and Signature Task	6/1/2021
SCA COU Manager	COU Senior Director Review and Signature Task	6/1/2021
Thomas Everitt	Your new Kahua account is ready!	5/29/2021
Kahua (DEV)	Your new Kahua account is ready!	5/29/2021

You have 4 unread message(s).

Tasks by App

Open Tasks

Overdue

Due today

CAMP

Construction & Architecture
Management Platform

You last logged in today at 10:43 PM Eastern Time (US & Canada)

1.9.24.97 - DEVWEEKLY

kahua

Change Order - Amendment

Tasks

Project Finder

Apps

Search

Tasks

Messages

Getting Started

SCA DEVQA

SCA COU Sr Director
SCA Sandbox

NEW SHARE

HISTORY

View: Default

1 Item(s)

FROM	SUBJECT	DATE ASSIGNED
External REQMT-CM1	COU Senior Director Review and Signature Task	5/31/2021

APPROVAL DOCUMENT

APPROVAL DOCUMENT

Page 1 / 4

ATTN: External REQMT-CM1-PM

Ref. Contract: MC00450

AJ Kufin

New York, NY 12345

Phone:

210-00124-102

DESCRIPTION OF WORK

ADD swings to playground

The Contractor agrees to perform or omit work, as described in this Change Order, for the set within the contract scheduled completion time period as adjusted above, in accepting and signing this Change Order the Contractor, its heirs, executors, administrators, successors and assigns, its release and forever discharge the New York City School Construction Authority, its successors assigns from any and all claims, causes of action, claims and demands whatsoever in Law or which the Contractor ever had, now has or may have against the New York City School Construction Authority in any way arising out of the change described above.

SCA Authorization Signature: _____ Date: _____

Approve Decline

You last logged in today at 10:43 PM Eastern Time (US & Canada)

1.9.24.97 - DEVWEEKLY

kahua