**INSERT CPG LOGO HERE**

**INSERT FULL COMPNAY NAME HERE (BASED ON COMPANY CODE)**

**Project Change Request Form**

**PCR ID**: 99123-0001 **Change Initiated By:** Joan Example

XXX-XXX-XXXX

**Project Name**: Test Project Name **Company**: TCO **Project Number**: 99123

**Estimate Version**: 2

**Change Description:** Contractor CO – Add Additional Fill Dirt

**Change Type:** PCR **Change Status:** Pending PM Approval/Agreement

**Type of Change: Impacted:**

** **

**Primary Change Driver:** Drawing/Design Change

**Secondary Change Driver:** Missed Estimate

**Timing: **

**Reason:** Reason for the Post Change Notification ****

**PO Data (If Applicable)**

**PO Number:** 4059999 **Contractor Name:** Great Dane Hauling Company

**Original PO Value:** $50,000 **Current PO Value:** $50,000

**Net PO Cost Increase / (Decrease) Being Requested:** $50,000

**Project Cost/Estimate Information**

**Gross Project Change from:** $55,000 **Year Impacted:** 2012

**Description of Change:**

**Justification for Change:**

**Estimate Accuracy**: Gate 2

**Cost Impact:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Cost Group** | **Change Amount** | **Project Cost Group** | **Change Amount** |
| Environmental | $8,900 | AFUDC/IDC Overheads |  |
| Legal/Government Affairs/Outreach |  | Contingency |  |
| Right of Way |  | Excluded from Capital |  |
| Engineering |  | Accruals |  |
| Removal/Demo |  | AGSEO |  |
| Inspecting |  | Reimbursements |  |
| Commissioning |  | **Total Changes** | $8,900 |

**Other Impacts / Comments:**

**Project Manager Comments:** 

**Management Approval Comments:** 

|  |  |  |  |
| --- | --- | --- | --- |
| **AGREEMENT** | **Project Role** | **Name** | **Date Agreed** |
| Project Leader | Walker Ranger | 12/13/2013 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPROVALS**  **System Approved Date:**  **12/4/2012 12:23:11 PM** | **Role** | **Name** | **Signature** | **Date** |
| Project Manager | Lone Star |  | 12/13/2013 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **Report Item** | **Source Table** | **Source Field** |
|  | PCR ID | ProTool.ScopeChanges |  |
|  | Change Initiated By | ProTool.ScopeChanges |  |
|  | Project Name | ProTool.ScopeChanges |  |
|  | Company | ProTool.ScopeChanges |  |
|  | Project Number | ProTool.ScopeChanges |  |
|  | Estimate Version | ProTool.ScopeChanges |  |
|  | Change Description | ProTool.ScopeChanges |  |
|  | Change Type | ProTool.ScopeChanges |  |
|  | Change Status | ProTool.ScopeChanges |  |
| Type of Change (Checkboxes) | Design | ProTool.ScopeChanges | Change\_Type\_Design |
| Physical Scope | ProTool.ScopeChanges | Change\_Type\_Phy\_Scope |
| Work Scope | ProTool.ScopeChanges | Change\_Type\_Wk\_Scope |
| Cost | ProTool.ScopeChanges | Change\_Type\_Cost |
| Schedule | ProTool.ScopeChanges | Change\_Type\_Schedule |
| Impacted (Checkboxes) | Material | ProTool.ScopeChanges | Material\_Impact |
| Contractor | ProTool.ScopeChanges | Contractor\_Impact |
| Other | ProTool.ScopeChanges | Other\_Impact |
| Primary Change Driver | ProTool.ScopeChangeDrivers | Description  Where Primary\_Driver\_CD in ProTool.ScopeChanges = Driver\_CD |
| Secondary Change Driver | ProTool.ScopeChangeDrivers | Description  Where Secondary\_Driver\_CD in ProTool.ScopeChanges = Driver\_CD |
| Timing (Radio Buttons) | Request for Change | ProTool.ScopeChanges | Change\_Timing |
| Post Change Notification |
| Post Change - Emergency |
|  | Reason | ProTool.ScopeChanges | Change\_Timing\_Reason |
|  | Change Required to PEIF |  |  |
| PO Data | PO Number | ProTool.ScopeChanges | PO\_Number |
|  | Contractor Name | ProTool.Vendors | Name  Vendor\_ID from Purchase Order table based on the PO Number in the Scope Changes table |
| Original PO Value | ProTool.PurchaseOrders | Total\_Cost  Based on the PO Number in the Scope Changes table |
| Current PO Value | ProTool.PurchaseOrders | Total\_Cost  Based on the PO Number in the Scope Changes table |
| Net PO Increase/(Decrease) | ProTool.ScopeChanges | PO\_Change |
| Project Cost/Estimate Information | Gross Project Change | ProTool.ScopeChange\_Estimate | Amount |
| Year Impacted | ProTool.ScopeChanges | Year\_Impacted |
|  | Description of Change | ProTool.ScopeChanges | Project\_Impact |
|  | Justification for Change | ProTool.ScopeChanges | Change\_ Justification |
|  | Estimate Accuracy | ProTool.ScopeChanges | Gate\_CD |
| Cost Impact | Project Cost Groups | CostCategories  \*See Query Below | Cost\_Category\_Desc |
| Change Amount | ProTool.ScopeChange\_Estimate | Amount |
| Total Changes | Calculation | Total Amount for all Cost Categories |
|  | Other Impacts/Comments | ProTool.ScopeChanges | Scope\_Notes |
|  | Project Manager Comments | ProTool.ScopeChanges | Project\_Manager\_Comments |
|  | Project Manager Edited | ProTool.ScopeChanges | Project\_Manager\_Edited |
|  | Management Approval Comments | ProTool.ScopeChanges | Management\_Approval\_Comments |
|  | Management Approver Edited | ProTool.ScopeChanges | Management\_Approval\_Edited |
| Agreements | Project Role | ProTool.ProjectRoles  \*See Query Below | Project\_Role\_Name |
| Name | ProTool.User\_Directory  \*See Query Below | Name |
| Date Agreed | ProTool.ScopeAgreements  \*See Query Below | Agreement\_Date |
| Approvals | Role | ProTool.ProjectRoles  \*See Query Below | Project\_Role\_Name |
| Name | ProTool.User\_Directory  \*See Query Below | Name |
| Signature |  | Blank Cell for signature |
| Date | ProTool.ScopeAgreements  \*See Query Below | Agreement\_Date |

**Project Role, Name, and Date Agreed Query**

SELECT

[ProTool\_Staging].[ProTool].[ScopeAgreements].[Company\_Cd],

[ProTool\_Staging].[ProTool].[ScopeAgreements].[Project\_No],

[ProTool\_Staging].[ProTool].[ProjectRoles].[Project\_Role\_Name],

[ProTool\_Staging].[ProTool].[User\_Directory].[Name],

[ProTool\_Staging].[ProTool].[ScopeAgreements].Agreement\_Date

FROM

[ProTool\_Staging].[ProTool].[ScopeAgreements],

[ProTool\_Staging].[ProTool].[ProjectRoles],

[ProTool\_Staging].[ProTool].[User\_Directory]

WHERE

[ProTool\_Staging].[ProTool].[ScopeAgreements].Agreement\_Fl='1' AND

[ProTool\_Staging].[ProTool].[ScopeAgreements].[Project\_Role\_Cd]=[ProTool\_Staging].[ProTool].[ProjectRoles].[Project\_Role\_Cd] AND

[ProTool\_Staging].[ProTool].[ScopeAgreements].[User\_ID] =[ProTool\_Staging].[ProTool].[User\_Directory].[TCOID]

**Project Cost Group Determination**

IF [ProTool\_Staging].[ProTool].[Estimates].[Cost\_Category\_Type]=1 (of the project selected)

SELECT

[ProTool\_Staging].[ProTool].[CostCategories].[Cost\_Category\_Desc]

FROM

[ProTool\_Staging].[ProTool].[CostCategories],

[ProTool\_Staging].[ProTool].[Estimates]

WHERE

[ProTool\_Staging].[ProTool].[CostCategories].[Capital\_Active\_Fl]='1' AND

[ProTool\_Staging].[ProTool].[CostCategories].[Cost\_Category\_Type]= 'Summary'

ELSE

SELECT

[ProTool\_Staging].[ProTool].[CostCategories].[Cost\_Category\_Desc]

FROM

[ProTool\_Staging].[ProTool].[CostCategories],

[ProTool\_Staging].[ProTool].[Estimates]

WHERE

[ProTool\_Staging].[ProTool].[CostCategories].[Capital\_Active\_Fl]='1' AND

[ProTool\_Staging].[ProTool].[CostCategories].[Cost\_Category\_Type]= 'Detail'

END