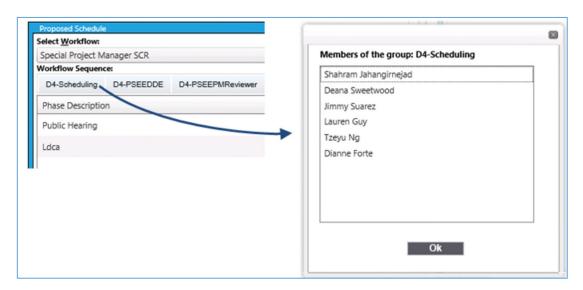
1 Scope of Work change request

Select the Scope of Work radio button to create a scope change request. When selected, a new window will open up. If the project has an existing scope, it will display on the left side. On the right side the new scope details will be entered.

Select the appropriate workflow from the dropdown. Notice below the workflow is the Workflow sequence. This is a list of all of the reviewers that are part of the approval process for this change request. The reviewers are listed in sequential order. When an AD group is selected for the reviewer, users can click the name of the group to display its members.



Next, select the reason for the CR from the dropdown. In the "Differences" box enter details on what is changing, then, enter a scope summary. Select the scope elements that are affected; multiple elements can be selected. Notice that when an element is selected, a text box for that element appears. Enter the details in the appropriate textbox for each element selected.

Existing scope elements can be copied by clicking the "Copy Scope" button on the left side. Once the elements have been copied, users can deselect the ones that do not pertain.

Supporting documents can be added here as well once the request has been saved. In the same way as the Phase 52, select the "Add Document" button to upload a file. Select the file to be uploaded, enter a name and a short description and click ok to complete the upload.

Click "Save" when done. If all of the changes have been entered, click "Close" to exit the scope window.

