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ACRONYMS AND ABBREVIATIONS - ROLES

Admin Construction
Division Masterworks Administrators, i.e. Josh Van Jura, Deni Archuletta, Mark Lefler. Contact: masterworkssupport@utah.gov.

Central Admin
Contracts, Compliance and Certification Manager, i.e. Stacy Frandsen. Contact: masterworkssupport@utah.gov

CFA
Central Financial Analyst – Contracts and Compliance Specialist, Amber Routsen. Contact: masterworkssupport@utah.gov

CR
Contractor Representative

ECS
Environmental Compliance Supervisor, UDOT or Contractor

FE
Field Engineer

FI 1-3
Field Inspectors Levels 1 through 3

FI 4
Field Inspector Level 4

OM
Office Manager

PM
Project Manager

RCS
Region Contract Specialist

RE
Resident Engineer

ACRONYMS AND ABBREVIATIONS - TERMS

ACA
Asphalt Cost Adjustment

ACA ID
The chronological order of the Asphalt Cost Adjustment forms created

AV
Adjustment Value

BPa
Base Price for Asphalt

BPf
Base Price for Fuel

CO
Change Order

COFN
Construction Overrun Funding Need
**TERM DEFINITIONS**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPR</td>
<td>Daily Progress Report</td>
</tr>
<tr>
<td>EPa</td>
<td>Estimate Price for Asphalt</td>
</tr>
<tr>
<td>EPf</td>
<td>Estimate Price for Fuel</td>
</tr>
<tr>
<td>FA</td>
<td>Force Account</td>
</tr>
<tr>
<td>FCA</td>
<td>Fuel Cost Adjustment</td>
</tr>
<tr>
<td>FCA ID</td>
<td>The chronological order of the Fuel Cost Adjustment forms created</td>
</tr>
<tr>
<td>FF</td>
<td>Fuel Factor</td>
</tr>
<tr>
<td>NCR</td>
<td>Non-conformance Report</td>
</tr>
<tr>
<td>NDC</td>
<td>Notice of Design Change</td>
</tr>
<tr>
<td>P</td>
<td>Percent of Asphalt in Materials Used</td>
</tr>
<tr>
<td>PCO</td>
<td>Potential Change Order</td>
</tr>
<tr>
<td>Q</td>
<td>Quantity in Tons of Asphalt Used (for calculation of ACA)</td>
</tr>
<tr>
<td>Q</td>
<td>Quantity of Acceptable Work (for calculation of FCA)</td>
</tr>
<tr>
<td>RCO</td>
<td>Request for Change Order</td>
</tr>
<tr>
<td>RFI</td>
<td>Request for Information</td>
</tr>
<tr>
<td>RFI ID</td>
<td>A unique identification number for an RFI that is generated automatically</td>
</tr>
<tr>
<td>T</td>
<td>Quantity in Tons of Asphalt Based Materials Used</td>
</tr>
</tbody>
</table>

**TERM DEFINITIONS**

Commitments & Expenses: Establishment of Purchase Orders to authorize purchase transactions and submittal of Expense Forms to make payments against Purchase Orders.

Container: A term used for a group of contract items such as Roadway, Structures, Signing, etc. to enable easy identification and sorting.

Contract Code: Project Name
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPM Activity ID</td>
<td>A unique, alphanumeric identification code assigned to an activity in the Baseline Schedule.</td>
</tr>
<tr>
<td>Dashboard</td>
<td>A graphical representation of the status of various project activities. The project dashboard can be customized depending on the role of the user.</td>
</tr>
<tr>
<td>Design Change</td>
<td>A revision to the contract directing the Contractor to proceed with new or revised work including an intended payment methodology for the new or revised work.</td>
</tr>
<tr>
<td>Design Change Levels</td>
<td>Level 1 – RE can approve design change without concurrence such as a field change.</td>
</tr>
<tr>
<td></td>
<td>Level 2 – RE to obtain Project Design Engineer or Discipline Expert concurrence on proposed design change.</td>
</tr>
<tr>
<td></td>
<td>Level 3 – RE requests Project Design Engineer or Discipline Expert to perform design changes.</td>
</tr>
<tr>
<td>Enterprise Reports</td>
<td>First-hand information on the status and progress of various projects, contracts, resources and workflows.</td>
</tr>
<tr>
<td>Exception</td>
<td>A waiver of one or more contract requirements which may include instructions or interpretations; exceptions do not involve adjustment to the contract value or time duration.</td>
</tr>
<tr>
<td>Force Account</td>
<td>A method of compensating the Contractor for actual labor, materials and equipment costs and specified markups for changed or added work when a price cannot be negotiated.</td>
</tr>
<tr>
<td>Item Number</td>
<td>The number assigned to an item. The first five digits of a pay item number are the section number of the technical specification that defines the work for that pay item.</td>
</tr>
<tr>
<td></td>
<td>The last character of a pay item signifies whether something is new or changed.</td>
</tr>
<tr>
<td></td>
<td>A digit as the last character indicates a standard pay item.</td>
</tr>
<tr>
<td></td>
<td>An asterisk (*) in place of the last digit indicates that the pay item is supported by a contract specific Special Provision.</td>
</tr>
<tr>
<td></td>
<td>The letter “P” in place of the last digit indicates that a new pay item that does not require a Special Provision is used or</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Item Posting</td>
<td>The posting of a contract item quantity for payment including pertinent information such as calculations, testing performed, location and payment details.</td>
</tr>
<tr>
<td>Line number</td>
<td>The line number of a Partial (Pay) Estimate entry.</td>
</tr>
<tr>
<td>Owner</td>
<td>Owner of the project, taxpayers represented by the Utah Department of Transportation.</td>
</tr>
<tr>
<td>Pay Item Number</td>
<td>The line number of a Partial (Pay) Estimate entry.</td>
</tr>
<tr>
<td>PIN</td>
<td>Project Identification Number</td>
</tr>
<tr>
<td>Potential Change Order</td>
<td>A potential risk that may result in a request for equitable adjustment in cost or time if said risk is realized.</td>
</tr>
<tr>
<td>Project Number</td>
<td>The Project Code as defined for the project in the Project Details tab.</td>
</tr>
<tr>
<td>Project Code</td>
<td>A unique alphanumeric code to identify a project. This code can contain only alphanumeric characters, underscore (_), and apostrophe (’).</td>
</tr>
<tr>
<td>Purchase Order</td>
<td>A form used to authorize a purchase transaction with a Vendor other than the Contractor</td>
</tr>
<tr>
<td>Request for Change Order</td>
<td>A request by the Contractor to change the contract price, contract time, or both in response to unforeseeable conditions, design changes, and change directives.</td>
</tr>
<tr>
<td>Role</td>
<td>The definition of a user’s responsibilities and access to project information by position title.</td>
</tr>
<tr>
<td>SEV Code</td>
<td>Single event violation code used to identify SWPPP violation.</td>
</tr>
<tr>
<td>Vendor</td>
<td>An entity or individual other that the Contractor providing goods or services to the project under a Purchase Order.</td>
</tr>
</tbody>
</table>
MASTERWORKS BASICS

Contact: masterworkssupport@utah.gov

Menu Search Field

Type in any page title or portion of a page title in the Menu Search Field and the Project navigation tree will list matching page(s). Do not hit enter or the project page is displayed.

Viewing a Form

Any form can be viewed, but not edited, approved, or altered; by clicking View in the General pane or double clicking on the main page.
**Favorites**

The *Favorites* can be used to access different links and forms in a single click similar to the ‘Favorites’ option in a browser. Include the PIN or Project Number in the title of the *Favorites* folder to distinguish links in different projects. The link will access the saved item even if it is incorrectly identified.

To add a link or form to the *Favorites* tab:

1. Go to the page to be added
2. Click on the favorites star ★
3. Assign a title and Favorites folder
4. Click Add
**My Tasks**

Use *My Tasks* to quickly access recent items and view their status. *My Tasks* can be accessed from the *Home* page or the *Project* page.

From the Home navigation tree:

- Click **My Tasks**
  - Select item and click **Edit** or **History** to view the Workflow History and any attachments and comments.

From the Project navigation tree:

- Click **My Tasks**
  - Select item and click **Edit** or **History** to view the Workflow History and any attachments and comments.
"Mobile Application (App)"

The Mobile App can be downloaded from the ‘App Store’ and ‘Play Store,’ search "Masterworks Mobile".

Use the camera app to take pictures and attach to reports. See Notes and Attachments Pane.

Use the Voice Recorder app to type notes.

The Masterworks Mobile app is available offline but must be online to ‘sync’ (upload reports files and information to the Masterworks program).

To sync the mobile app, verify tablet is online, click the sync icon.
Start **sync**.

Data can be lost if syncing is not done or if there is an error.

Make a practice to sync at least once daily.
Using Masterworks Online Help

Masterworks Online Help is accessed by using the dropdown list under the user’s name. Type any page title or portion of page title in the Menu Search Field and the navigation tree will list matching page(s).

Select an entry listed and the instructions and information are shown.
**Customize List**

The view of most lists can be customized by the user.

Click **Customize List**

Select columns to be shown

Select **Set for Me only**.

Click **Save**
Filters

Use the Filters to more easily find a record in a list of entries. Enter a value and select the Filter option from the dropdown.
Sort Lists

A long list of entries can be sorted to more easily find a record. Click on the column heading and the entries will be sorted, lowest to highest value, click again and the entries are sorted highest to lowest values.
**Group By**

Items can be *Grouped* together by any of the column headings or *Ungrouped*. Right click on the column heading and select **Group By** or **Ungroup**.

The example is grouped by Line No.
Workflow Status

After a report, posting, checklist, or other form is submitted, the stage in its Workflow and who the next action is Pending On, by Role and User, from the list page.

A Work Flow Summary identifying the Workflow User and their responsibility in the Workflow by task is included at the end of this document.

For example, to determine the status of a Daily Progress Report:

From the Project navigation tree:

Expand Construction Contract
Expand Progress Tracking
Select Daily Progress Reports

The list will show the Pending On Role(s) alphabetically, use Group By or Sort Lists by any column heading to find specific entries.
**Workflow History**

After a report, posting, checklist, or other form is submitted, its **History**, including all entries and action notes made in the **Notes and Attachments Pane**, can be viewed and a PDF created by selecting the form and clicking on **History** in the **Workflow** or **My Tasks** pane.

A **Work Flow Summary** identifying the Workflow User (Role) and their responsibility in the Workflow by task is included at the end of this document.
Notes and Attachments Pane

Upon clicking **Submit, Approve, Final Approve, or Redraft**, a ‘Notes and Attachments’ pane will pop up. This pane provides a location to include notes, establish days for completion of next stage in the Workflow, and attach supporting documents.

Notes entered in this pane become part of the item’s **History** and can be accessed in the **Workflow History**.

![Notes and Attachments Pane](image)
**Document Review**

Masterworks provides for Timely Reviews and Approvals. The list page for each form shows the *Workflow Status* of the form and next step (*Pending on*). Remember there may be more than one page of records.

Entries can be searched using the Filters under each heading or Sort Lists by clicking on the column header.

A document that has been submitted moves to the next stage of the workflow, often review and approval by the Resident Engineer or assigned representative.

The reviewer selects the document and clicks **Edit** in the Workflow pane.

In the edit mode the reviewer can select **Approve**, **Final Approval**, or **Redraft**. **Redraft** notifies the drafter that the document needs revising.

Upon selection of any of the options, the **Notes and Attachments Pane** will pop up.
Ball in Court

Use Ball In Court to allow someone who isn’t in the Workflow an opportunity to review and comment.
**Excel Export**

Masterworks can export information to an Excel workbook with form details, item information, and much more.

For example, to export a Force Account Record to an Excel workbook to perform math functions:

From the Project navigation tree:

Expand **Construction Contract**

Expand **Change Management**

Click **Force Account**

Or use the [Menu Search Field](#).

Click **Excel Export**.

An Excel Workbook with all records on the page will be downloaded.
Select desired report contents from the dropdowns, selections are based on the report selected. Select a date range or Null for all the available information.

Use the banner icons to navigate the report.
Project Level Reports

A unique set of reports can be created for each form. For example: for Daily Progress Reports, a Details Report provides detailed information on an individual daily report, a List Page Report provides a list of all reports on the page.

Generate a Details Report by checking the box next to the report number; click the Reports dropdown menu, select Details Report.
# Daily Progress Report - Details Report

## Project Information

- **Project Number:** F-Train(Desna)2  
- **PIN Number:** 11411  
- **Inspector:** Patty Jones  
- **Date Created:** 12/12/2016  
- **Notes:** Began placing granular borrow  
- **Project Name:** Desna Training 2  
- **Prime Contractor:** TOM PARKER CONSTRUCTION CORPORATION  
- **CPMAActivityID:**  
- **Report Date:** 12/12/2016

## Weather

- **Temperature Low:** 50  
- **Skies:** Clear  
- **Precipitation Type:** None  
- **Temperature High:** 55  
- **Wind:** CALM  
- **Precipitation Amount (in):** 0.00

**Did weather impact the work or schedule today?** No

**If Yes, Comment/Other Notes:**

## Contractor Equipment

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Type</th>
<th>Make</th>
<th>Model</th>
<th>Duration (Hours)</th>
<th>Number of units</th>
<th>Year</th>
<th>Operating (Qty)</th>
<th>Standby (Qty)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOM PARKER</td>
<td>END DUMP</td>
<td>Mack</td>
<td></td>
<td>6</td>
<td>2</td>
<td>2000</td>
<td>16</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

*rights reserved*
Report Gallery

Use the Report Gallery to create a range of reports.

For example, to create an Item Posting By Item report:

From the Project navigation tree:

Select Reports
LOGGING ON TO MASTERWORKS

For training, copy and paste, or type the training URL, https://udottraining.aurigo.net, into browser address bar and enter your UDOT ID and password (case sensitive); for contract management use the UDOT Masterworks Live URL: https://udot.masterworkslive.com.

Browsers: Internet Explorer 8.0 or above or Chrome can be used. Things may look or work slightly different in different browsers.

Usernames and passwords are unique, not shared as in PDBS.

‘Timed out’

The website may ‘Time out’ after a period of inactivity but still appear to be open and active. Refresh the site if it has been open and unused for an extended period.
Upon logging in the **Home Page** will be displayed. This page shows a few different dashboard reports.
In the module menu:

Click **Projects** in the left hand pane, at the bottom, and all projects that you are assigned will show up.

Select a project from the Project List click **View** or double click or use the Recent Projects dropdown in the module menu and select project.
NAVIGATING MASTERWORKS

From the Project navigation tree:

Expand **Project** (Each of the [+] expands the folder.)

Expand desired folder such as **Contractor Information**

Select form such as **Request to Sublet Work**

Alternately, type any page title or portion of page title in the **Menu Search Field** and the Project navigation tree will list matching page(s).
SUBCONTRACTS

Request to Sublet Work

Requests to sublet work are submitted to the Resident Engineer. A separate request form is required for each subcontractor. Requests to sublet work must be reviewed and approved before the subcontractor performs any work on the project. Before the RE approval, requests to sublet work must be reviewed to verify:

1. The maximum allowable percent sublet is not exceeded.
2. Compliance with the original Disadvantaged Business Enterprise (DBE) commitment (Federal-aid projects).

Creating a Request to Sublet Work

From the Project navigation tree:

Expand **Project** (Each of the [+] expands the folder.)

Expand **Construction Contract**

Expand **Contractor Information**

Click **Request to Sublet Work**

Click **New**

Alternately, type any page title or portion of page title in the **Menu Search Field** and the Project navigation tree will list matching page(s).
Select the contractor, either Prime or Sub, who is subletting work from the Dropdown in the first box.

Select the **Estimated Starting Date** from the calendar.

Select the **Lower Tier Sub-Contractor**

Click to open a pane with a list of **Contractors**

Click to highlight selected **Contractor** and click **Select**
Click **Add**, for a list of contract items, select an item and click **Done**.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Description (if Partial - indicate precisely the work to be performed by the Subcontractor)</th>
<th>Work Type</th>
<th>Amount (Indicate $ Amount for each Item)</th>
<th>Original Contract Amount (in $)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records to display.

Complete the fields highlighted in yellow.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Description (if Partial - indicate precisely the work to be performed by the Subcontractor)</th>
<th>Work Type</th>
<th>Amount (Indicate $ Amount for each Item)</th>
<th>Original Contract Amount (in $)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0155400958</td>
<td>Traffic Control</td>
<td></td>
<td>0.00</td>
<td>285,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Add | Delete
As the information is entered most of the fields at the bottom will update.

Committed Amount (in $) and Race Neutral (in $) are entered manually.

**Attachments**

Supporting documents, such as C-116 Federal Insertion Documents and Subcontract Agreement Certification, may be linked or attached.

**Enter Document title** (the name to be applied to a selected file)

Click **Choose File** to attach a saved file.

Select file and **Open**

or

**Link a Document** to attach a link from the *Masterworks Project Documents* folder

Select file and click **OK**
Click **Submit** when the *Request to Sublet Work* is complete. Complete the *Notes and Attachments Pane*, click **OK**. The request is submitted to the Resident Engineer or Field Engineer (RE/FE) for *Document Review*.

All submitted Sublet information will be on the List Page, numbered in order of entry.

**Request to Sublet Work Workflow Status**

A *Request to Sublet Work* is submitted to the Resident Engineer or Field Engineer for *Document Review*. After submittal, it may be approved and forwarded to Admin or sent back to the Drafter for revisions and resubmittal.

After a report is submitted, determine the *Workflow Status* and who the next action is *Pending On*, by *Role* and *User*, from the list page.

*Requests to Sublet Work* that have been returned for *Redraft* are shown in red.

Select *History* to view the *Workflow History* and any attachments and comments.
Request to Sublet Work

Draft
(Contractor Representative)

Submit

Submitted for Review
(Resident Engineer, FE, OM)

Approve

Approved (RE)

Close

Closed
CONTRACT ITEM PAGE

From the Project navigation tree:

Expand Construction Contract

Click Contract Items

Or use the Menu Search Field.

Expand the Container folder. Entries can be Sort Lists by clicking on the column header.

This folder is called the ‘Container’

Check the adjacent box and click View.
COMPLIANCE

Reports under the Compliance heading are:

Non-conformance Reports (NCR)

Storm Water Pollution Protection Plan (SWPPP) Compliance Inspection

Non-conformance Report Page

Materials or workmanship not in conformance with the contract plans and specifications are documented in the Non-conformance Report. The report is also used to document the action taken and the resolution of the non-conforming materials and workmanship including pay adjustment factors if applicable. See UDOT 2017 Standard Specification, Section 00727, Control of Work.

Reviewing a Non-Conformance Report

From the Project navigation tree:

Expand Construction Contract (Each of the [+] expands the folder.)

Expand Compliance

Click Non-Conformance Report

Or use the Menu Search Field.

Check the adjacent box and click Edit or View.
Complete the **Contractor Proposed Resolution** section.

**Attachments**

Supporting documents, such as test results and pictures, may be linked or attached.

**Enter Document title** (the name to be applied to a selected file)

Click **Choose File** to attach a saved file.

Select file and **Open**

or

**Link a Document** to attach a link from the *Masterworks Project Documents* folder

Select file and click **OK**
Click Save when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

Click Reviewed when the Non-conformance Report is complete. Complete the Notes and Attachments Pane, click OK. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for Document Review.

**Non-conformance Report Workflow Status**

After the NCR is submitted, determine the Workflow Status and who the next action is Pending On, by Role and User, from the list page.

Select History to view the Workflow History and any attachments and comments.
Non-conformance Report Workflow

1. **Draft** (RE, FE)
   - Reject
   - Submit

2. **Submitted for Review** (CR)
   - Approve
     - Do Correction actions exist?
       - Yes
         - **Verifying Corrective Action** (RE)
           - Acknowledge
       - No

3. **Acknowledged**
SWPPP Compliance Inspection Page

A storm water pollution prevention plan (SWPPP) must be prepared and on file. The SWPPP is prepared by design staff and is supplied to the contractor and construction staff by inclusion in the project plans or at the preconstruction conference.

As the permit holder, the contractor is responsible for meeting the requirements and documenting compliance with the permit, including updating the SWPPP. A complete and updated SWPPP should be provided to the RE as part of the final project documentation.

The UDOT Environmental Control Supervisor (ECS) is responsible to attend inspections and ensure compliance with the SWPPP as provided in UDOT 2017 Standard Specification, Section 01571; Temporary Environmental Controls.

Reviewing a SWPPP Compliance Inspection Report

From the Project navigation tree:

- Expand **Construction Contract**
- Expand **Compliance**
- Click **SWPPP Compliance Inspection**

Or use the **Menu Search Field**.

---

**Mobile Apps**

*SWPPP Compliance Inspection Reports* are available on the [Mobile Application (App)](#).

Remember: **Sync** the mobile device daily.
Check the adjacent box and click **Edit** or **View**.
Select **Approve** or **Reject**.
**Attachments**

Supporting documents, such as weather reports and pictures, may be linked or attached.

- **Enter Document title** (the name to be applied to a selected file)
  - Click **Choose File** to attach a saved file.
  - Select file and **Open**

  or

- **Link a Document** to attach a link from the *Masterworks Project Documents* folder
  - Select file and click **OK**

Click **Save** when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

Select **Approve** or **Reject**.

Complete the **Notes and Attachments Pane**, click **OK**. The response is submitted to the RE/FE for **Document Review**.

**SWPPP Compliance Inspection Report Workflow Status**

After the SWPPP is submitted, determine the **Workflow Status** and who the next action is **Pending On**, by **Role** and **User**, from the list page.

Select **History** to view the **Workflow History** and any attachments and comments.
SWPPP Compliance Workflow

Draft (Fl 1-3, Fl-4, FE, RE)

Reject

Submit

Submitted for Review (Contractor Representative)

Approve

Are corrective actions required?

Yes

Verify Corrective Actions (Resident Engineer)

No

Acknowledge

Acknowledged
PAY ESTIMATE PAGE

The RE prepares progress payments, referred to as pay estimates or partial estimates, at least once each month as work progresses. The RE and Contractor agree to a Saturday closing date to be used throughout the project. This date should be determined before beginning work. More frequent payments may be made during any period when the RE determines the value of work performed during the period is sufficient to warrant a payment. No payment is made when the value of work is less than $1,000.

Reviewing a Pay (Partial) Estimate

From the Project navigation tree:

Expand **Construction Contract**

Expand **Billings & Payments**

Click **Pay Estimates**

Or use the **Menu Search Field**.

Select the box next to the Estimate to review, click **Edit** in **General** heading.
The Work Done tab shows all items of work to be paid during the estimate date range, items on hole will not be shown.

<table>
<thead>
<tr>
<th>Line No</th>
<th>Item No</th>
<th>Description</th>
<th>Posting Date</th>
<th>Quantity</th>
<th>Rate in $</th>
<th>Amount in $</th>
<th>% Complete by Item (to date)</th>
<th>% Complete by Item (this ptc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01234567</td>
<td>Mobilization</td>
<td>11/14/2016</td>
<td>8.50</td>
<td>321,000.00</td>
<td>166,500.00</td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>01234567</td>
<td>Public Information Serv</td>
<td>11/14/2016</td>
<td>8.25</td>
<td>3,800.00</td>
<td>830.00</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>01234567</td>
<td>Traffic Control</td>
<td>11/14/2016</td>
<td>8.75</td>
<td>285,000.00</td>
<td>213,750.00</td>
<td>75.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>01234567</td>
<td>Granular Base (Plan)</td>
<td>11/11/2016</td>
<td>112.50</td>
<td>44.70</td>
<td>4,928.75</td>
<td>7.27</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>01234567</td>
<td>Granular Base (Plan)</td>
<td>11/14/2016</td>
<td>100.00</td>
<td>44.70</td>
<td>7,152.00</td>
<td>7.27</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>01234567</td>
<td>Roadway Marking</td>
<td>11/14/2016</td>
<td>125.00</td>
<td>5.60</td>
<td>687.50</td>
<td>8.61</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>01234567</td>
<td>HMA - 1/2 inch</td>
<td>11/14/2016</td>
<td>411.00</td>
<td>73.90</td>
<td>30,005.00</td>
<td>1.86</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>01234567</td>
<td>Emulsified Asphalt CR</td>
<td>11/14/2016</td>
<td>118.00</td>
<td>351.00</td>
<td>38,610.00</td>
<td>30.39</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL WORK DONE INCLUDED IN THIS BILL (A)** $456,581.25

**Hold Payment in this BILL** % 0.56 
**Amount in $** 2,458.1

**NET WORKDONE PAYMENT IN THIS BILL (B)** $456,581.25

<table>
<thead>
<tr>
<th>Title</th>
<th>Uploaded By</th>
<th>Uploaded Date</th>
<th>Delete</th>
<th>Attributes</th>
<th>Comment</th>
</tr>
</thead>
</table>

**Enter document Title:**

**Link a Document:** New Document BROWSE...
The *Advance Payment* tab lists advance payments, and the *Advance Recoveries* shows the recovery of the advance payments.

![Advance Payment Table]

**TOTAL ADVANCE PAYMENT** $71,580.00

*Adjustments* tab shows any cost adjustments such as applied Asphalt Cost or Fuel Cost, certified payroll, or incentive/disincentives.

![Adjustments Table]

**Get Cost Adjustments**

Total Adjustments $44,468.44

After reviewing, select ‘Reject’ to send the *Pay Estimate* back to the Resident Engineer for revision or select ‘Review Complete’ to move the *Pay Estimate* to the next stage in the Workflow. Complete the [Notes and Attachments Pane](#), click **OK**.

![Pay Estimate Options]
After selecting ‘Review Complete,’ the ‘signature pane’ will pop up. Clicking **OK** replaces the required original signature.

**Pay (Partial) Estimate Workflow Status**

After a *Pay Estimate* is submitted, determine the [Workflow Status](#) and who the next action is *Pending On*, by *Role* and *User*, from the list page.

Select **History** to view the [Workflow History](#) and any attachments and comments.
Pay (Partial) Estimate Workflow

1. **Draft (OM, FE, RE)**
   - **Submit**: Validation: Check for Overruns. If items are overrunning and exceed the Authorized amount on the project, then do not allow submission of payment until the funds have been approved to accommodate for Overruns. Alert the user to create a COFN.
   - **Submitted for Review (CR)**
     - **Review Complete**
       - **Approval (OM)**
         - **Approve**
           - **Approval (RE)**
             - **Approve**
               - **Approval (CFA)**
                 - **Approve**
                   - **Approved (CFA, Central Admin)**
                     - **Approved**

2. **Reject**
MONTHLY STATUS OF TIME

The RE is to keep time charges current and send a completed monthly status of time report, generated from Masterworks, to the Contractor for review and approval or disapproval. *Monthly Status of Time* reports are no longer required in months with no work, such as months suspended for the winter.

To review *Monthly Status of Contract Time*:

Expand **Construction Contract** (Each of the [+] expands the folder.)

Click **Monthly Status of Time**

Or use the **Menu Search Field**.

Select **New** in **General** heading.

Select the box next to the pending *Monthly Status of Time* to review, click **Edit** in **General** heading.
### Monthly Status of Time

#### Project Information

- **Project Code:** F-1234(12)tnp
- **Project Name:** LeGrand Training 2
- **Month Ending:** 10/31/2016

#### Monthly Time Charges

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Charged</th>
<th>Weather</th>
<th>Low</th>
<th>High</th>
<th>Daily Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-01-2016</td>
<td>✓</td>
<td>Clear</td>
<td>65</td>
<td>75</td>
<td>First Day Work</td>
</tr>
<tr>
<td>10-02-2016</td>
<td>✓</td>
<td>Snow</td>
<td>11</td>
<td>25</td>
<td>No Work</td>
</tr>
<tr>
<td>10-03-2016</td>
<td>✓</td>
<td>Raining</td>
<td>45</td>
<td>87</td>
<td></td>
</tr>
<tr>
<td>10-04-2016</td>
<td>✓</td>
<td>Sunny</td>
<td>65</td>
<td>95</td>
<td></td>
</tr>
<tr>
<td>10-05-2016</td>
<td>✓</td>
<td>Windy</td>
<td>45</td>
<td>55</td>
<td></td>
</tr>
<tr>
<td>10-06-2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Percent of Project Complete by Category

<table>
<thead>
<tr>
<th>Category</th>
<th>% of total Contract Amount</th>
<th>% completed this month</th>
<th>% complete to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - ROADWAY</td>
<td>95.20</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>20 - STRUCTURES</td>
<td>2.19</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>30 - LANDSCAPING</td>
<td>1.51</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>40 - SIGNING</td>
<td>1.10</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

#### Project Status

- **Contract Date (NTP):** 11/05/2016
- **Time Charges Began:** 11/15/2016
- **Days Charged this Month:** 5
- **Days Charged Previous Months:** 0
- **Total Days Charged:** 5
- **Original Days in Contract:** 130
- **Total Days in Contract:** 130
- **Time Extensions:** 0
- **Percent of Time Elapsed:** 3.85
- **Percent Complete to Date (in %):** 0.00

#### Attachments

**Document Name** | **Title** | **Uploaded By** | **Uploaded Date** | **Delete** | **Attributes** | **Comment**

**Enter document Title:**

**Link a Document:**... **New Document:**Browse.
Monthly Status of Time

Select **Dispute** or **Acknowledgement**. Complete the **Notes and Attachments Pane**, click **OK**.

**Monthly Status of Time Workflow Status**

After submittal, determine the **Workflow Status** and who the next action is **Pending On**, by **Role** and **User**, from the list page.

Select **History** to view the **Workflow History** and any attachments and comments.
Monthly Status of Time Workflow

Draft (OM, FE, RE) → Finalize

Submitted (CR) → Acknowledge

Dispute Resolution (RE) ← Dispute

Acknowledged (RE) ← Acknowledge

Finalize

Finalized
CHANGE MANAGEMENT

**UDOT 2017 Standard Specification**, Section 00777 *Change Management* includes provisions for making changes to the contract during execution of the contract and determination of additional time and compensation for changed and extra work.

The Department, with FHWA’s concurrence, has established that the following types of changes or extra work are considered major changes or major extra work:

2. Revisions in conflict with approved standards
3. Revisions to pavement structural section (excluded are changes to nominal maximum size mixture for HMA, provided volumetric design $N_{values}$ remain unaffected)
4. Revisions in geometric design (alignment, and/or grade), which affect the design speed, or change the structural design of a major structure
5. Revisions involving addition, deletion, or relocation of bridges
6. Any change requiring a revision in controlled access, including changes to median openings and changes requiring additional ROW (On uncontrolled access projects, changes in access locations will be considered minor as long as the change does not violate Administrative Rule R930-6, Access Management)
7. Changes in any feature of design or construction which may be contrary to the intent of the environmental document (changes must be coordinated with the Region environmental staff)
8. Any change related to the type or quality of materials to be furnished and incorporated into the finished project on a major item

Changes and extra work that do not fall into the above types of changes are considered non-major.

A fully executed change order or Authorization to Proceed with Extra Work or Contract Revision (formerly Form C-107) is required before proceeding with any change or extra work. When emergency or unusual conditions justify, the District Engineer may give advance verbal approval and ratify such approval with formal approval, as soon as practicable. Reference 23 CFR 635.120.

Reports and forms under the Change Management heading are:
Request for Information (RFI)

Potential Change Order (PCO)

Change Order

Construction Overrun Funding Need (COFN)

Design Change

Exception

Force Account List

Force Account

**Request for Information**

RFIs can be initiated by the Contractor or the RE. RFIs initiated by the Contractor are submitted to the RE. The RE either responds to RFIs or forwards it to the appropriate party for response. The RE maintains an RFI log to track and document responses and dates. The log includes the date of submission, RFI ID No., the party initiating, the party responsible for responding, date a response is required, the final response and the date of response. The log should be reviewed at the weekly project meeting. All RFIs should be processed in a timely manner and the RE must document all conversations and responses regardless of whether a log is maintained. Refer to the *Construction Manual of Instruction* for more information.

**Creating a Request for Information**

From the Project navigation tree:

- Expand **Construction Contract** (Each of the [+ ] expands the folder.)
- Expand **Change Management**
- Click **Request for Information**
- Or use the **Menu Search Field**.

Select **New** in **General** heading.

Complete all of the entry fields.
Click here and a list of contract items will pop up.

<table>
<thead>
<tr>
<th>Line No</th>
<th>Item No</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>020506025</td>
<td>Granular Backfill Borrow (Plan Quantity)</td>
</tr>
<tr>
<td>9</td>
<td>02221017P</td>
<td>Remove Precast Concrete Barrier</td>
</tr>
<tr>
<td>24</td>
<td>023730010</td>
<td>Loose Riprap</td>
</tr>
<tr>
<td>10</td>
<td>022720020</td>
<td>Uninstalled Base Course (Plan Quantity)</td>
</tr>
<tr>
<td>11</td>
<td>02741095P</td>
<td>HMA - 1/2 inch</td>
</tr>
<tr>
<td>12</td>
<td>02748060P</td>
<td>Emulsified Asphalt</td>
</tr>
<tr>
<td>25</td>
<td>02765090P</td>
<td>Pavement Marking Paint</td>
</tr>
<tr>
<td>13</td>
<td>028430910</td>
<td>Crash Cushion Type B</td>
</tr>
<tr>
<td>14</td>
<td>028430050</td>
<td>End Treatment Type F</td>
</tr>
<tr>
<td>15</td>
<td>02844002P</td>
<td>Linear Delegation Panel</td>
</tr>
<tr>
<td>26</td>
<td>02891069P</td>
<td>Sign Type A-1, 24 inch X 30 inch</td>
</tr>
<tr>
<td>27</td>
<td>028910276</td>
<td>Remove Sign Less Than 20 Square Feet</td>
</tr>
</tbody>
</table>

**Attachments**

Supporting documents, such as weather reports and pictures, may be linked or attached.

**Enter Document title** (the name to be applied to a selected file)

Click **Choose File** to attach a saved file.

Select file and **Open**

or

**Link a Document** to attach a link from the *Masterworks Project Documents* folder

Select file and click **OK**

Click **Submit** when the *Request for Information* is complete. Complete the **Notes and Attachments Pane**, click **OK**. The request is submitted to the Resident Engineer or Field Engineer (RE/FE) for **Document Review**.
**Request for Information Workflow Status**

A *Request for Information* is submitted to the Resident Engineer or Field Engineer for *Document Review*. After submittal, it may be approved and forwarded to *Admin* or sent back to the Drafter for revisions and resubmittal.

After a report is submitted, determine the *Workflow Status* and who the next action is *Pending On*, by *Role* and *User*, from the list page.

*Requests for Information* that have been returned for *Redraft* are shown in red.

Select *History* to view the *Workflow History* and any attachments and comments.

The RE will ‘Respond’ or ‘Reject’ the *Request for Information.*’ A response will show in a ‘Response box.’

![Response Example](image-url)
Request for Information Workflow

Draft (Contractor Representative)

Submit

Submitted for Review (RE)

Approve

Responded (RE)

Closed

Redraft

Reject

Rejected (RE)

Close
Potential Change Order (PCO)

According to UDOT 2017 Standard Specification, Section 00777 Change Management, a Potential Change Order is used to document a potential risk that may result in a request for equitable adjustment in cost or time if said risk is realized.

There are four options in creating a Potential Change Order:

- **Potential Change Order** is generated when an event or situation resulting in a contract change is likely to occur.
- **Request for Change Order** is generated to begin the administrative process for Change Orders.
- **Anticipated Overrun/Underrun** is generated when an item is likely to overrun or underrun, such as an Untreated Base Course with a significantly higher unit weight that used in the design.
- **Authorization to Proceed** replaces Form C 107 and is required to be generated and approved before proceeding with any change or extra work.

Creating a Potential Change Order (PCO)

From the Project navigation tree:

- Expand **Construction Contract**
- Expand **Change Management**
- Click **Potential Change Order**
  - Or use the **Menu Search Field**.
- Select **New** in **General** heading.
- Complete the required fields in the form.

The **PCO Type** selected will generate questions specific to that type.
The *Potential Change Order* can be associated to an existing *Request for Information*. Select from *RFI Reference* dropdown.
Attachments

Supporting documents, such as weather reports and pictures, may be linked or attached.

Enter **Document title** (the name to be applied to a selected file)

Click **Choose File** to attach a saved file.

Select file and **Open**

or

**Link a Document** to attach a link from the *Masterworks Project Documents* folder

Select file and click **OK**
Click **Submit** when a *Potential Change Order* is complete. Complete the **Notes and Attachments Pane**, click **OK**. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for **Document Review**.

**Potential Change Order Workflow Status**

After the *Potential Change Order* is submitted, determine the **Workflow Status** and who the next action is *Pending On*, by *Role* and *User*, from the list page.
Potential Change Order Workflow

- Draft (Contractor Representative, RE, FE, OM)
  - Submit
  - Authorisation to proceed
  - Is initiated by RE?
    - Yes
      - Details Requested from CR (Contractor Representative)
      - Submitted for Review (RE)
      - Final Approval (Region Director)
      - Pending Approval (PM, DE and Local Government)
      - Is Major change?
        - Yes
          - Is Estimated Increase/Decrease of Cost > $100,000?
            - No
              - Approved
            - Yes
              - Final Approval (Region Director)
        - No
          - Is Major change?
            - Yes
              - Submitted for Approval (Resident Engineer)
            - No
              - Is Major change?
                - Yes
                  - Submitted for Approval (Resident Engineer)
                - No
                  - Approved

- Is Major change?
  - Yes
    - Submitted for Approval (Resident Engineer)
  - No
    - Approve

- Is Major change?
  - Yes
    - Submitted for Approval (Resident Engineer)
  - No
    - Approve

- Authorisation to proceed
  - No
    - Reject

- Draft (Contractor Representative, RE, FE, OM)
  - Submit
    - Rejected

- Submitted for Review (Contractor Representative)
  - Approved
    - Pending Approval (PM, DE and Local Government)
  - Reject
    - Draft (Contractor Representative, RE, FE, OM)

- Submitted for Review (RE)
  - Reviewed
    - Review
  - Acknowledged
    - Acknowledged (RE)
    - Approved—Pending Justification (RE)
      - Move to CD
      - Move to CD
    - Approved
      - Approved
      - Final Approval (Region Director)
      - Pending Approval (RE)
      - Pending Approval (RE)
      - Pending Approval (RE)
      - Pending Approval (RE)
      - Pending Approval (RE)
      - Pending Approval (RE)
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      - Pending Approval (RE)
      - Pending Approval (RE)
      - Pending Approval (RE)
      - Pending Approval (RE)
      - Pending Approval (RE)
Change Order

According to UDOT 2017 Standard Specification, Section 00777 Change Management, a Change Order is an order issued by the Department after execution of the contract that alters the original contract and is agreed to by the Department and Contractor.

A Change Order is initiated by the Resident Engineer and submitted to the Contractor for review.

All Change Orders are shown in the List Screen.

If the Workflow Status shows ‘Review,’ check the adjacent box and click Edit or View.
After reviewing, select ‘Redraft’ to send the Change Order back to the Resident Engineer for revision or select ‘Reviewed’ to move the Change Order to the next stage in the Workflow.

From list page: From Change Order edit page:

Complete the Notes and Attachments Pane, click OK.

**Change Order Workflow**

After a Change Order is submitted, determine the Workflow Status and who the next action is Pending On, by Role and User, from the list page.

Select History to view the Workflow History and any attachments and comments.
Design Change Request

According to UDOT 2017 Standard Specification, Section 00777 Change Management, a Design Change is a revision to the contract issued by the Department directing the Contractor to proceed with new or revised work including an intended payment methodology for the new or revised work.

Creating a Design Change Item

From the Project navigation tree:

Expand Construction Contract

Expand Change Management

Click Design Change

Or use the Menu Search Field.

Select New in General heading.

Required fields are indicated by an *.
Attachments

Supporting documents, such as weather reports and pictures, may be linked or attached.

Enter Document title (the name to be applied to a selected file)

Click Choose File to attach a saved file.

Select file and Open

or

Link a Document to attach a link from the Masterworks Project Documents folder

Select file and click OK

Click Save when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

Click Submit when a Design Change Form is complete. Complete the Notes and Attachments Pane, click OK. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for Document Review.

Design Change Impact of Change Options

After a Design Change is submitted for review the RE must complete the section marked *Section to be filled by Resident Engineer only.

Select one of the following from the dropdown:

Level 1 (Copy sent to design) – RE approved design change without concurrence such as a field change.

Level 2 (Concurrence by design) – RE to confer with and copy Project Design Engineer on design change made at field level.

Level 3 (New Design) – RE to obtain Project Design Engineer or Discipline Expert concurrence on proposed design change or RE requests Project Design Engineer or Discipline Expert to perform design changes.
Complete Final Resolution entry.

**Attachments**

Supporting documents, such as drawings and pictures, may be linked or attached.

Enter Document title (the name to be applied to a selected file)

Click Choose File to attach a saved file.

Select file and Open

or

Link a Document to attach a link from the Masterworks Project Documents folder

Select file and click OK

Click Save when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

Click Submit when a Design Change Form is complete. Complete the Notes and Attachments Pane, click OK. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for Document Review.

**Design Change Workflow Status**

After the Design Change is submitted, determine the Workflow Status and who the next action is Pending On, by Role and User, from the list page.

Select History to view the Workflow History and any attachments and comments.
Design Change Workflow
Exception

According to UDOT 2017 Standard Specification, Section 00777 Change Management, an Exception is a waiver of one or more contract requirements which may include instructions or interpretations. Exceptions do not involve adjustment to the contract value or time duration.

Documenting Exceptions benefit both the Department and the Contractor if a change in Contract Management occurs. This information also helps the Department track repeated Exceptions that may assist in clarifying or revising a standard.

Creating an Exception Item

From the Project navigation tree:

Expand Construction Contract

Expand Change Management

Click Exception

Or use the Menu Search Field.

Select New in General heading.

Complete the required fields in the form.

Mobile Apps

Exception items are available on the Mobile Application (App).

Remember: Sync the mobile device daily.
Click to open Line No. selection pane.

Automatically populated

* Section below to be filled by Resident Engineer only
Select Line Number

Entries can be searched using the Filters in each heading or Sort Lists by clicking on the column header.

Additional Requirements is available to the RE to complete after the Exception is submitted.

Attachments

Supporting documents, such as weather reports and pictures, may be linked or attached.

Enter Document title (the name to be applied to a selected file)

Click Choose File to attach a saved file.

Select file and Open

or

Link a Document to attach a link from the Masterworks Project Documents folder

Select file and click OK

Click Save when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

Click Submit when an Exception Form is complete. Complete the Notes and Attachments Pane, click OK. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for Document Review.
Exceptions Workflow Status

After the Exception Form is submitted, determine the Workflow Status and who the next action is Pending On, by Role and User, from the list page.

Select History to view the Workflow History and any attachments and comments.
Force Account

According to UDOT 2017 Standard Specification, Section 00777 Change Management, a Force Account may be required if an agreed upon price cannot be negotiated for changed or added work or for the convenience of the Department.

Reviewing a Force Account Report

Roles that use the Force Account:

- Resident Engineer
- Field Engineer
- Office Manager
- Field Inspector 4
- Field Inspector 1-3

From the Project navigation tree:

Expand Construction Contract

Expand Change Management

Click Force Account

Or use the Menu Search Field.

Check the adjacent box and click Edit or View.

Mobile Apps

Force Account Reports are available on the Mobile Application (App).

Remember: Sync the mobile device daily.
**CHANGE MANAGEMENT**

### Project Information

- **Project Code:** F-Tran/Desna/2
- **Project Name:** Desna Training 2
- **Instance ID:** 3
- **Location of Work:** RCL
- **Reported Date:** 01/05/2017
- **Force Account No.:** 1 - Self Spots
- **Force Account Type:** General
- **Contractor:** TOM PARKER CONSTRUCTION C.

### Work Summary

Comments (UDOT/IGF Representative):

### Labor Information

<table>
<thead>
<tr>
<th>Name (As it appears on payroll)</th>
<th>Regular Hrs</th>
<th>O/T Hrs</th>
<th>Total Hrs</th>
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<tr>
<td>James Doe</td>
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<td>0.00</td>
<td>2.00</td>
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<tr>
<td>Jane Deere</td>
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Total Labor Hrs: 4.00

### Materials Information

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<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Free Draping Borrow</td>
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### Equipment Information

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<thead>
<tr>
<th>Equipment Description</th>
<th>Ref. No or License Plate</th>
<th>Hrs. of Operation</th>
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<tbody>
<tr>
<td>BACK HOE</td>
<td>123xdr</td>
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<tr>
<td>SKID LOADER</td>
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<tr>
<td>SELF-PROPELLED PADFOOT ROLL</td>
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</table>

Submitted by: Deena Bergold

Approved by:

### Attachments

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Title</th>
<th>Uploaded By</th>
<th>Uploaded Date</th>
<th>Delete</th>
<th>Attributes</th>
<th>Comment</th>
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</thead>
<tbody>
<tr>
<td>Enter document title</td>
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<tr>
<td>Link a Document: ...</td>
<td>New Document: Choose File</td>
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</tbody>
</table>
Attachments

Supporting documents, such as weather reports and pictures, may be attached.

Enter Document title

Click Choose File

Select file and Open.

Click Save when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

When a Force Account Form review is complete, click Approve or Redraft.

Complete the Notes and Attachments Pane, click OK. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for Document Review.

Force Account Workflow Status

After the Force Account Form is submitted, determine the Workflow Status and who the next action is Pending On, by Role and User, from the list page.

Select History to view the Workflow History and any attachments and comments.
Change Management

Force Account Workflow

Draft (OM, FI1-4, FE, RE)

Submit

Submitted for Review/Signature (CR)

Approve

Approved (OM, FI1-4, RE, FE)

Close

Closed
<table>
<thead>
<tr>
<th>Task</th>
<th>Draft/Initiator</th>
<th>Review</th>
<th>Approve/Respond</th>
<th>Review</th>
<th>Approve/Acknowledge</th>
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</thead>
<tbody>
<tr>
<td>Change Order</td>
<td>RE, FE, OM</td>
<td>Contractor Representative Local Gov’t</td>
<td>RE</td>
<td>Spec Change/Time Ext? $&lt;25K $25K-$100K $&gt;100K</td>
<td>District Engineer RE Project Manager Region Director</td>
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<tr>
<td>Construction Overrun Funding Need</td>
<td>RE, OM</td>
<td>Project Manager</td>
<td>RE</td>
<td>Funding Available? Yes / No</td>
<td>Central Financial Analyst Director Program Finance</td>
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<tr>
<td>Design Change</td>
<td>Contractor Representative RE Designer</td>
<td>RE Designer or UDOT Designer/Expert</td>
<td>RE</td>
<td>Contractor Representative Central Administration Contractor Representative</td>
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<tr>
<td>Exceptions</td>
<td>Contractor Representative</td>
<td>RE Central Admin</td>
<td>Central Administration</td>
<td>RE</td>
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<tr>
<td>Non-Compliance Report</td>
<td>RE, FE</td>
<td>Contractor Representative</td>
<td>RE</td>
<td>Corrective Actions?</td>
<td>RE</td>
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<tr>
<td>Force Account</td>
<td>RE, FE, OM FI 1-4</td>
<td>Contractor Representative</td>
<td>RE</td>
<td>Central Administration</td>
<td>RE</td>
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<tr>
<td>Potential Change Order</td>
<td>Contractor Representative RE, FE, OM</td>
<td>Contractor Rep Initiated by RE? Request details</td>
<td>RE</td>
<td>RE initiates Change Order</td>
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<tr>
<td>Request for Information</td>
<td>Contractor Representative</td>
<td>RE</td>
<td>RE</td>
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<tr>
<td>Daily Progress Report</td>
<td>RE, FE, FI 1-4</td>
<td>FI 4, FE, RE</td>
<td>FE, RE</td>
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<td>Visual Inspection Report</td>
<td>RE, FE, FI 1-4</td>
<td>FI 4, FE, RE</td>
<td>FE, RE</td>
<td>FE, RE</td>
<td>FE, RE</td>
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<tr>
<td>Item Postings</td>
<td>FI 1-4, FE, RE, OM</td>
<td>RE, FE, OM</td>
<td>FE, RE</td>
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<td>RE, FE, OM</td>
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<td>Materials on Hand</td>
<td>Office Manager</td>
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<td>Pay (Partial) Estimates</td>
<td>OM, FE, RE</td>
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<td>Resident Engineer</td>
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<td>Central Financial Analyst</td>
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<td>Task</td>
<td>Draft/Initiator</td>
<td>Review</td>
<td>Approve/Respond Close</td>
<td>Review</td>
<td>Approve/Acknowledge Close</td>
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<td><strong>Purchase Order</strong></td>
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<td><strong>Expenses</strong></td>
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<td>Office Manager F1-4</td>
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<td>Central Financial Analyst</td>
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<td><strong>Monthly Status of Time Working Day</strong></td>
<td>OM, FE, RE</td>
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<td><strong>SWPPP</strong></td>
<td>FI 1-4, FE, RE</td>
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<tr>
<td><strong>Checklists</strong></td>
<td>FI 1-4, FE, RE</td>
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