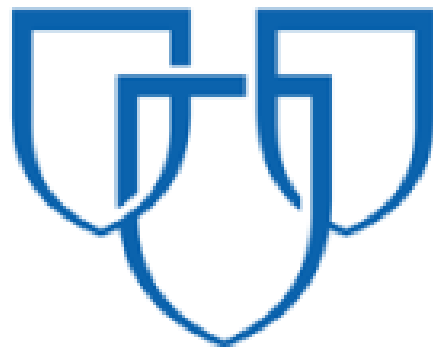


MAYO CLINIC



Change Event Quick Reference Guide

November
2019

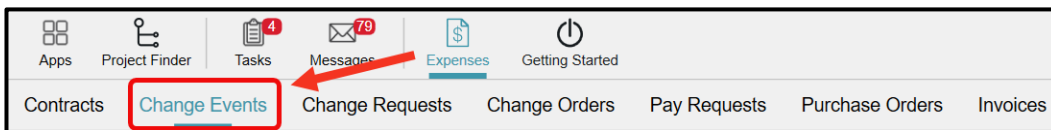


Prepared for the Mayo Clinic
Enterprise Kahua Deployment

CHANGE EVENT APP OVERVIEW

The Change Event app will allow Mayo Clinic users to track and distribute Owner initiated changes. All or some of Construction Industry Partners (CIPs) on a project can be issued change information based on user decisions. Users can select one or more contracts on the project, send tasks, request, negotiate, and process potential contract adjustment information into a Change Order for each associated contract. The Change Event provides a way to evaluate the total cost of the proposed change across the multiple contracts. CIPs will receive direction and adjustment task requests to provide their proposed adjustments in the Kahua Task app.

The Change Event app is a sub app located in the Expenses app under the Cost Management section. Typically, this application would not be shared with CIPs



CREATING A CHANGE EVENT

To create a Change Event:

1. Click **NEW** in the Log pane. The Detail pane displays a new Change Event form.

The screenshot shows the top navigation bar with tabs for Contracts, Change Events, Change Requests, Change Orders, Pay Requests, Purchase Orders, and Invoices. The 'NEW' button in the Log pane is circled in red. The Detail pane shows the 'New' form with fields for Number (0001), Subject, Description, Change Event Status, Type, Cause of Change, Originator, Origination Date, Responsible Contact (Yann Bouzerand - Mayo Enterprise), Due Date (7/21/2018), and Resolved Date. A grey bar at the top of the form contains the text 'Total Save to Calculate...'.

The grey bar showing “Total” calculates cost totals upon saving the Change Event (see below)

A close-up of the grey bar at the top of the form, showing the text 'Total Save to Calculate...' in a red box. A red arrow points to the bar from the left.

2. Fill out the **DETAILS** section

Note that the fields marked by an asterisk are required to be fill out by Mayo Clinic. The record cannot be saved until all required fields are filled in.

The screenshot shows the 'DETAILS' section of the form. The 'Number' field contains '0001'. The 'Subject' field is marked with an asterisk and contains 'My new change event'. The 'Description' field contains 'Description of the work goes here'.

Number- Auto-populated field. This field will populate with the next sequential Change Event number.

Subject- Required text field. Enter a subject for this Change Event. An example of a subject could be change documents issued by the Design Professional.

Description- Text field. Type a Description of the Change Event. If Change Documents (such as an RFP or CCD from the design professional) are stored in file manager this field could indicate which folder they are in for CIPs to retrieve.

Change Event Status	<input type="text"/>
Type *	<input type="text"/>
Cause of Change *	<input type="text"/>
Originator	<input type="text"/>

Change Event Status- This is a drop down list. This field should be left “as is”. The status will be driven by the workflow.

Type- This is required field and a drop-down list. Select the type of Change Request from these choices:

- **Change Directive** – Directs the CIP to proceed with the change and requires the CIP to provide any contract adjustments or respond with “no effect”.
- **Request for Proposal** - Requests the CIP provide contract adjustments prior to the Owner deciding whether or not to proceed with the proposed change after pricing is evaluated.

Cause of Change- This is a required field and a drop-down list. Select the appropriate cause of change.

- Field Condition
- Owner Request
- Other (specify)
- A/E Omission

Originator- This is a drop-down list of names from the Contacts app. Select the name of the person or group who originated or suggested the Change Event for record purposes. This name does not appear on any subsequent contract document.

The screenshot shows a form with the following fields:

- Origination Date:** A date picker with the text "Select a date" and a calendar icon showing the number 15.
- Responsible Contact:** A dropdown menu with the selected value "Yann Bouzerand - Mayo Enterprise" and a close button "X".
- Due Date:** A date picker with the text "7/21/2018" and a calendar icon showing the number 15. There is an asterisk "*" to the left of the field.
- Resolved Date:** A date picker with the text "Select a date" and a calendar icon showing the number 15.
- Notes:** A large text area with the placeholder text "My notes go here".

Origination Date- Auto-populated date field. Leave this blank. The origination date will be auto-populated in the workflow. Intended to indicate the date the Change Event originated.

Responsible Contact- This field will default the name of the Mayo employee initiating the Change Event. It can be replaced by clicking the “X” to remove the existing value. The drop-down list is populated with names from the Contacts app.

Note that if the name doesn’t appear, the user must be added to the contact list through the Contacts app.

Due Date- This field is auto populated. It will be defaulted to be +10 days from the day of the creation of the Change Event. If necessary, type in a new date to override the default. It is intended to indicate when a response is due from the CIP.

Resolved Date- This field is manually entered when the Change Event to record the date the change event was resolved and final decision made. It does not correlate with when change orders are processed

Notes- This is text field. Type any necessary notes about the Change Event. The information only shows in Kahua and does not appear on a task or other document

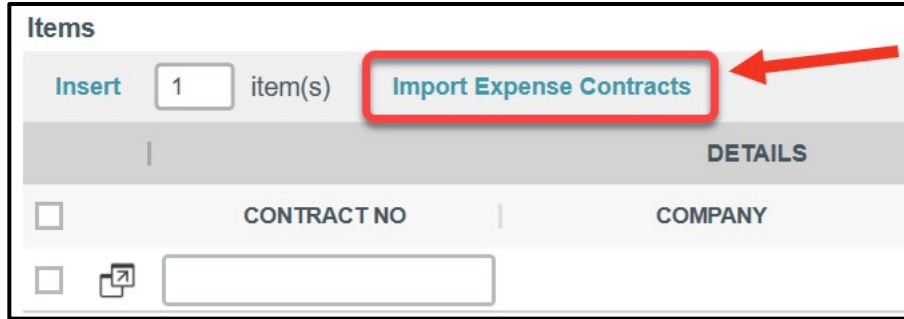
3. Fill out the **PROJECT CONTRACTS** section. This section indicates who the Change Event will be sent to.

The screenshot shows the "PROJECT CONTRACTS" section with the following elements:

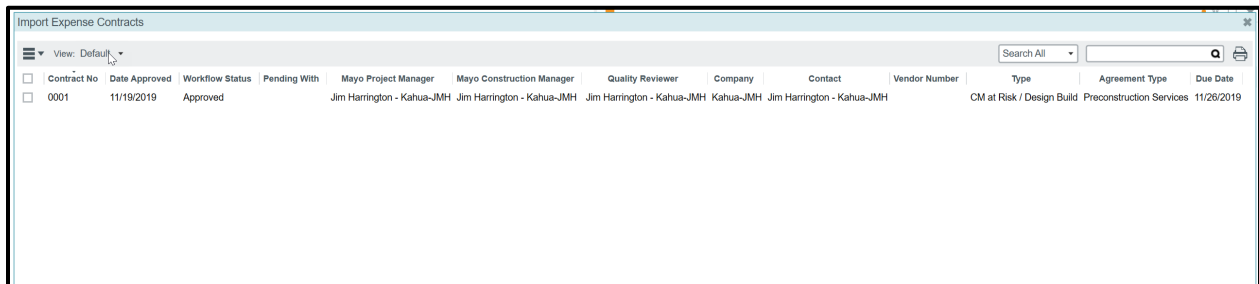
- A header "PROJECT CONTRACTS" with a dropdown arrow.
- An "Items" section with a button "Insert" followed by a text box containing "1" and the text "item(s)". There is also a button "Import Expense Contracts" and a copy icon.
- A table with the following columns:

DETAILS			EXPENSE
CONTRACT NO	COMPANY	PROPOSAL STATUS	AMOUNT
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Save To Calculate...

To add contracts to be reviewed for this Change Event to the items grid, select the Import Expense Contracts button. The contract for any CIP that is impacted by the change event should be listed

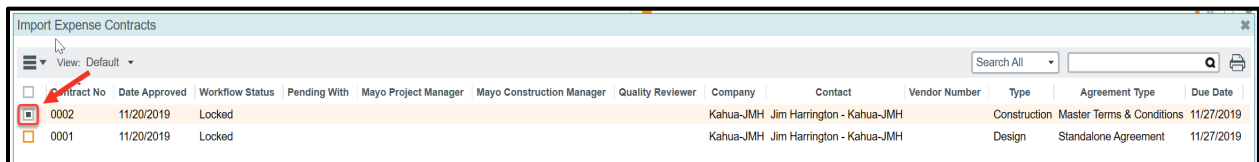


A pop-up window shows all the contracts from in this Project from the Contract app.

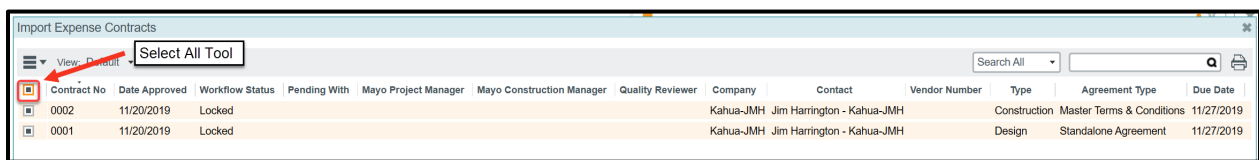


Note that contracts in the **Approved** and **Submitted** statuses will appear, but only Approved contracts may be selected. Select the contracts that the Change Event may need a response from.

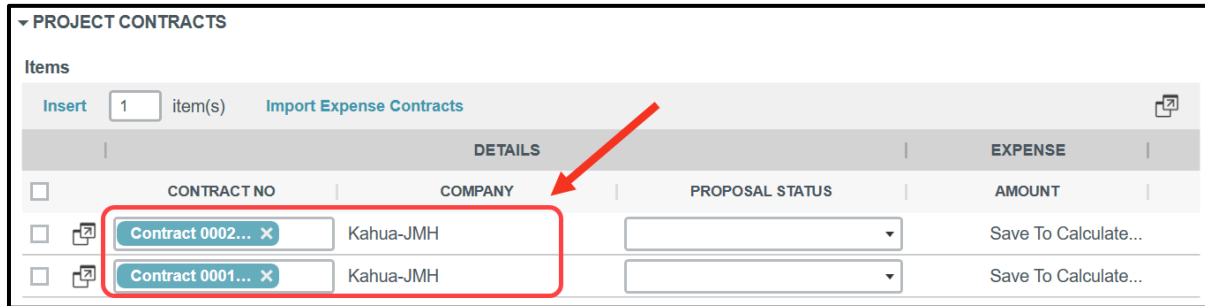
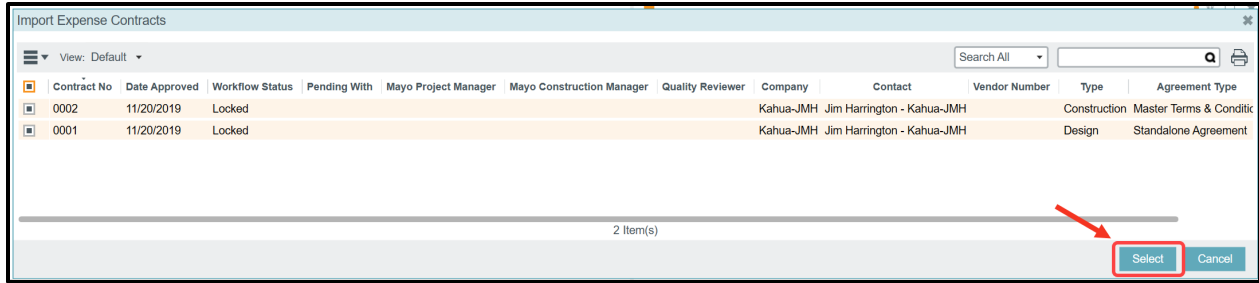
Contracts can be chosen individually by checking the box(es) or



to include all contracts, check the box at the top to select all the contracts.




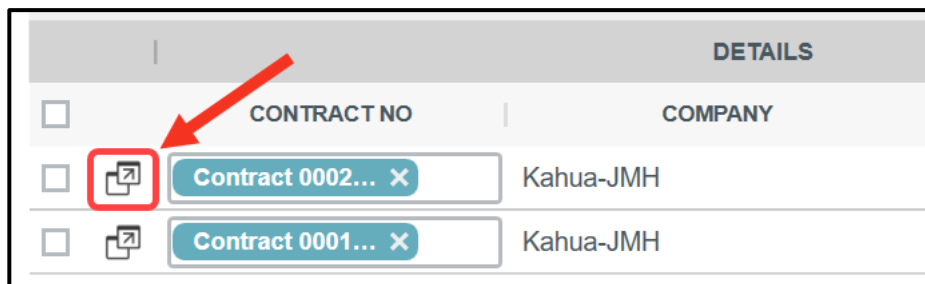
Click **Select** to import the contracts into the Items Grid.

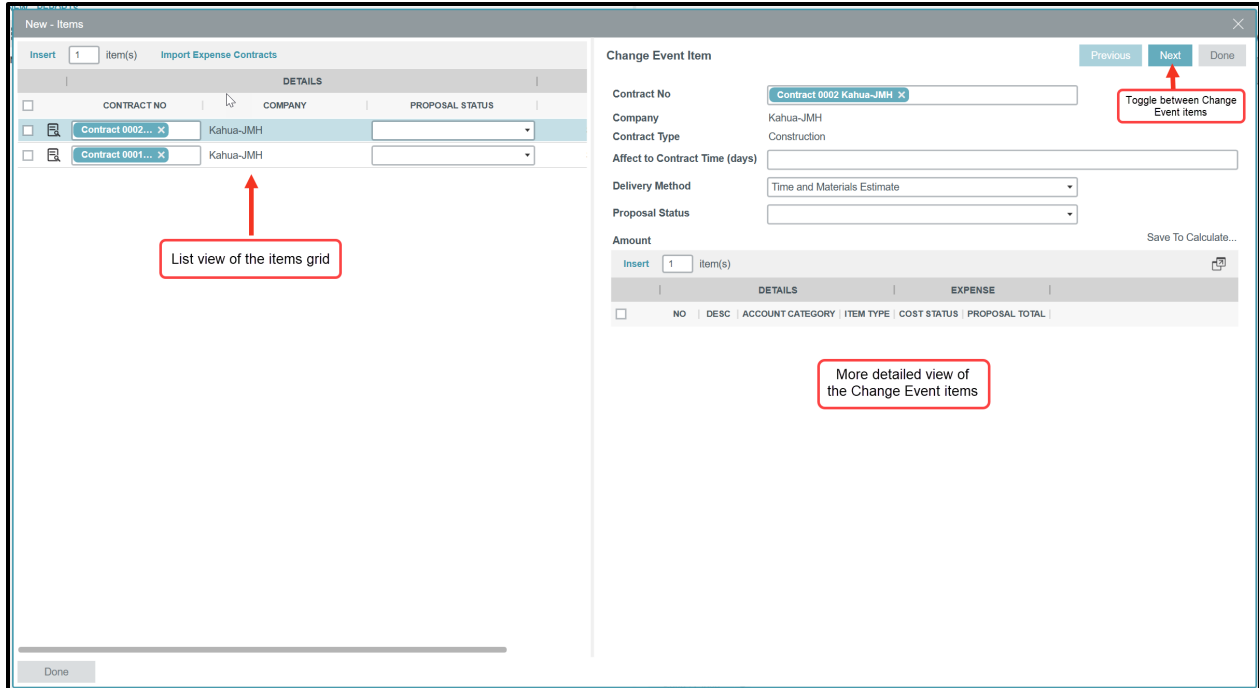


4. The **PROPOSAL STATUS** column will be driven by the Workflow. Leave blank.

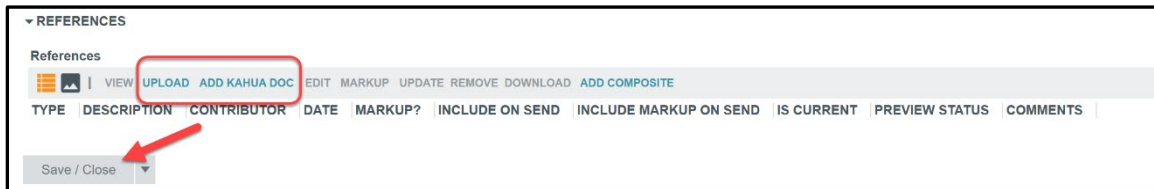


Note that if the user selects the  icon, it will display the detail of the line item. These fields will be filled by the CIPs when the Change Event is sent to them. **The Mayo Clinic users do not fill these fields.**





5. Use the REFERENCES section to upload documents from the computer by selecting **UPLOAD** or from the Kahua File Manager by selecting **ADD KAHUA DOC**. These references do not get sent as attachments to the task.
6. Select an option from the Save drop down to save your record.



Save/ New- Will save the record and will open a blank Change Event in the Detail pane for the user to enter another Change event.

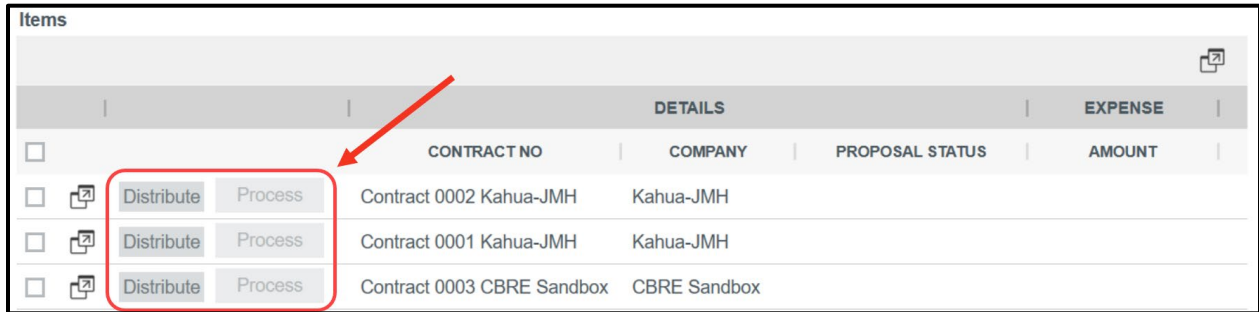
Save/ Copy- Will save the record and will open a new Change Event with the same data as in the previous one.

Save/ Close- Will save the record and close the Detail pane (on right side of screen).

Save- Will save the record but leave it open in the Detail pane for continued editing.

Upon saving, the workflow action button **Distribute** is available in front of each contract.

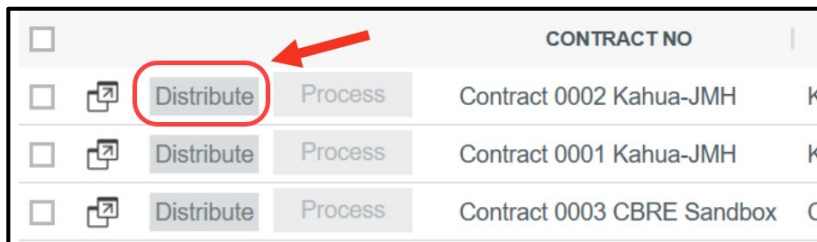
Note that the **Process** button is also here but not clickable at this step of the process.



The screenshot shows a table with columns: CONTRACT NO, COMPANY, PROPOSAL STATUS, and AMOUNT. There are three rows of contract data. Each row has a 'Distribute' button and a 'Process' button. A red box highlights the 'Distribute' buttons for all three rows, and a red arrow points to the first 'Distribute' button.

		DETAILS	EXPENSE		
		CONTRACT NO	COMPANY	PROPOSAL STATUS	AMOUNT
<input type="checkbox"/>	<input type="checkbox"/>	Distribute	Process	Contract 0002 Kahua-JMH	Kahua-JMH
<input type="checkbox"/>	<input type="checkbox"/>	Distribute	Process	Contract 0001 Kahua-JMH	Kahua-JMH
<input type="checkbox"/>	<input type="checkbox"/>	Distribute	Process	Contract 0003 CBRE Sandbox	CBRE Sandbox

Mayo users can send the Change Event individually by selecting the **Distribute** button next to each Contract, or



This is a close-up of the table from the previous screenshot. A red box highlights the 'Distribute' button for the first row, and a red arrow points to it.

		CONTRACT NO			
<input type="checkbox"/>	<input type="checkbox"/>	Distribute	Process	Contract 0002 Kahua-JMH	K
<input type="checkbox"/>	<input type="checkbox"/>	Distribute	Process	Contract 0001 Kahua-JMH	K
<input type="checkbox"/>	<input type="checkbox"/>	Distribute	Process	Contract 0003 CBRE Sandbox	C

they can send the Change Event to all CIPs at the same time by checking the box(es) and select the **Distribute** button that appear on the top.



The screenshot shows a table with a 'Distribute' button at the top left, highlighted with a red box and a red arrow. Below it, the table has three rows, each with a checked checkbox in the first column and 'Distribute' and 'Process' buttons. The table columns are CONTRACT NO, COMPANY, and PROPOSAL STATUS.

		DETAILS			
		CONTRACT NO	COMPANY	PROPOSAL STATUS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Distribute	Process	Contract 0002 Kahua-JMH	Kahua-JMH
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Distribute	Process	Contract 0001 Kahua-JMH	Kahua-JMH
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Distribute	Process	Contract 0003 CBRE Sandbox	CBRE Sandbox

Once the user clicks **Distribute**, a **Recall** button appears, and the **PROPOSAL STATUS** column displays the **Proposal Requested** status.

If the users click on **Recall**, it will pull the task out of the CIPs' Tasks app and change the Recall button back to **Distribute**.

The screenshot shows a table titled 'PROJECT CONTRACTS' with columns for 'CONTRACT NO', 'COMPANY', 'PROPOSAL STATUS', and 'AMOUNT'. The third row is highlighted, and red boxes and arrows point to the 'Recall' button and the 'Proposal Requested' status.

PROJECT CONTRACTS			
Items			
	DETAILS		EXPENSE
<input type="checkbox"/>	CONTRACT NO	COMPANY	AMOUNT
<input type="checkbox"/>	Contract 0002 Kahua-JMH	Kahua-JMH	
<input type="checkbox"/>	Contract 0001 Kahua-JMH	Kahua-JMH	
<input type="checkbox"/>	Contract 0003 CBRE Sandbox	CBRE Sandbox	Proposal Requested

Note that in the **DETAILS** section, the Change Event Status field displays the **Distributed** status.

The screenshot shows the 'DETAILS' section for a change event. The 'Change Event Status' field is circled in red, and a red arrow points to it.

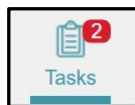
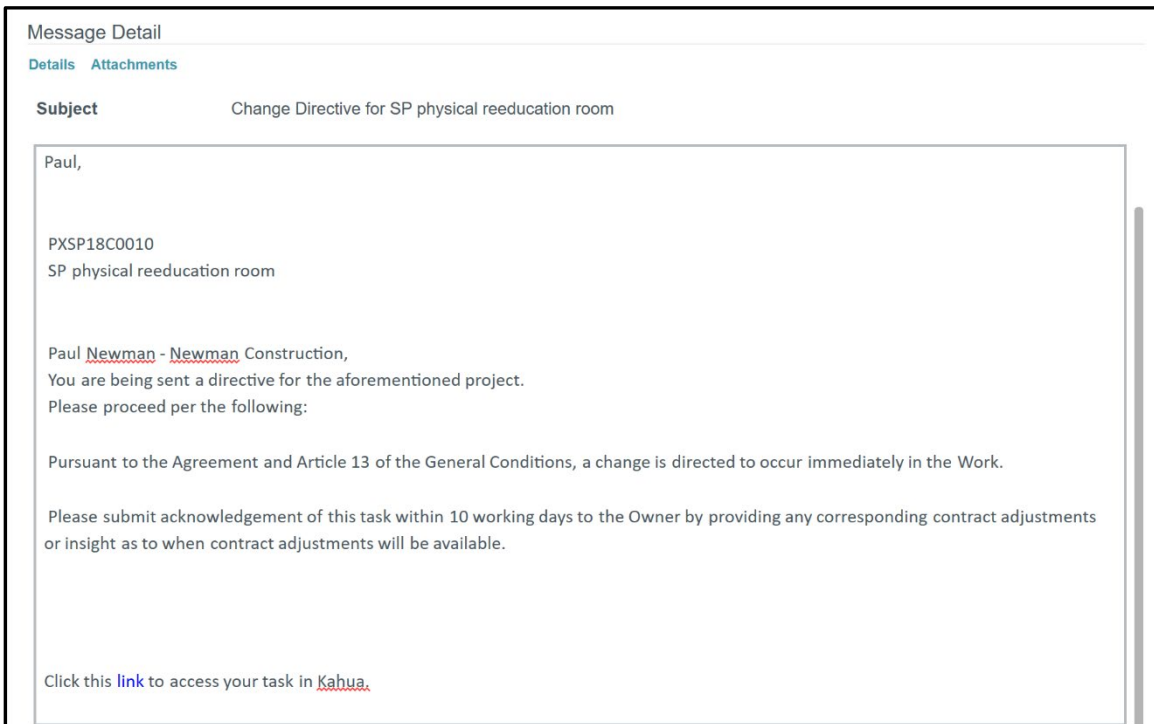
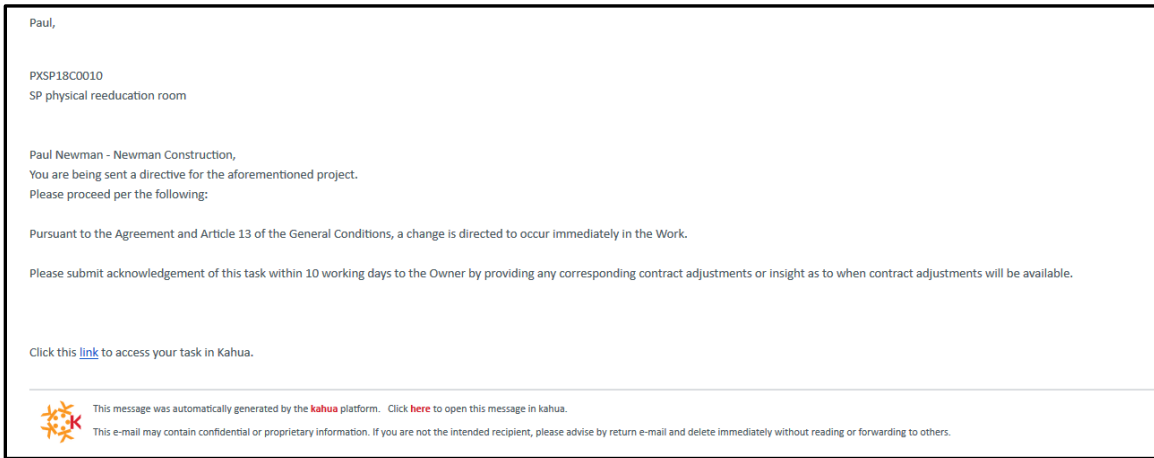
DETAILS	
Number	0001
Subject	My new change event
Description	Description goes here
Change Event Status	Distributed
Type	Change Directive
Cause of Change	Owner Request
Originator	Carol Bumbaca - Mayo Enterprise

The Change Event has been sent to the CIP.

ANSWERING A CHANGE EVENT AS A CONSTRUCTION INDUSTRY PARTNER

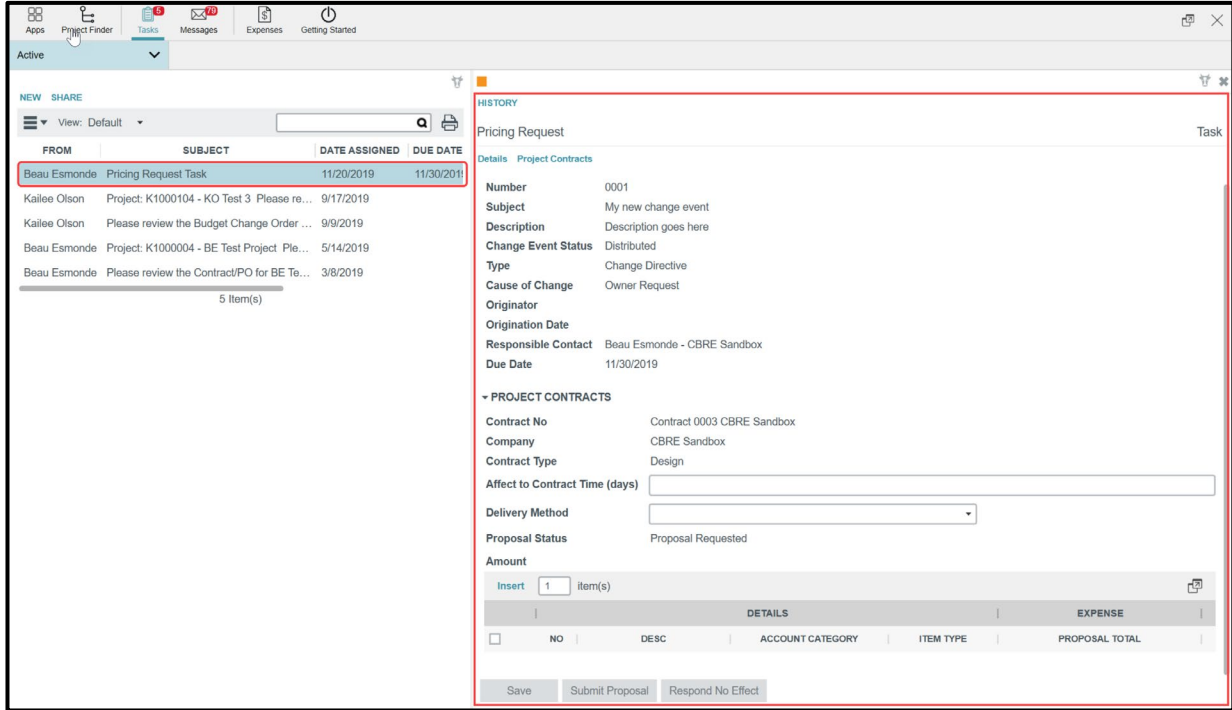
Note: this section has instructions for Mayo Clinic Construction Industry Partners (CIPs). These steps do not apply to the Mayo Clinic users.

When Mayo Clinic creates a Change Event, distributes it, and provides direction, then CIPs receive an email notification, a message in their Kahua Message app, and a Task Notification in Kahua.

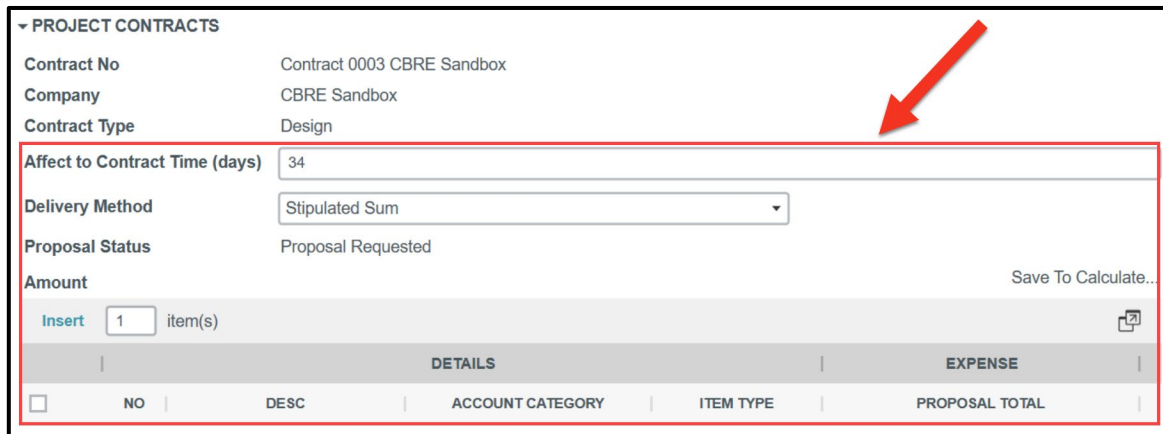


The Tasks app will be used to respond to the Change Event.

1. Select the task in the **TASKS** app, the Detail pane displays the requested information.



2. Fill out the editable fields.



Affect to Contract Time (days) – Numeric field. Enter the number of additional project days, if any.

Delivery Method- Dropdown list. The CIP should propose an appropriate delivery method for this Change Event and the subsequent scope of work. Mayo will review and will reject if not acceptable.

Proposal Status- This field will be driven by the workflow and should not be edited by the user.

Amount- This is the Cost Item Grid section. Indicate the work activities and their associated costs for the event. No two dollar amounts should be on the same line. Totals (if any) will calculate upon saving the Change Event.

If there is an effect to the contract sum, insert the line items appropriate for the scope of work on the change, enter the number of lines and select **Insert**. If there is no effect to the contract sum, then proceed to the bottom and click **Respond No Effect**.

The screenshot shows the 'Amount' section of the software interface. At the top, there is a 'Save To Calculate...' button. Below it, the 'Insert' button is highlighted with a red box, and a red arrow points to the number '3' inside it. Below the 'Insert' button is a grid with the following columns: NO, DESC, ACCOUNT CATEGORY, ITEM TYPE, and PROPOSAL TOTAL. The grid contains three rows, each with a checkbox, a 'More Detail' icon, and an asterisk. The first row has '01' in the NO column, an empty field in DESC, an empty field in ACCOUNT CATEGORY, a dropdown menu in ITEM TYPE, and a '\$' followed by an empty field in PROPOSAL TOTAL. The second row has '02' in the NO column, an empty field in DESC, an empty field in ACCOUNT CATEGORY, a dropdown menu in ITEM TYPE, and a '\$' followed by an empty field in PROPOSAL TOTAL. The third row has '03' in the NO column, an empty field in DESC, an empty field in ACCOUNT CATEGORY, a dropdown menu in ITEM TYPE, and a '\$' followed by an empty field in PROPOSAL TOTAL.

3. Enter applicable pricing line items. The **Desc**, **Account Category**, and **Item Type** fields are required as indicated by the orange asterisks. Notice the **Description** field will auto-populate based on the Account Category selected. The description may be edited as necessary. Note: The values in the Item Type drop-down list will vary based on the type of contract.

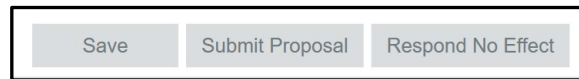
The screenshot shows the 'Amount' section of the software interface. At the top, there is a 'Save To Calculate...' button. Below it, the 'Insert' button is highlighted with a red box, and a red arrow points to the number '3' inside it. Below the 'Insert' button is a grid with the following columns: NO, DESC, ACCOUNT CATEGORY, ITEM TYPE, and PROPOSAL TOTAL. The grid contains three rows, each with a checkbox, a 'More Detail' icon, and an asterisk. The first row has '01' in the NO column, 'General Construction' in the DESC column, '.C2101C2010 General...' in the ACCOUNT CATEGORY column, 'Prof Services Fee' in the ITEM TYPE column, and '\$' followed by an empty field in PROPOSAL TOTAL. The second row has '02' in the NO column, 'Concrete and Masonry' in the DESC column, '.C2101C2030 Concrete...' in the ACCOUNT CATEGORY column, 'Prof Services Sub-consultant' in the ITEM TYPE column, and '\$' followed by an empty field in PROPOSAL TOTAL. The third row has '03' in the NO column, 'Metals' in the DESC column, '.C2101C2050 Metals' in the ACCOUNT CATEGORY column, 'Prof Services Reimbursables' in the ITEM TYPE column, and '\$' followed by an empty field in PROPOSAL TOTAL. At the bottom of the grid, there are three buttons: 'Save', 'Submit Proposal', and 'Respond No Effect'.

Input the proposed total cost for each cost item in the **Proposal Total** field. The total Change Event amount will be calculated when the document is saved.

The screenshot shows the 'Amount' section of the software interface. At the top, there is a 'Save To Calculate...' button. Below it, the 'EXPENSE' section is highlighted with a red box, and a red arrow points to it. The 'EXPENSE' section contains a grid with the following columns: ITEM TYPE and PROPOSAL TOTAL. The grid contains three rows, each with an asterisk. The first row has 'Prof Services Fee' in the ITEM TYPE column and '\$ 75,000.00' in the PROPOSAL TOTAL column. The second row has 'Prof Services Sub-consultant' in the ITEM TYPE column and '\$ 55,000.00' in the PROPOSAL TOTAL column. The third row has 'Prof Services Reimbursables' in the ITEM TYPE column and '\$ 25,000.00' in the PROPOSAL TOTAL column.

The Cost Status for each line item, found when clicking the More Detail boxes, will be driven by the workflow. Leave the default value.

4. Select between **Save**, **Submit Proposal** or **Respond No Effect**



Save- Will save the record and will keep the task active in the Tasks app for future editing. It will not go back to Mayo Clinic until **Submit Proposal** is selected.

Submit Proposal- Will submit the proposal back to Mayo Clinic project team.

Respond No Effect- Will indicate Mayo Clinic that this Change Event will have no effect for the CIP through an email notification and a Kahua message notification.

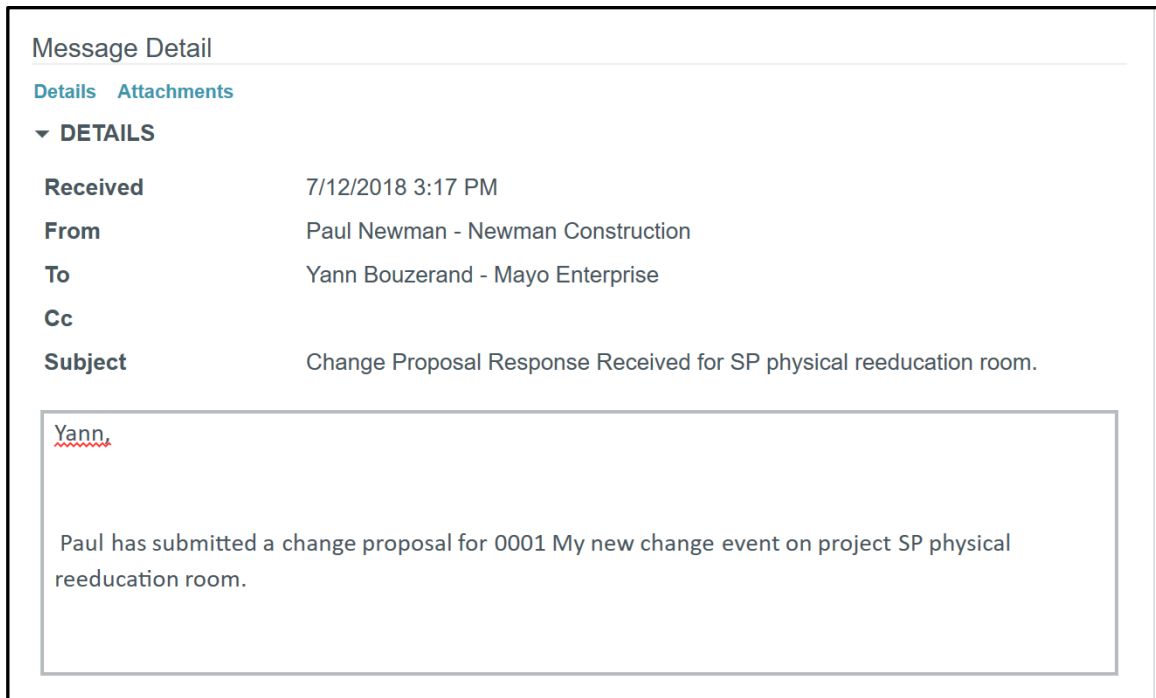
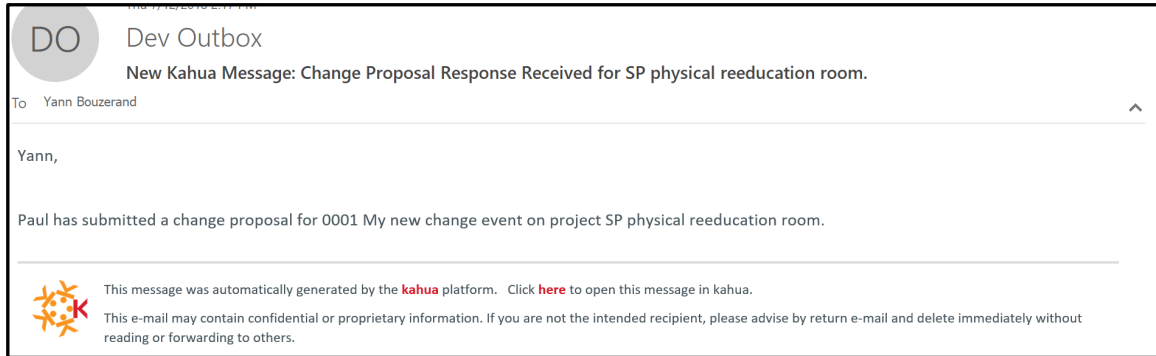
Once the CIP has submitted the proposal, the proposal goes back to Mayo Clinic. From there, Mayo Clinic will accept or reject the proposal.

CIPs will receive an email and a Kahua message to let them know if it has been accepted or rejected.

ACCEPTING/ REJECTING A PROPOSAL

Note: This section has instructions for the Mayo Clinic users. These steps do not concern the CIPs.

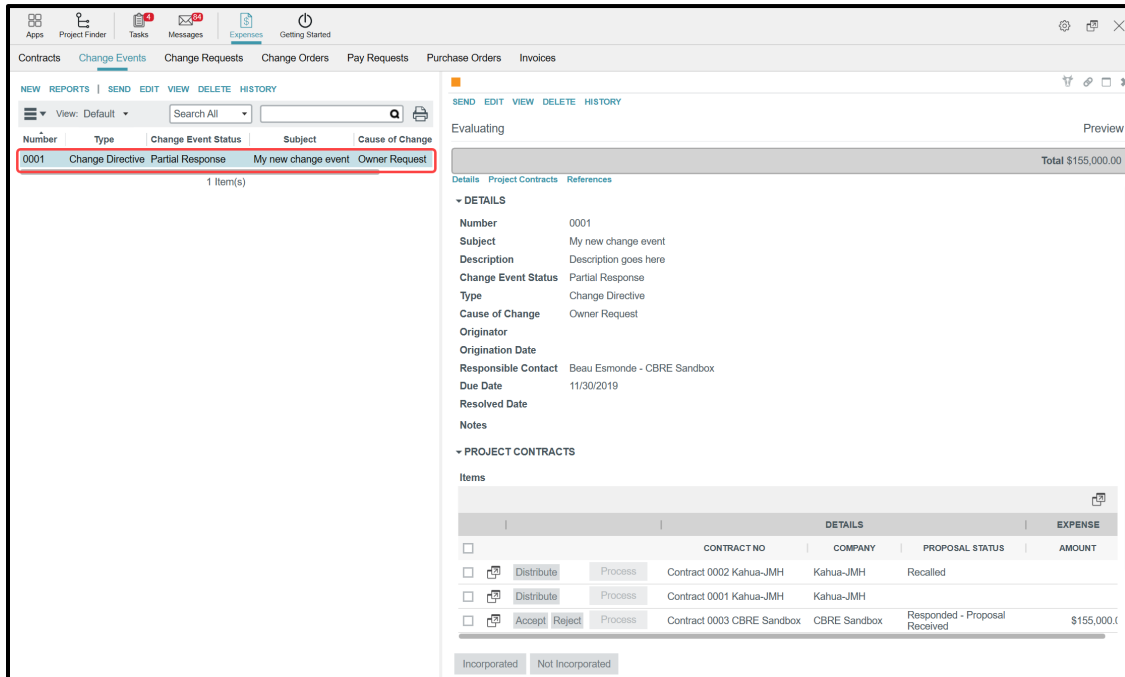
When the CIP sends back the change proposal to the Mayo Clinic, the Responsible Contact will receive an email and a Kahua message notification.



To act on the Change Proposal from a CIP:

1. Open the Change Event app and select the record in the Log pane.

Note that when at least one (and not all) CIP(s) submit a proposal, the Change Event Status changes to **Partial Response**.



Number	0001
Subject	My new change event
Description	Description goes here
Change Event Status	Partial Response
Type	Change Directive
Cause of Change	Owner Request
Originator	Carol Bumbaca - Mayo Enterprise

When all the proposals from all CIPs are received, the status changes to **Evaluating**. Indicating that the event is pending Owner action.

Number	0001
Subject	My new change event
Description	Description goes here
Change Event Status	Evaluating
Type	Change Directive
Cause of Change	Owner Request
Originator	Carol Bumbaca - Mayo Enterprise

The line items display two new buttons: **Accept** and **Reject**.


The PROPOSAL STATUS column in the line item displays the updated status: **Responded - No Effect** for one CIP and **Responded - Proposal Received** for the other CIP

Responded -No Effect means that the CIP selected the button **Respond No Effect** to say that this Change Event will not have any effect on their work.

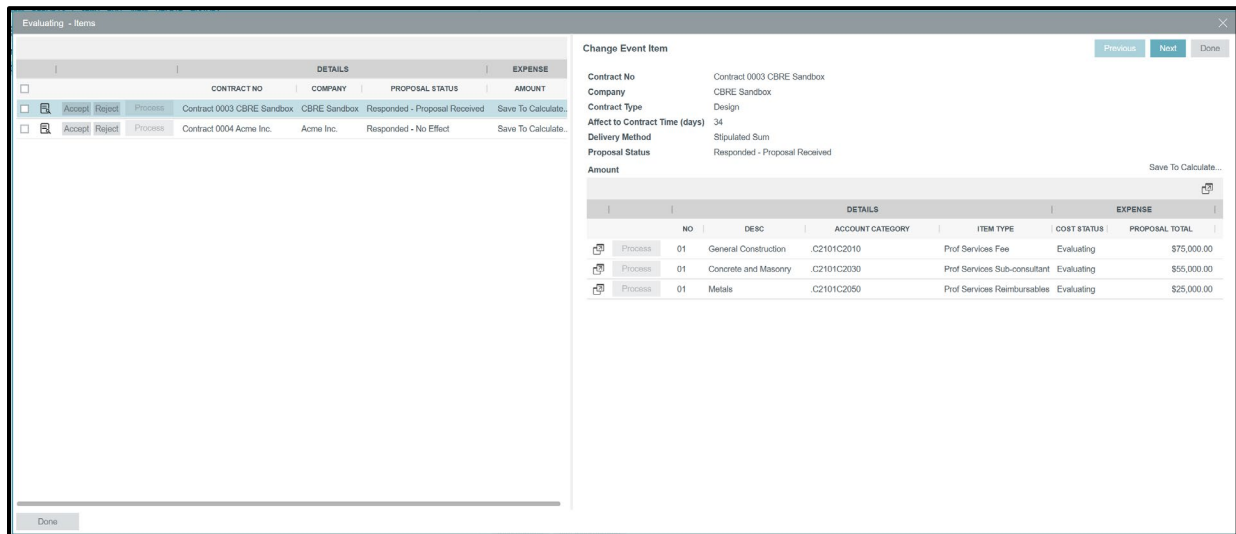
The EXPENSE column displays the total amount of the proposal.

Items			
			CONTRACT NO
<input type="checkbox"/>	<input type="checkbox"/>	Accept Reject	Contract 0003 CBRE Sandbox
<input type="checkbox"/>	<input type="checkbox"/>	Accept Reject	Contract 0004 Acme Inc.

Items						
			DETAILS	EXPENSE		
			CONTRACT NO	COMPANY	PROPOSAL STATUS	AMOUNT
<input type="checkbox"/>	<input type="checkbox"/>	Accept Reject	Contract 0003 CBRE Sandbox	CBRE Sandbox	Responded - Proposal Received	\$155,000.00
<input type="checkbox"/>	<input type="checkbox"/>	Accept Reject	Contract 0004 Acme Inc.	Acme Inc.	Responded - No Effect	

- Select the  icon to see the details of the line item concerning the proposal change sent by the CIP.

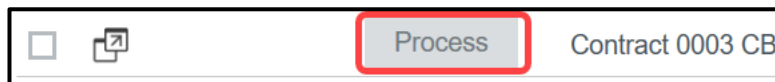
Items							
				DETAILS		EXPENSE	
				CONTRACT NO	COMPANY	PROPOSAL STATUS	AMOUNT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accept Reject	Contract 0003 CBRE Sandbox	CBRE Sandbox	Responded - Proposal Received	\$155,000.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accept Reject	Contract 0004 Acme Inc.	Acme Inc.	Responded - No Effect	



3. Accept or Reject the proposals by selecting the appropriate button.



If accepted, a **Process** button appears to allow processing of the Change Event into a Change Order



If rejected, a **Request More Info** button appears. When selected, it will send a new Task and a Kahua Message to the CIPs, inviting them to send another proposal. These steps will allow a volley for pricing for the Owner and the CIP.

Note: a comment giving direction must be entered before the Request More Info action can be performed.

4. Once the users have accepted or rejected all of the proposals, select the button **Incorporated** to lock the record and process the Change Event into a Change Order. It is important to wait until all of the Change Events have been processed before incorporating. The Incorporated button will be used for an historic project record and will aid in the searching of project history.



Note that if **Not Incorporated** is selected, the record will lock but will not display the Process button. This function would be used if the Change Event issued as a request for proposal was not executed.

Notice that the top of the page displays the total amount of the proposals that the user has accepted.

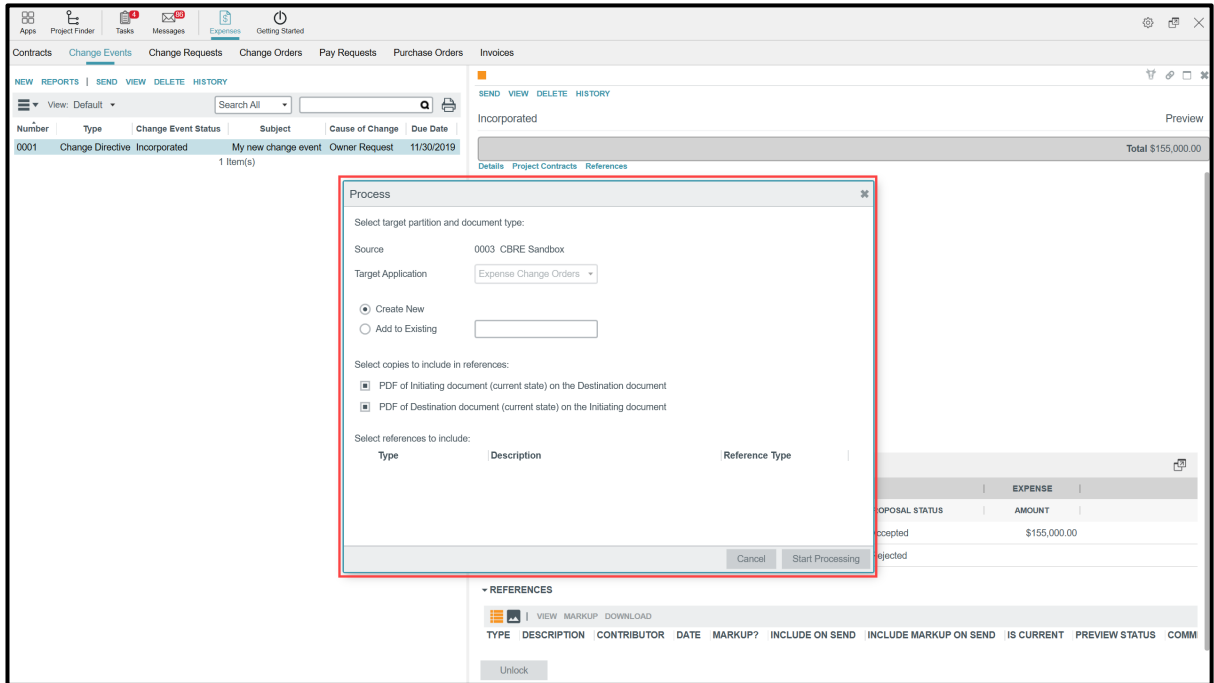


PROCESSING A CHANGE EVENT INTO A CHANGE ORDER

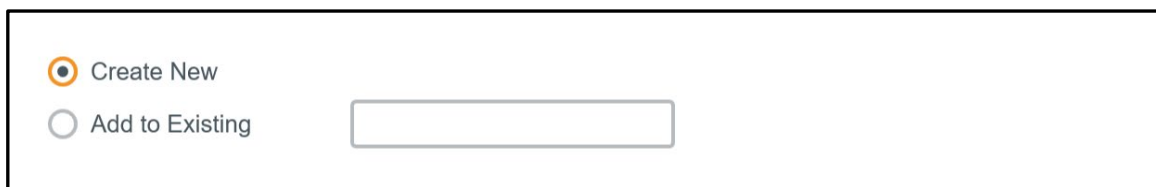
To process a Change Event into a Change Order:

1. Line items must be processed individually by selecting the **Process** button.

Once the Process button is selected, a process window will pop up.



2. Select **Create New** if it is a new Change Event or Select **Add to Existing** if this Change Event needs to be attached to another one already created.



3. By default, the checkboxes under **Select copies to include in references** are checked.

4. If any references need to be included, they will appear in a list.

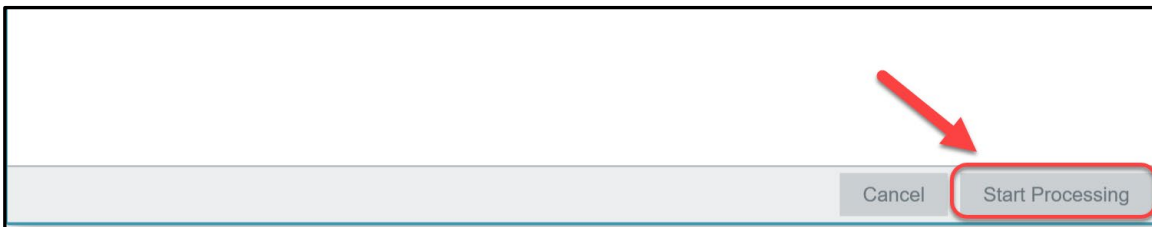
Select copies to include in references:

- 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
------	-------------	----------------

5. Click on **Start Processing** to process the Change Event into a Change Order.



Kahua will automatically switch from the Change Event app to the Change Order app and copy the data into a new Change Order.

The screenshot shows the Kahua Change Order app interface. The 'Change Orders' tab is active. The 'DETAILS' section shows the following fields:

- Project Number
- Project Name
- Contract: Contract 0003 CBRE Sandbox
- Contract Signatory
- Vendor Number
- Type of Change / Request
- Requested Date: 11/30/2019
- Number: 0001
- Vendor Change Order Number
- Description: Description goes here
- Affect to Contract Sum
- Affect to Contract Time: 34
- Cause of Change
- Cause of Change - Comments

A 'Save / Close' button is located at the bottom of the form.

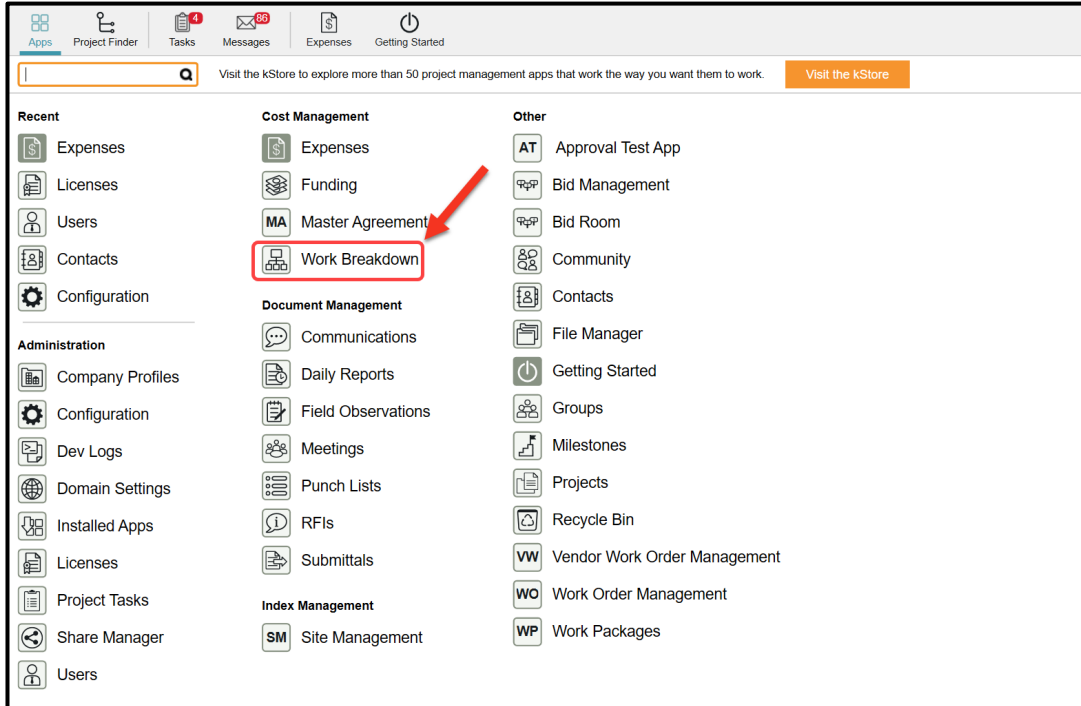
Now that the Change Event has been processed as a Change Order, Mayo Clinic users will send the Change Order to the CIPs to get their signature, then the record will go through the Delegation of Authority (DOA) approval process.

DOA is a configurable approval process with limits based on the Change Order amount. Depending of the amount, the Change Order will go through one or more Mayo approvers.

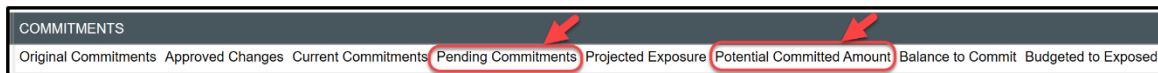
See the Change Order Quick Reference Guide for more information.

CHANGE EVENT IN THE WORK BREAKDOWN

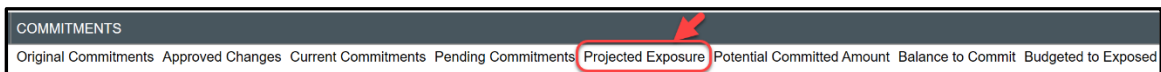
While the Change Event is going through the DOA process, the values of this Change Event are displayed in the Work Breakdown:



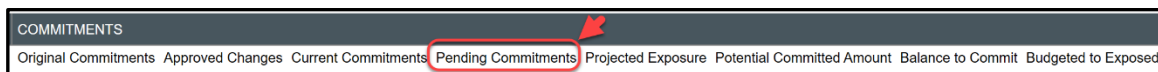
Change Event line items in the **Responded** status will appear in the **Pending Commitments** column and the **Potential Committed Amount** Column.



Change Event record in the **Complete Response** Status will appear in the **Project Exposure** column.



Change Event record in the **Incorporated** status will appear in the **Pending Commitments** column.



Note: Change Event record in the **Not Incorporated** will not appear in the Work Breakdown.