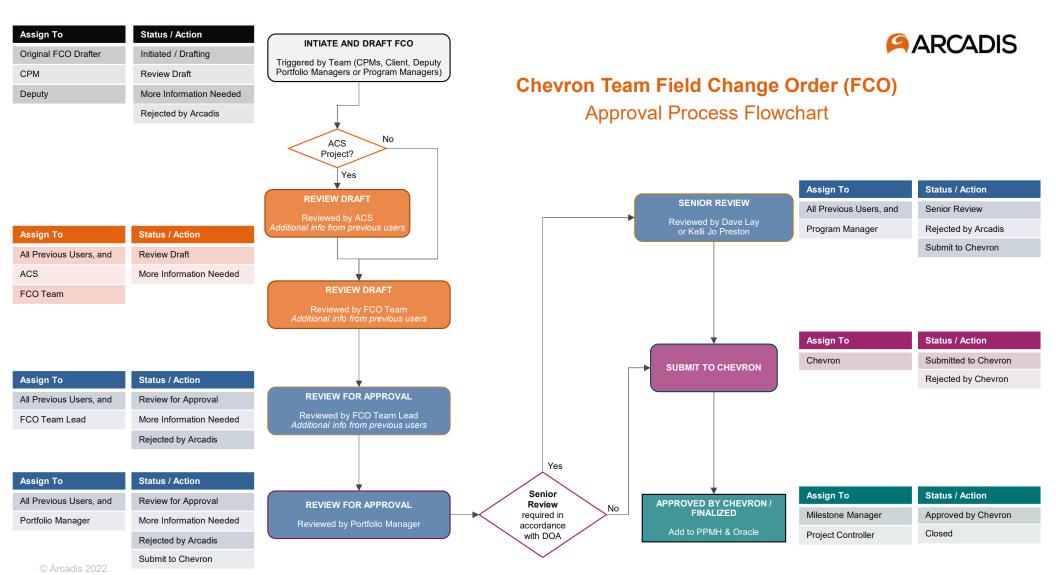


Looking for more detail? Check out the next slide!





Chevron Team Field Change Order (FCO)

Approved FCO Processing Flowchart

	What are you doing in the real world?	Then what do you do in the FCO Tracker?
These steps might happen all at once	Portfolio Manager or Senior Reviewer approves FCO for submittal to Chevron.	Tracker Updated by: Portfolio Manager or Senior Reviewer Assigned To: Portfolio Manager (or Deputy as alternate) Status / Action: Submit to Chevron
	Portfolio Manager (or Deputy as alternate) sends email to Chevron requesting approval of FCO and copies the Milestone Manager on email.	Tracker Updated by: Milestone Manager Assigned To: Chevron Status / Action: Submitted to Chevron
These steps might happen all at once	Portfolio Manager and Milestone Manager receive email approval from Chevron.	Tracker Updated by: Milestone Manager Assigned To: Milestone Manager Status / Action: Approved by Chevron
	Milestone Manager updates PPMH per the approved FCO. MM then adds Log ID and the final FCO Amount to FCO details page.	Tracker Updated By: Milestone Manager Assign To: Project Controller Status / Action: no change
	Project Controller updates Oracle per the approved FCO. PC then creates a final PDF combining the FCO form and Chevron approval email and uploads it to the FCO Workspace folder.	Tracker Updated by: Project Controller Assign To: no change Status / Action: Finalized