

**CENTER FOR INTEGRATED FACILITY ENGINEERING, STANFORD UNIVERSITY**  
**Potential Benefits of Internet-Based Project Control Systems –**  
**A Study On Change Order Processing - Appendix A**  
**By Alex Barrón, Martin Fischer**

CIFE Technical Report #126A  
 March, 2001  
**G5 Manage Change Orders**

IDEFO	Action	Document	Information	Source	Data Format	Org.
<b>G51 Process Sub Change Order Request</b>						
<b>G511 Receive Sub Change Order Request</b>						
G5111	Open Envelope or Receive Fax					
	G51111	Open	<a href="#">SCOR Envelope</a>		S5162	Document
	G51112	Enter	SCOR	Date SCOR Received	AUTO!	Date
G5112	Deliver Document to Accountant Inbox					
	G51121	Determine	SCOR	SCOR ID	S5135121	ID
	G51122	Determine	SCOR	Sub Company Name	S5135131	Text
	G51123	Determine	SCOR	SCOR Title	S5135122	Text
	G51124	Deliver	<a href="#">SCOR</a>			Document
<b>G512 Log SCOR in GC's SCOR Log</b>						
G5121	Open GC's SCOR Log					
	G51211	Select	<a href="#">GC-&gt;SCOR Log Folder</a>			Folder
	G51212	Open	<a href="#">GC-&gt;SCOR Log</a>			Document
	G51213	Find	GC->SCOR Log	Sub Company Name	G51122	Text
	G51214	Open	<a href="#">GC-&gt;SCOR Log&gt;&gt;SubPage</a>			Document
G5122	Enter Project Information					
	G51221	Select	GC->SCOR Log>>SubPage	Project Name	S5135141	Text
	G51222	Select	GC->SCOR Log>>SubPage	Building Name	S5135143	Text
	G51223	Enter	GC->SCOR Log>>SubPage	Sub Project No.	S5135142	Number
G5123	Enter in SCOR Summary Details					
	G51231	Enter	GC->SCOR Log>>SubPage	SCOR ID	G51121	ID
	G51232	Enter	GC->SCOR Log>>SubPage	SCOR Date	S5135123	Date
	G51233	Enter	GC->SCOR Log>>SubPage	EW Cost Code ID	S5135211	ID
	G51234	Enter	GC->SCOR Log>>SubPage	Subject of SCOR	S5135212	Text
	G51235	Enter	GC->SCOR Log>>SubPage	SCOR Total \$ Amount	S51352252	\$ Amount
	G51236	Enter	GC->SCOR Log>>SubPage	Date of Issue	S51352221	Date
	G51237	Enter Reference Document Information				
	G512371	Enter	GC->SCOR Log>>SubPage	RFI ID	S5122141	Hyperlink
	G512372	Enter	GC->SCOR Log>>SubPage	PR ID	S5122241	Hyperlink
	G512373	Enter	GC->SCOR Log>>SubPage	ASI ID	S5122341	Hyperlink
	G51238	Assign	GC->SCOR Log>>SubPage	OCOR Cost Code ID	G21221	ID
G5124	Update GC's SCOR Log					
	G51241	Save	<a href="#">GC-&gt;SCOR Log&gt;&gt;SubPage</a>			Document
	G51242	Close	<a href="#">Sub-&gt;SCOR Log</a>			Document
<b>G513 Archive SCOR (Temporarily until processed)</b>						
G5131	Retrieve SCOR Folder					
	G51311	Open	<a href="#">File Cabinet</a>			Drive
	G51312	Find	<a href="#">SCOR Folder</a>			Folder
	G51313	Select	<a href="#">SCOR Folder</a>			Folder
	G51314	Open	<a href="#">SCOR Folder</a>			Document
G5132	File SCOR in Folder					
	G51321	Determine	SCOR	Document Date	S5135123	Date
	G51322	Find	SCOR Folder	Month	G51321	Date
	G51323	File	SCOR Folder	SCOR		Document
	G5133	Save	<a href="#">SCOR Folder</a>			Folder
G5134	Archive SCOR Folder					
	G51341	Close	<a href="#">SCOR Folder</a>			Folder
	G51342	Close	<a href="#">File Cabinet</a>			Drive
<b>G52 Prepare Owner Change Order Request (FO)</b>						
<b>G521 Select OCOR Issue</b>						
G5211	Open GC Cost Code List					
	G52111	Select	<a href="#">GC Cost Code Folder</a>			Folder
	G52112	Open	<a href="#">GC Cost Code List</a>			Document
G5212	Select Extra Work Cost Code					
	G52121	Select	GC Cost Code List	OCOR Cost Code ID	G21221	ID
	G52122	Read	GC Cost Code List	OCOR Cost Code Description	G21222	Text
<b>G522 Find All Relevant Supporting Documents</b>						
G5221	Find All Relevant SCORs					
	G52211	Open SCOR Log				
	G522111	Select	<a href="#">GC-&gt;SCOR Log Folder</a>			Folder
	G522112	Open	<a href="#">GC-&gt;SCOR Log</a>			Document
G52212	Select All Relevant SCORs					
	G522121	Select	GC->SCOR Log	Sub Company Name	G51213	Text
	G522122	Open	<a href="#">GC-&gt;SCOR Log&gt;&gt;SubPage</a>			Document
	G522123	Find	GC->SCOR Log>>SubPage	OCOR Cost Code ID	G52121	ID
	G522124	Verify	GC->SCOR Log>>SubPage	Subject of SCOR	G51234	Text
	G522125	Determine	GC->SCOR Log>>SubPage	SCOR ID	G51231	ID
	G522126	Determine	GC->SCOR Log>>SubPage	Document Date	G51232	Date
G52213	Retrieve Relevant SCOR					
	G522131	Retrieve SCOR Folder				
	G5221311	Open	<a href="#">File Cabinet</a>			Drive
	G5221312	Find	<a href="#">SCOR Folder</a>			Folder
	G5221313	Select	<a href="#">SCOR Folder</a>			Folder
	G5221314	Open	<a href="#">SCOR Folder</a>			Document
	G522132	Retrieve SCOR				
	G5221321	Find	GC->SCOR Log>>SubPage	SCOR ID	G522125	ID
	G5221322	Verify	GC->SCOR Log>>SubPage	Subject of SCOR	G522124	Text
	G5221323	Verify	GC->SCOR Log>>SubPage	Document Date	G522126	Date
	G5221324	Retrieve	<a href="#">SCOR</a>			Document
	G522133	Archive SCOR Folder				
	G5221331	Close	<a href="#">SCOR Folder</a>			Folder
	G5221332	Close	<a href="#">File Cabinet</a>			Drive



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IDEFO	Action	Document	Information	Source	Data Format	Org.
<b>G5222</b>	<b>Find all Relevant Contract Documents</b>					
<b>G52221</b>	<b>Find Relevant RFI's</b>					
G522211	Open RFI Log					
G522211	Select	<a href="#">RFI Log</a>			Folder	GC
G522212	Open	<a href="#">RFI Log</a>			Document	GC
G522212	<b>Check RFI Log for Description of Issue, Approx. Dates, &amp; Cost Code</b>					
G5222121	Verify	GC->RFI Log	RFI Subject	G31322	Text	GC
G5222122	Verify	GC->RFI Log	Date RFI Issued	G31323	Date	GC
G5222123	Verify	GC->RFI Log	OCOR Cost Code ID	G31326	Number	GC
G5222124	Determine	GC->RFI Log	RFI No.	G31321	Number	GC
G522213	<b>Open RFI Folder</b>					
G5222131	Select	<a href="#">RFI Folder</a>			Folder	GC
G5222132	Open	<a href="#">RFI Folder</a>			Document	GC
G522214	<b>Retrieve RFI from RFI File Folder</b>					
G5222141	Find	RFI	RFI No.	G311221	Number	GC
G5222142	Verify		RFI Subject	G311222	Text	GC
G5222143	Retrieve	<a href="#">RFI</a>			Document	GC
G522215	Copy	<a href="#">RFI</a>			Document	GC
<b>G52222</b>	<b>Find Relevant PR's</b>					
G522221	<b>Open PR Log</b>					
G5222211	Select	<a href="#">PR Log</a>			Folder	GC
G5222212	Open	<a href="#">PR Log</a>			Document	GC
G522222	<b>Check PR Log for Description of Issue, Approx. Dates, &amp; Cost Code</b>					
G5222221	Verify	GC->PR Log	PR Subject	G3	Text	GC
G5222222	Verify	GC->PR Log	PR Date	G3	Date	GC
G5222223	Verify	GC->PR Log	OCOR Cost Code ID	G3	Number	GC
G5222224	Determine	GC->PR Log	PR ID	G3	Number	GC
G522223	<b>Open PR Folder</b>					
G5222231	Select	<a href="#">PR Folder</a>			Folder	GC
G5222232	Open	<a href="#">PR Folder</a>			Document	GC
G522224	<b>Retrieve PR from PR File Folder</b>					
G5222241	Find	PR	PR ID	G5222224	ID	GC
G5222242	Verify	PR	PR Subject	G5222221	Text	GC
G5222243	Retrieve	<a href="#">PR</a>			Document	GC
G522225	Copy	<a href="#">PR</a>			Document	GC
<b>G52223</b>	<b>Find Relevant ASI's</b>					
G522231	<b>Open ASI Log</b>					
G5222311	Select	<a href="#">ASI Log</a>			Folder	GC
G5222312	Open	<a href="#">ASI Log</a>			Document	GC
G522232	<b>Check ASI Log for Description of Issue, Approx. Dates, &amp; Cost Code</b>					
G5222321	Verify	GC->ASI Log	ASI Subject	G3	Text	GC
G5222322	Verify	GC->ASI Log	ASI Date	G3	Date	GC
G5222323	Verify	GC->ASI Log	OCOR Cost Code ID	G3	Number	GC
G5222324	Determine	GC->ASI Log	ASI ID	G3	Number	GC
G522233	<b>Open ASI Folder</b>					
G5222331	Select	<a href="#">ASI Folder</a>			Folder	GC
G5222332	Open	<a href="#">ASI Folder</a>			Document	GC
G522234	<b>Retrieve ASI from ASI File Folder</b>					
G5222341	Find	ASI	ASI ID	G5222324	ID	GC
G5222342	Verify	ASI	ASI Subject	G5222321	Text	GC
G5222343	Retrieve	<a href="#">ASI</a>			Document	GC
G522235	Copy	<a href="#">ASI</a>			Document	GC
<b>G52224</b>	<b>Find Relevant Drawings</b>					
G522241	<b>Open Drawing Set</b>					
G5222411	Select	<a href="#">Drawing Set</a>			Folder	GC
G5222412	Open	<a href="#">Drawing Set</a>			Document	GC
G522242	<b>Check Drawing Set for Description of Issue</b>					
G5222421	Verify	Drawing Set	Drawing Subject	G3	Text	GC
G5222422	Verify	Drawing Set	Drawing Date	G3	Date	GC
G5222423	Determine	Drawing Set	Drawing ID	G3	Number	GC
G522243	<b>Retrieve Drawing from Drawing Set</b>					
G5222431	Find	Drawing	Drawing ID	G5222423	ID	GC
G5222432	Verify	Drawing	Drawing Subject	G5222421	Text	GC
G5222433	Retrieve	<a href="#">Drawing</a>			Document	GC
G522244	Copy	<a href="#">Drawing</a>			Document	GC
<b>G52225</b>	<b>Find Relevant Contract Sections</b>					
G522251	<b>Open Contract Folder</b>					
G5222511	Select	<a href="#">Contract Folder</a>			Folder	GC
G5222512	Open	<a href="#">Contract Folder</a>			Document	GC
G522252	<b>Open Contract</b>					
G5222521	Select	<a href="#">O Contract</a>			Folder	GC
G5222522	Open	<a href="#">O Contract</a>			Document	GC
G522253	<b>Check Contract for Description &amp; Agreements</b>					
G5222531	Find	O Contract	Contract Section	G3	Text	GC
G5222532	Read	O Contract	Contract Description	G3	Text	GC
G5222533	Determine	O Contract	Contract Section No.	G3	Number	GC
G522254	Copy	<a href="#">O Contract</a>			Document	GC
<b>G52226</b>	<b>Find Relevant Specifications Sections</b>					
G522261	<b>Open Specifications Folder</b>					
G5222611	Select	<a href="#">Specifications Folder</a>			Folder	GC
G5222612	Open	<a href="#">Specifications Folder</a>			Document	GC
G522262	<b>Open Specifications</b>					
G5222621	Select	<a href="#">Specifications</a>			Folder	GC
G5222622	Open	<a href="#">Specifications</a>			Document	GC
G522263	<b>Check Specifications for Description</b>					
G5222631	Find	Specifications	Specifications Section	G3	Text	GC
G5222632	Read	Specifications	Specifications Description	G3	Text	GC
G5222633	Determine	Specifications	Specifications Section ID	G3	Number	GC
G522264	Copy	<a href="#">Specifications</a>			Document	GC

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Position	Activity Level	Activity Description	Activity Classification	Skill	Paper					Internet								
					I	H	G	F	E	D	C	I	H	G	F	E	D	
									110	1350							20	365
Project Accountant		Open Folder	Locate Document	Clerical		10												
Project Accountant		Open Document	Locate Document	Clerical		5												
Project Accountant	Read Information	Find Document	Process Document	Clerical		30												
Project Accountant	Read Information	Search Document	Locate Document	Clerical		5												
Project Accountant	Read Information	Find Document	Process Document	Clerical		5												
Project Accountant	Read Information	Find Document	Process Document	Managerial		10												
Project Accountant		Open Folder	Locate Document	Clerical		10												
Project Accountant		Open Folder	Locate Document	Clerical		5												
Project Accountant	Find Information	Find Document	Locate Document	Clerical		30												
Project Accountant	Compare Information	Find Document	Locate Document	Clerical		5												
Project Accountant		Retrieve Document	Process Document	Clerical		30												
Project Accountant		Copy Document	Process Document	Clerical					30									
									140									
Project Accountant		Open Folder	Locate Document	Clerical		10												
Project Accountant		Open Document	Locate Document	Clerical		5												
Project Accountant	Read Information	Find Document	Process Document	Clerical		30												
Project Accountant	Read Information	Search Document	Locate Document	Clerical		5												
Project Accountant	Read Information	Find Document	Process Document	Clerical		5												
Project Accountant	Read Information	Find Document	Process Document	Managerial		10												
Project Accountant		Open Folder	Locate Document	Clerical		10												
Project Accountant		Open Folder	Locate Document	Clerical		5												
Project Accountant	Find Information	Find Document	Locate Document	Clerical		30												
Project Accountant	Compare Information	Find Document	Locate Document	Clerical		5												
Project Accountant		Retrieve Document	Process Document	Clerical		30												
Project Accountant		Copy Document	Process Document	Clerical					60									
									140									
Project Accountant		Open Folder	Locate Document	Clerical		10												
Project Accountant		Open Document	Locate Document	Clerical		5												
Project Accountant	Read Information	Find Document	Process Document	Clerical		30												
Project Accountant	Read Information	Search Document	Locate Document	Clerical		5												
Project Accountant	Read Information	Find Document	Process Document	Clerical		5												
Project Accountant	Read Information	Find Document	Process Document	Managerial		10												
Project Accountant		Open Folder	Locate Document	Clerical		10												
Project Accountant		Open Folder	Locate Document	Clerical		5												
Project Accountant	Find Information	Find Document	Locate Document	Clerical		30												
Project Accountant	Compare Information	Find Document	Locate Document	Clerical		5												
Project Accountant		Retrieve Document	Process Document	Clerical		30												
Project Accountant		Copy Document	Process Document	Clerical					60									
									280									
Project Accountant		Open Folder	Locate Document	Clerical		10												
Project Accountant		Open Document	Locate Document	Clerical		5												
Project Accountant	Read Information	Find Document	Process Document	Clerical		30												
Project Accountant	Read Information	Search Document	Locate Document	Clerical		5												
Project Accountant	Read Information	Find Document	Process Document	Managerial		10												
Project Accountant	Find Information	Find Document	Locate Document	Clerical		30												
Project Accountant	Compare Information	Find Document	Locate Document	Clerical		10												
Project Accountant		Retrieve Document	Process Document	Clerical		60												
Project Accountant		Copy Document	Process Document	Clerical					180									
									340									
Project Accountant		Open Folder	Locate Document	Clerical		10												
Project Accountant		Open Document	Locate Document	Clerical		5												
Project Accountant	Read Information	Find Document	Process Document	Clerical		30												
Project Accountant	Read Information	Search Document	Locate Document	Clerical		5												
Project Accountant	Read Information	Find Document	Process Document	Managerial		10												
Project Accountant	Find Information	Find Document	Locate Document	Clerical		30												
Project Accountant	Compare Information	Find Document	Locate Document	Clerical		10												
Project Accountant		Retrieve Document	Process Document	Clerical		60												
Project Accountant		Copy Document	Process Document	Clerical					180									
									340									
Project Accountant		Open Folder	Locate Document	Clerical		10												
Project Accountant		Open Folder	Locate Document	Clerical		5												
Project Accountant		Open Folder	Locate Document	Clerical		10												
Project Accountant		Open Document	Locate Document	Clerical		5												
Project Accountant	Read Information	Find Document	Process Document	Clerical		120												
Project Accountant	Read Information	Search Document	Locate Document	Clerical		120												
Project Accountant	Read Information	Find Document	Process Document	Managerial		10												
Project Accountant		Copy Document	Process Document	Clerical					60									
									340									
Project Accountant		Open Folder	Locate Document	Clerical		10												
Project Accountant		Open Folder	Locate Document	Clerical		5												
Project Accountant		Open Folder	Locate Document	Clerical		10												
Project Accountant		Open Document	Locate Document	Clerical		5												
Project Accountant	Read Information	Find Document	Process Document	Clerical		120												
Project Accountant	Read Information	Search Document	Locate Document	Clerical		120												
Project Accountant	Read Information	Find Document	Process Document	Managerial		10												
Project Accountant		Copy Document	Process Document	Clerical					60									

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IDEFO		Action	Document	Information	Source	Data Format	Org.
<b>G5223</b>	<b>Find all Relevant PM Documents</b>						
<b>G52231</b>	<b>Find Relevant Owner Correspondence</b>						
	<b>G522311</b>	Open	<a href="#">Owner Correspondence Log</a>				
	G5223111	Select	<a href="#">Owner Correspondence Log</a>			Folder	GC
	G5223112	Open	<a href="#">Owner Correspondence Log</a>			Document	GC
	<b>G522312</b>	Check	<a href="#">Owner Correspondence Log for Description of Issue, Approx. Dates, &amp; Cost Code</a>				
	G5223121	Verify	GC->Owner Correspondence Log	<a href="#">Owner Correspondence Subject</a>	G3	Text	GC
	G5223122	Verify	GC->Owner Correspondence Log	<a href="#">Owner Correspondence Date</a>	G3	Date	GC
	G5223123	Verify	GC->Owner Correspondence Log	<a href="#">OCOR Cost Code ID</a>	G3	Number	GC
	G5223124	Determine	GC->Owner Correspondence Log	<a href="#">Owner Correspondence ID</a>	G3	Number	GC
	<b>G522313</b>	Open	<a href="#">Owner Correspondence Folder</a>				
	G5223131	Select	<a href="#">Owner Correspondence Folder</a>			Folder	GC
	G5223132	Open	<a href="#">Owner Correspondence Folder</a>			Document	GC
	<b>G522314</b>	Retrieve	<a href="#">Owner Correspondence from Owner Correspondence File Folder</a>				
	G5223141	Find	Owner Correspondence	<a href="#">Owner Correspondence ID</a>	G5223124	ID	GC
	G5223142	Verify	Owner Correspondence	<a href="#">Owner Correspondence Subject</a>	G5223121	Text	GC
	G5223143	Retrieve	<a href="#">Owner Correspondence</a>			Document	GC
	G522315	Copy	<a href="#">Owner Correspondence</a>			Document	GC
<b>G52232</b>	<b>Find Relevant GC Correspondence</b>						
	<b>G522321</b>	Open	<a href="#">GC Correspondence Log</a>				
	G5223211	Select	<a href="#">GC Correspondence Log</a>			Folder	GC
	G5223212	Open	<a href="#">GC Correspondence Log</a>			Document	GC
	<b>G522322</b>	Check	<a href="#">GC Correspondence Log for Description of Issue, Approx. Dates, &amp; Cost Code</a>				
	G5223221	Verify	GC->GC Correspondence Log	<a href="#">GC Correspondence Subject</a>	G3	Text	GC
	G5223222	Verify	GC->GC Correspondence Log	<a href="#">GC Correspondence Date</a>	G3	Date	GC
	G5223223	Verify	GC->GC Correspondence Log	<a href="#">OCOR Cost Code ID</a>	G3	Number	GC
	G5223224	Determine	GC->GC Correspondence Log	<a href="#">GC Correspondence ID</a>	G3	Number	GC
	<b>G522323</b>	Open	<a href="#">GC Correspondence Folder</a>				
	G5223231	Select	<a href="#">GC Correspondence Folder</a>			Folder	GC
	G5223232	Open	<a href="#">GC Correspondence Folder</a>			Document	GC
	<b>G522324</b>	Retrieve	<a href="#">GC Correspondence from GC Correspondence File Folder</a>				
	G5223241	Find	GC Correspondence	<a href="#">GC Correspondence ID</a>	G5223224	ID	GC
	G5223242	Verify	GC Correspondence	<a href="#">GC Correspondence Subject</a>	G5223221	Text	GC
	G5223243	Retrieve	<a href="#">GC Correspondence</a>			Document	GC
	G522325	Copy	<a href="#">GC Correspondence</a>			Document	GC
<b>G52233</b>	<b>Find Relevant Sub Correspondence</b>						
	<b>G522331</b>	Open	<a href="#">Sub Correspondence Log</a>				
	G5223311	Select	<a href="#">Sub Correspondence Log</a>			Folder	GC
	G5223312	Open	<a href="#">Sub Correspondence Log</a>			Document	GC
	<b>G522332</b>	Check	<a href="#">Sub Correspondence Log for Description of Issue, Approx. Dates, &amp; Cost Code</a>				
	G5223321	Verify	GC->Sub Correspondence Log	<a href="#">Sub Correspondence Subject</a>	G3	Text	GC
	G5223322	Verify	GC->Sub Correspondence Log	<a href="#">Sub Correspondence Date</a>	G3	Date	GC
	G5223323	Verify	GC->Sub Correspondence Log	<a href="#">OCOR Cost Code ID</a>	G3	Number	GC
	G5223324	Determine	GC->Sub Correspondence Log	<a href="#">Sub Correspondence ID</a>	G3	Number	GC
	<b>G522333</b>	Open	<a href="#">Sub Correspondence Folder</a>				
	G5223331	Select	<a href="#">Sub Correspondence Folder</a>			Folder	GC
	G5223332	Open	<a href="#">Sub Correspondence Folder</a>			Document	GC
	<b>G522334</b>	Retrieve	<a href="#">Sub Correspondence from Sub Correspondence File Folder</a>				
	G5223341	Find	Sub Correspondence	<a href="#">Sub Correspondence ID</a>	G5223324	ID	GC
	G5223342	Verify	Sub Correspondence	<a href="#">Sub Correspondence Subject</a>	G5223321	Text	GC
	G5223343	Retrieve	<a href="#">Sub Correspondence</a>			Document	GC
	G522335	Copy	<a href="#">Sub Correspondence</a>			Document	GC
<b>G52234</b>	<b>Find Relevant A/E Correspondence</b>						
	<b>G522341</b>	Open	<a href="#">A/E Correspondence Log</a>				
	G5223411	Select	<a href="#">A/E Correspondence Log</a>			Folder	GC
	G5223412	Open	<a href="#">A/E Correspondence Log</a>			Document	GC
	<b>G522342</b>	Check	<a href="#">A/E Correspondence Log for Description of Issue, Approx. Dates, &amp; Cost Code</a>				
	G5223421	Verify	A/E->A/E Correspondence Log	<a href="#">A/E Correspondence Subject</a>	G3	Text	GC
	G5223422	Verify	A/E->A/E Correspondence Log	<a href="#">A/E Correspondence Date</a>	G3	Date	GC
	G5223423	Verify	A/E->A/E Correspondence Log	<a href="#">OCOR Cost Code ID</a>	G3	Number	GC
	G5223424	Determine	A/E->A/E Correspondence Log	<a href="#">A/E Correspondence ID</a>	G3	Number	GC
	<b>G522343</b>	Open	<a href="#">A/E Correspondence Folder</a>				
	G5223431	Select	<a href="#">A/E Correspondence Folder</a>			Folder	GC
	G5223432	Open	<a href="#">A/E Correspondence Folder</a>			Document	GC
	<b>G522344</b>	Retrieve	<a href="#">A/E Correspondence from A/E Correspondence File Folder</a>				
	G5223441	Find	A/E Correspondence	<a href="#">A/E Correspondence ID</a>	G5223424	ID	GC
	G5223442	Verify	A/E Correspondence	<a href="#">A/E Correspondence Subject</a>	G5223421	Text	GC
	G5223443	Retrieve	<a href="#">A/E Correspondence</a>			Document	GC
	G522345	Copy	<a href="#">A/E Correspondence</a>			Document	GC
<b>G52235</b>	<b>Find Relevant Meeting Minutes</b>						
	<b>G522351</b>	Open	<a href="#">Meeting Minutes Folder</a>				
	G5223511	Select	<a href="#">Meeting Minutes Folder</a>			Folder	GC
	G5223512	Open	<a href="#">Meeting Minutes Folder</a>			Document	GC
	<b>G522352</b>	Open	<a href="#">Meeting Minutes Document</a>				
	G5223521	Select	<a href="#">Meeting Minutes</a>			Folder	GC
	G5223522	Open	<a href="#">Meeting Minutes</a>			Document	GC
	<b>G522353</b>	Check	<a href="#">Meeting Minutes Log for Description of Issue, Approx. Dates, &amp; Cost Code</a>				
	G5223531	Find	Meeting Minutes	<a href="#">Meeting Minutes Subject</a>	G3	Text	GC
	G5223532	Read	Meeting Minutes	<a href="#">Meeting Minutes Description</a>	G3	Text	GC
	G5223533	Determine	Meeting Minutes	<a href="#">Meeting Minutes Date</a>	G3	Date	GC
	G5223534	Determine	Meeting Minutes	<a href="#">Meeting Minutes ID</a>	G3	Number	GC
	G522354	Retrieve	<a href="#">Meeting Minutes</a>			Document	GC
	G522355	Copy	<a href="#">Meeting Minutes</a>			Document	GC
<b>G5224</b>	<b>Find all Relevant Accounting Documents</b>						
	<b>G52241</b>	Open	<a href="#">Sub Cost Report</a>				
	S522411	Select	<a href="#">GC Cost Report Folder</a>			Folder	GC
	S522412	Open	<a href="#">GC Cost Report</a>			Document	GC
	<b>G52242</b>	Find	<a href="#">Time Card</a>				
	G522421	Identify	<a href="#">Time Card</a>				
	G5224211	Find	GC Cost Report	<a href="#">OCOR Cost Code ID</a>	G52121	ID	GC
	G5224212	Read	GC Cost Report	<a href="#">Time Card ID</a>	G8	ID	GC
	G5224213	Compare	GC Cost Report	<a href="#">Date Work Performed</a>	G8	Date	GC
	<b>G522422</b>	Open	<a href="#">Time Card Folder</a>				
	G5224221	Select	<a href="#">Time Card Folder</a>			Folder	GC
	G5224222	Open	<a href="#">Time Card Folder</a>			Folder	GC
	<b>G522423</b>	Find	<a href="#">Time Cards</a>				
	G5224231	Select	Time Card	<a href="#">Time Card ID</a>	G411121	ID	GC
	G5224232	Verify	Time Card	<a href="#">Date Work Performed</a>	G411231	Date	GC

**CENTER FOR INTEGRATED FACILITY ENGINEERING, STANFORD UNIVERSITY**

**Potential Benefits of Internet-Based Project Control Systems –**

**A Study On Change Order Processing - Appendix A**

**By Alex Barrón, Martin Fischer**

**3.6 216 12975**

**0.97 58**

Position	Activity Level	Activity Description	Activity Classification	Skill	I	H	G	F	E	D	C	I	H	G	F	E	D
					Paper	Internet											
									1140							175	
								205								35	
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant		Open Document	Locate Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Clerical													
Project Accountant	Read Information	Search Document	Locate Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Managerial													
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant	Find Information	Find Document	Locate Document	Clerical													
Project Accountant	Compare Information	Find Document	Locate Document	Clerical													
Project Accountant		Retrieve Document	Process Document	Clerical													
Project Accountant		Copy Document	Process Document	Clerical													
								205								35	
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant		Open Document	Locate Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Clerical													
Project Accountant	Read Information	Search Document	Locate Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Managerial													
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant	Find Information	Find Document	Locate Document	Clerical													
Project Accountant	Compare Information	Find Document	Locate Document	Clerical													
Project Accountant		Retrieve Document	Process Document	Clerical													
Project Accountant		Copy Document	Process Document	Clerical													
								205								35	
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant		Open Document	Locate Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Clerical													
Project Accountant	Read Information	Search Document	Locate Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Managerial													
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant	Find Information	Find Document	Locate Document	Clerical													
Project Accountant	Compare Information	Find Document	Locate Document	Clerical													
Project Accountant		Retrieve Document	Process Document	Clerical													
Project Accountant		Copy Document	Process Document	Clerical													
								205								35	
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant		Open Document	Locate Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Clerical													
Project Accountant	Read Information	Search Document	Locate Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Managerial													
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant	Find Information	Find Document	Locate Document	Clerical													
Project Accountant	Compare Information	Find Document	Locate Document	Clerical													
Project Accountant		Retrieve Document	Process Document	Clerical													
Project Accountant		Copy Document	Process Document	Clerical													
								320								35	
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant		Open Document	Locate Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Clerical													
Project Accountant	Read Information	Search Document	Locate Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Managerial													
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant	Find Information	Find Document	Locate Document	Clerical													
Project Accountant	Compare Information	Find Document	Locate Document	Clerical													
Project Accountant		Retrieve Document	Process Document	Clerical													
Project Accountant		Copy Document	Process Document	Clerical													
								320								35	
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant		Open Document	Locate Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Clerical													
Project Accountant	Read Information	Search Document	Locate Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Clerical													
Project Accountant	Read Information	Find Document	Process Document	Managerial													
Project Accountant		Retrieve Document	Process Document	Clerical													
Project Accountant		Copy Document	Process Document	Clerical													
								540								0	
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant		Open Document	Locate Document	Clerical													
								150								0	
Project Accountant		Search Document	Locate Document	Clerical													
Project Accountant		Search Document	Locate Document	Clerical													
Project Accountant		Search Document	Locate Document	Clerical													
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant		Open Folder	Locate Document	Clerical													
Project Accountant		Select Document	Locate Document	Clerical													
Project Accountant		Search Document	Locate Document	Clerical													



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**CIFE Technical Report #126A**  
**March, 2001**  
**G5 Manage Change Orders**

IDEFO		Action	Document	Information	Source	Data Format	Org.
	G522423	Verify	Time Card	OCOR Cost Code ID	G411221	ID	GC
	G522424	Retrieve	<a href="#">Time Card</a>			Document	
	G522425	Copy	<a href="#">Time Card</a>			Document	GC
<b>G52243</b>	<b>Find Material Usage Sheets</b>						
	G522431	Identify	Material Usage Sheet				
	G5224311	Find	GC Cost Report	OCOR Cost Code ID	G8	ID	GC
	G5224312	Determine	GC Cost Report	Date of Material Use	G8	Date	GC
	G5224313	Determine	GC Cost Report	Material Usage Sheet ID	G8	ID	GC
	G522432	Open	Material Usage Sheet Folder				
	G5224321	Select	Material Usage Sheet Folder			Folder	GC
	G5224322	Open	Material Usage Sheet Folder			Document	GC
	G522433	Retrieve	Material Usage Sheet from File Cabinet				
	G5224331	Verify	Material Invoice	Date of Material Use	G4	Date	GC
	G5224332	Verify	Material Invoice	Material Usage Sheet ID	G4	ID	GC
	G5224333	Verify	Material Invoice	OCOR Cost Code ID	G4	ID	GC
	G5224334	Retrieve	Material Invoice			Document	GC
	G522434	Copy	Material Invoice			Document	GC
<b>G52244</b>	<b>Find Equipment Usage Sheets</b>						
	G522441	Identify	Equipment Usage Sheet				
	G5224411	Find	GC Cost Report	OCOR Cost Code ID	G8	ID	GC
	G5224412	Determine	GC Cost Report	Date of Work	G8	Date	GC
	G5224413	Determine	GC Cost Report	Equipment Usage Sheet ID	G8	ID	GC
	G522442	Open	Equipment Invoice Folder				
	G5224421	Select	Equipment Usage Sheet Folder			Folder	GC
	G5224422	Open	Equipment Usage Sheet Folder			Document	GC
	G522443	Retrieve	Equipment Usage Sheet from File Cabinet				
	G5224431	Verify	Equipment Usage Sheet	Date of Work	G4	Date	GC
	G5224432	Determine	Equipment Usage Sheet	Equipment Usage Sheet ID	G4	ID	GC
	G5224433	Verify	Equipment Usage Sheet	OCOR Cost Code ID	G4	ID	GC
	G5224434	Retrieve	Equipment Usage Sheet			Document	GC
	G522444	Copy	Equipment Usage Sheet			Document	GC
<b>S52225</b>	<b>Close Sub Cost Report</b>						
	S522251	Close	GC Cost Report			Document	GC
	S522252	Close	GC Cost Report Folder			Folder	GC
<b>G523</b>	<b>Prepare Owner Change Order Request</b>						
<b>G5231</b>	<b>Prepare OCOR Labor Cost Summary</b>						
	G52311	Create	OCOR Labor Cost Summary			Document	GC
	G523111	Instantiate	OCOR Labor Cost Summary				
	G523112	Enter	Document Information				
	G5231121	Enter	OCOR Labor Cost Summary	Document ID	AUTO!	ID	GC
	G5231122	Enter	OCOR Labor Cost Summary	Document Title	AUTO!	Text	GC
	G5231123	Enter	SCOR Labor Cost Summary	Document Date	AUTO!	Date	GC
	G523113	Enter	GC Company Information				
	G5231131	Enter	OCOR Labor Cost Summary	GC Company Name	G1112	Text	GC
	G5231132	Enter	OCOR Labor Cost Summary	GC Co. Home Office Address	G1121	Text	GC
	G523114	Enter	GC Cost Code Information				
	G5231141	Enter	OCOR Labor Cost Summary	OCOR Cost Code ID	G52121	ID	GC
	G5231142	Enter	OCOR Labor Cost Summary	OCOR Cost Code Description	G52122	Text	GC
<b>G52312</b>	<b>Edit OCOR Labor Cost Summary</b>						
	G523121	Calculate	Labor Cost Item				
	G5231211	Select	Time Card	Time Card ID	G5223121	ID	GC
	G5231212	Enter	Time Card Information				
	G52312121	Enter	OCOR Labor Cost Summary	Date Work Performed	G5224232	Date	GC
	G52312122	Read	OCOR Labor Cost Summary	Employee ID	G4112112	ID	GC
	G52312123	Enter	OCOR Labor Cost Summary	Employee Name	G411212	Text	GC
	G52312124	Enter	OCOR Labor Cost Summary	RT Hours / CostCode / day	G411311	Number	GC
	G52312125	Enter	OCOR Labor Cost Summary	OT Hours / CostCode / day	G411312	Number	GC
	G5231213	Determine	Employee Billing Rates				
	G52312131	Determine	OCOR Labor Cost Summary	Trade	G1232	Text	GC
	G52312132	Determine	OCOR Labor Cost Summary	Skill	G1233	Text	GC
	G52312133	Determine	OCOR Labor Cost Summary	Employee's RT Billing Rate	G132313	\$ Amount	GC
	G52312134	Determine	OCOR Labor Cost Summary	Employee's OT Billing Rate	G132314	\$ Amount	GC
	G5231214	Calculate	Labor Cost per Employee per day				
	G52312141	Calculate	OCOR Labor Cost Summary	RT Labor Cost / day	=2124*2133	\$ Amount	GC
	G52312142	Calculate	OCOR Labor Cost Summary	OT Labor Cost / day	=2124*2134	\$ Amount	GC
	G523122	Calculate	Labor Cost Totals				
	G5231221	Calculate	OCOR Labor Cost Summary	Total RT Hours / CostCode	=SUM(2123)	\$ Amount	GC
	G5231222	Calculate	OCOR Labor Cost Summary	Total OT Hours / CostCode	=SUM(2124)	\$ Amount	GC
	G5231223	Calculate	OCOR Labor Cost Summary	Total RT Labor Cost	=SUM(2141)	\$ Amount	GC
	G5231224	Calculate	OCOR Labor Cost Summary	Total OT Labor Cost	=SUM(2142)	\$ Amount	GC
	G523123	Calculate	OCOR Labor Cost Summary	OCOR Total Labor Cost	=223+224	\$ Amount	GC
<b>G52313</b>	<b>Update OCOR Labor Cost Summary</b>						
	G523131	Review and Approve	OCOR Breakdown Summary				
	G5231311	Review	OCOR Labor Cost Summary			Document	GC
	G5231312	Approve	OCOR Labor Cost Summary			Document	GC
	G523132	Save	OCOR Labor Cost Summary			Document	GC
	G523133	Print	OCOR Labor Cost Summary			Document	GC
	G523134	Close	OCOR Labor Cost Summary			Document	GC
<b>G5232</b>	<b>Prepare OCOR Material Cost Summary</b>						
	G52321	Calculate	Cost per Material Type				
	G523211	Select	OCOR Material Cost Summary	Material Vendor	S7	Text	GC
	G523212	Enter	OCOR Material Cost Summary	Material Description	S7	Text	GC
	G523213	Enter	OCOR Material Cost Summary	Material Quantity	S7	Number	GC
	G523214	Determine	OCOR Material Cost Summary	Material Unit Price Rate		Estimate Quote	\$ Amount
	G523215	Calculate	OCOR Material Cost Summary	Material OCOR Cost	G523214	\$ Amount	GC
	G52322	Calculate	OCOR Material Cost Summary	OCOR Total Materials Cost	G523215	\$ Amount	GC
<b>G5233</b>	<b>Prepare OCOR Equipment Cost Summary</b>						
	G52331	Calculate	Cost per Equipment Type				
	G523311	Select	SCOR Equipment Cost Summary	Equipment Vendor		Equipment Bill	Text
	G523312	Enter	SCOR Equipment Cost Summary	Equipment Description		Equipment Bill	Text
	G523313	Enter	Sub Equipment Usage Sheet	Equipment Use		Equipment Bill	Number
	G523314	Determine	Sub Equipment DB	Equipment Unit Price Rate		Estimate Quote	\$ Amount
	G523315	Calculate	SCOR Equipment Cost Summary	Equipment OCOR Cost	G523314	\$ Amount	GC
	G52332	Calculate	SCOR Equipment Cost Summary	OCOR Total Equipment Cost	G523315	\$ Amount	GC

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**3.6 216 12975**

**0.97 58**

Position	Activity Level	Activity Description	Activity Classification	Skill	I	H	G	F	E	D	C	I	H	G	F	E	D
					Paper						Internet						
Project Accountant		Search Document	Locate Document	Clerical		10							0				
Project Accountant		Retrieve Document	Locate Document	Clerical			15							0			
Project Accountant		Copy Document	Process Document	Clerical			10							0			
								160						0			
Project Accountant	Find Information	Search Document	Locate Document	Clerical		30							0				
Project Accountant	Read Information	Search Document	Locate Document	Clerical		5							0				
Project Accountant	Read Information	Search Document	Locate Document	Clerical		5							0				
							15						0				
Project Accountant		Open Folder	Locate Document	Clerical		10							0				
Project Accountant		Open Folder	Locate Document	Clerical		5							0				
							105						0				
Project Accountant	Compare Information	Find Document	Locate Document	Clerical		60							0				
Project Accountant	Compare Information	Find Document	Locate Document	Clerical		15							0				
Project Accountant	Compare Information	Find Document	Locate Document	Clerical		15							0				
Project Accountant		Retrieve Document	Locate Document	Clerical		15							0				
Project Accountant		Copy Document	Process Document	Clerical			20							0			
								200						0			
Project Accountant	Find Information	Search Document	Locate Document	Clerical		30							0				
Project Accountant	Read Information	Search Document	Locate Document	Clerical		30							0				
Project Accountant	Read Information	Search Document	Locate Document	Clerical		5							0				
							15						0				
Project Accountant		Open Folder	Locate Document	Clerical		10							0				
Project Accountant		Open Folder	Locate Document	Clerical		5							0				
							105						0				
Project Accountant	Compare Information	Find Document	Locate Document	Clerical		60							0				
Project Accountant	Read Information	Search Document	Locate Document	Clerical		15							0				
Project Accountant	Compare Information	Find Document	Locate Document	Clerical		15							0				
Project Accountant		Retrieve Document	Locate Document	Clerical		15							0				
Project Accountant		Copy Document	Process Document	Clerical			20							0			
								15						0			
Project Accountant		Close Document	Locate Document	Clerical			10							0			
Project Accountant		Close Folder	Locate Document	Clerical			5							0			
									570	2405						245	1290
Project Accountant		Create Document	Prepare Document	Clerical			10							5			
Project Accountant	Enter Information	Create Document	Prepare Document	Clerical		5							0				
Project Accountant	Enter Information	Create Document	Prepare Document	Clerical		0							0				
Project Accountant	Enter Information	Create Document	Prepare Document	Clerical		0							0				
							0						0				
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical		0							0				
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical		0							0				
							25							0			
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical		10							0				
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical		15							0				
								120									
Project Accountant		Select Document	Process Document	Clerical		0		120						0			
						70							0				
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical		10							0				
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical		15							0				
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical		15							0				
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical		15							0				
Project Accountant	Read Information	Edit Document	Prepare Document	Clerical		10	50						0				
Project Accountant	Read Information	Edit Document	Prepare Document	Clerical		10							0				
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical		15							0				
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical		15							0				
							0						0				
Project Accountant	Calculate Value	Edit Document	Prepare Document	Clerical		0							0				
Project Accountant	Calculate Value	Edit Document	Prepare Document	Clerical		0							0				
Project Accountant	Calculate Value	Edit Document	Prepare Document	Clerical		0							0				
Project Accountant	Calculate Value	Edit Document	Prepare Document	Clerical		0							0				
Project Accountant	Calculate Value	Edit Document	Prepare Document	Clerical		0							0				
							0						0				
								300									
Project Accountant		Review Document	Authorize Document	Managerial		180								210			240
Project Accountant		Approve Document	Authorize Document	Managerial		30								30			
Project Accountant		Save Document	Prepare Document	Managerial				30						0			
Project Accountant		Print Document	Prepare Document	Clerical				30						0			
Project Accountant		Close Document	Prepare Document	Clerical				30						0			
									45	55						0	
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical		10							0				
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical		10							0				
Project Accountant	Read Information	Edit Document	Prepare Document	Clerical		10							0				
Project Accountant	Read Information	Edit Document	Prepare Document	Clerical		10							0				
Project Accountant	Calculate Value	Edit Document	Prepare Document	Clerical		5							0				
Project Accountant	Calculate Value	Edit Document	Prepare Document	Clerical				10						0			
									45	55						0	
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical		10							0				
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical		10							0				
Project Accountant	Read Information	Edit Document	Prepare Document	Clerical		10							0				
Project Accountant	Read Information	Edit Document	Prepare Document	Clerical		10							0				
Project Accountant	Calculate Value	Edit Document	Prepare Document	Clerical		5							0				
Project Accountant	Calculate Value	Edit Document	Prepare Document	Clerical				10						0			

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**CIFE Technical Report #126A**  
**March, 2001**  
**G5 Manage Change Orders**

IDEFO	Action	Document	Information	Source	Data Format	Org.
<b>G5234</b>	<b>Prepare OCOR Cost Breakdown Summary</b>					
<b>G52341</b>	<b>Create OCOR Cost Breakdown Document</b>					
G523411	Instantiate	<a href="#">OCOR Breakdown</a>			Document	GC
G523412	Enter	OCOR Breakdown	Document ID	AUTO!	ID	GC
G5234122	Enter	OCOR Breakdown	Document Title	AUTO!	Text	GC
G5234123	Enter	OCOR Breakdown	Document Date	AUTO!	Date	GC
G523413	Enter	OCOR Breakdown	GC Company Name	G1112	Text	GC
G5234132	Enter	OCOR Breakdown	GC Co. Home Office Address	G1121	Text	GC
G523414	Enter	OCOR Breakdown	Project Name	G1312	Text	GC
G5234142	Enter	OCOR Breakdown	Building Name	G1322	Text	GC
G5234143	Enter	OCOR Breakdown	GC Project No.	G1313	Number	GC
G523415	Enter	OCOR Breakdown	OCOR Cost Code ID	G52121	ID	GC
G5234152	Enter	OCOR Breakdown	OCOR Cost Code Description	G52122	Text	GC
<b>G52342</b>	<b>Edit OCOR Cost Breakdown</b>					
<b>G523421</b>	<b>Enter Self-Performed Cost Summary Components</b>					
G5234211	Enter	OCOR Breakdown	Labor Description	AUTO!	Text	GC
G52342111	Enter	OCOR Breakdown	OCOR Total Labor Cost	G523123	\$ Amount	GC
G52342112	Enter	OCOR Breakdown	Small Tools Cost = f(labor)	CALC!	\$ Amount	GC
G52342113	Calculate	OCOR Breakdown				
G5234212	Enter	OCOR Breakdown	Material Description	G523212	Text	GC
G52342122	Enter	OCOR Breakdown	OCOR Total Material Cost	G52322	\$ Amount	GC
G5234213	Enter	OCOR Breakdown	Equipment Description	G523312	Text	GC
G52342131	Enter	OCOR Breakdown	OCOR Total Equipment Cost	G52332	\$ Amount	GC
G52342132	Enter	OCOR Breakdown	Total OCOR Other Cost	DATA!	\$ Amount	GC
G5234214	Enter	OCOR Breakdown				
G523422	Enter	OCOR Breakdown	Sub Company Name	G51213	Text	GC
G5234221	Enter	OCOR Breakdown	SCOR Total \$ Amount	G51235	\$ Amount	GC
G5234222	Calculate	OCOR Breakdown	OCOR Total SCOST	=SUM(2212)	\$ Amount	GC
G523423	Calculate	OCOR Breakdown	OCOR Subtotal Costs	=112+122+132+222	\$ Amount	GC
G5234231	Calculate	OCOR Breakdown	OCOR Jobsite Overhead	=231 * %	\$ Amount	GC
G5234232	Calculate	OCOR Breakdown	OCOR Home Office Overhead	=231 * %	\$ Amount	GC
G5234233	Calculate	OCOR Breakdown	OCOR Profit	= Subtotal * %	\$ Amount	GC
G5234234	Calculate	OCOR Breakdown	OCOR Bond Costs	= Subtotal * %	\$ Amount	GC
G5234235	Calculate	OCOR Breakdown	OCOR Total \$ Amount	=SUM(231:5)	\$ Amount	GC
G523424	Calculate	OCOR Breakdown				
<b>G52343</b>	<b>Update OCOR Breakdown Summary</b>					
<b>G523431</b>	<b>Review and Approve OCOR Breakdown Summary</b>					
G5234311	Review	<a href="#">OCOR Breakdown</a>			Document	GC
G5234312	Approve	<a href="#">OCOR Breakdown</a>			Document	GC
G523432	Save	<a href="#">OCOR Breakdown</a>			Document	GC
G523433	Print	<a href="#">OCOR Breakdown</a>			Document	GC
G523434	Close	<a href="#">OCOR Breakdown</a>			Document	GC
<b>G5235</b>	<b>Prepare OCOR Letter</b>					
<b>G52351</b>	<b>Create OCOR Letter</b>					
G523511	Instantiate	<a href="#">OCOR Letter</a>			Document	GC
<b>G523512</b>	<b>Create OCOR Cover Letter Document</b>					
G5235121	Enter	OCOR Letter	OCOR ID	AUTO!	ID	GC
G5235122	Enter	OCOR Letter	Document Title	AUTO!	Text	GC
G5235123	Enter	OCOR Letter	OCOR Date	AUTO!	Date	GC
G523513	Enter	OCOR Letter	GC Company Name	G1112	Text	GC
G5235131	Enter	OCOR Letter	GC Co. Home Office Address	G1121	Text	GC
G5235132	Enter	OCOR Letter	GC Home Office Phone	G1122	Number	GC
G5235133	Enter	OCOR Letter	GC Home Office Fax	G1123	Number	GC
G5235134	Enter	OCOR Letter	GC Co. Contractor License No.	G1114	Number	GC
G5235135	Enter	OCOR Letter				
G523514	Enter	OCOR Letter	Project Name	G1312	Text	GC
G5235141	Enter	OCOR Letter	Building Name	G1322	Text	GC
G5235142	Enter	OCOR Letter	O Project No.	O1312	Number	GC
G5235143	Enter	OCOR Letter	Contract Agreement No.	G1321	Number	GC
G5235144	Enter	OCOR Letter				
G523515	Enter	OCOR Letter	TO: Owner PM Name	O1211	Text	GC
G5235151	Enter	OCOR Letter	TO: O Co. Name	O1112	Text	GC
G5235152	Enter	OCOR Letter	TO: Owner Co. Field Office Address	O1131	Text	GC
G5235153	Enter	OCOR Letter				
<b>G52352</b>	<b>Edit SCOR</b>					
<b>G523521</b>	<b>Enter GC Issue Cost Code and Description</b>					
G5235211	Enter	OCOR Letter	OCOR Cost Code ID	G52121	ID	GC
G5235212	Enter	OCOR Letter	OCOR Subject	DATA!	Text	GC
<b>G523522</b>	<b>Enter Body of the OCOR Letter</b>					
G5235221	Enter	OCOR Letter	Legal Language for OCOR Introduction	AUTO!	Text	GC
G5235222	Enter	OCOR Letter	Date of Issue	G3	Date	GC
G52352221	Enter	OCOR Letter	Reference Document	G5223443	Hyperlink	GC
G52352222	Enter	OCOR Letter	OCOR Summary	DATA!	Text	GC
G5235223	Enter	OCOR Letter	Date of Reference Document	G3	Date	GC
G52352231	Enter	OCOR Letter	Document ID	G3	ID	GC
G52352232	Enter	OCOR Letter	Summary of Reference Document	DATA!	Text	GC
G5235224	Enter	OCOR Letter	Analysis of Entitlement Discussion	DATA!	Text	GC
G52352241	Enter	OCOR Letter	Reference to Supporting Documents	G3	Hyperlink	GC
G5235225	Enter	OCOR Letter	Cost Impact Discussion	DATA!	Text	GC
G52352251	Enter	OCOR Letter	OCOR Total \$ Amount	G523424	\$ Amount	GC
G5235226	Enter	OCOR Letter	Schedule Impact Discussion	DATA!	Text	GC
G52352261	Enter	OCOR Letter	Time Impact	DATA!	Number	GC
G52352262	Enter	OCOR Letter	Original Schedule	DATA!	Hyperlink	GC
G52352263	Enter	OCOR Letter	Impact Schedule	DATA!	Hyperlink	GC
G52352264	Enter	OCOR Letter				



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**G5 Manage Change Orders**  
IDEF0

	Action	Document	Information	Source	Data Format	Org.
G52352265	Enter	OCOR Letter	<a href="#">Reference to Contract Provisions</a>		Hyperlink	GC



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**3.6 216 12975**

**0.97 58**

Position	Activity Level	Activity Description	Activity Classification	Skill	I	H	G	F	E	D	C	I	H	G	F	E	D
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical	Paper 15							Internet 10					

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IDEFO		Action	Document	Information	Source	Data Format	Org.
	G5235227	Enter List of Attachment Reference Documents					
	G52352271	Enter	OCOR Letter	Date of Reference Document	G3	Date	GC
	G52352272	Enter	OCOR Letter	Reference Document Title ID	G3	Number	GC
	G52352273	Enter	OCOR Letter	Document Title	G3	Text	GC
<b>G5236</b>	<b>Authorize OCOR</b>						
	<b>G52361 Review and Approve OCOR Letter</b>						
	G523611	Review	<a href="#">OCOR Letter</a>			Document	GC
	G523612	Approve	<a href="#">OCOR Letter</a>			Document	GC
	<b>G52362 Authorize COR Letter</b>						
	G523621	Enter	OCOR Letter	GC PM Name	G1212	Text	GC
	G523622	Enter	OCOR Letter	GC PM Title	G1232	Text	GC
	G523623	Enter	OCOR Letter	GC PM Signature	DATA!	Signature	GC
	<b>G52363</b>	Save	<a href="#">OCOR Letter</a>			Document	GC
	<b>G52364</b>	Print	<a href="#">OCOR Letter</a>			Document	GC
	<b>G52365</b>	Close	<a href="#">OCOR Letter</a>			Document	GC
<b>G5237</b>	<b>Assemble OCOR</b>						
	<b>G52371</b>	Assemble	<a href="#">OCOR Letter</a>			Document	GC
	<b>G52372</b>	Assemble	<a href="#">OCOR Cost Breakdown</a>			Document	GC
	<b>G52373 Assemble Supporting Cost Summaries</b>						
	G523731	Assemble	<a href="#">OCOR Labor Cost Summary</a>	Document ID		Document	GC
	G523732	Assemble	<a href="#">OCOR Material Cost Summary</a>	Document ID		Document	GC
	G523733	Assemble	<a href="#">OCOR Equipment Cost Summa</a>	Document ID		Document	GC
	<b>G52374 Assemble Supporting Accounting Documentation</b>						
	G523741	Assemble	<a href="#">Time Cards</a>	Document ID		Document	GC
	G523742	Assemble	<a href="#">Material Invoices</a>	Document ID		Document	GC
	G523743	Assemble	<a href="#">Equipment Usage Sheets</a>	Document ID		Document	GC
	G523744	Assemble	<a href="#">SCOR</a>	Document ID		Document	GC
	<b>G52375 Assemble Supporting Contractual Documentation</b>						
	G523751	Assemble	<a href="#">RFI</a>			Document	GC
	G523752	Assemble	<a href="#">PR</a>	Document ID		Document	GC
	G523753	Assemble	<a href="#">ASI</a>	Document ID		Document	GC
	G523754	Assemble	<a href="#">Drawings</a>			Document	GC
	G523755	Assemble	<a href="#">Specifications</a>			Document	GC
	G523756	Assemble	<a href="#">Owner-GC Contract</a>			Document	GC
	<b>G52376 Assemble Supporting Project Management Documentation</b>						
	G523761	Assemble	<a href="#">OCOR Correspondence</a>	Document ID		Document	GC
	G523762	Assemble	<a href="#">GC Correspondence</a>	Document ID		Document	GC
	G523763	Assemble	<a href="#">A/E Correspondence</a>	Document ID		Document	GC
	G523764	Assemble	<a href="#">Sub Correspondence</a>	Document ID		Document	GC
	G523765	Assemble	<a href="#">Meeting Minutes</a>	Document ID		Document	GC
<b>G524</b>	<b>Log OCOR in GC's OCOR Log</b>						
	<b>G5241 Open OCOR Log</b>						
	G52411	Select	<a href="#">GC-&gt;OCOR Log Folder</a>			Folder	GC
	G52412	Open	<a href="#">GC-&gt;OCOR Log</a>			Document	GC
	<b>G5242 Enter Project Information</b>						
	G52421	Select	GC->OCOR Log	Project Name	G5235141	Text	GC
	G52422	Select	GC->OCOR Log	Building Name	G5235142	Text	GC
	G52423	Enter	GC->OCOR Log	Project No.	G5235143	Number	GC
	<b>G5243 Enter OCOR Information</b>						
	<b>G52431 Enter Cost Code Information</b>						
	G524311	Enter	GC->OCOR Log	OCOR ID	G5235121	ID	GC
	G524312	Enter	GC->OCOR Log	SCOR Date	G5235123	Date	GC
	G524313	Enter	GC->OCOR Log	OCOR Cost Code ID	G52121	ID	GC
	G524314	Enter	GC->OCOR Log	OCOR Cost Code Description	G52122	Text	GC
	<b>G52432 Enter GC costs into OCOR Log</b>						
	G524321	Enter	GC->OCOR Log	GC Company Name	G1231	Text	GC
	G524322	Enter	GC->OCOR Log	Self-Performed Work Total	G52342112	\$ Amount	GC
	<b>G52433 Enter SCOR costs into OCOR Log</b>						
	G524331	Enter	GC->OCOR Log	Sub Company Name	G52342211	Text	GC
	G524332	Enter	GC->OCOR Log	Total SCOR \$ Amount	G52342212	\$ Amount	GC
	<b>G52434 Enter GC overall OCOR costs into OCOR Log</b>						
	G524341	Enter	GC->OCOR Log	Subtotal OCOR Costs	G5234231	\$ Amount	GC
	G524342	Enter	GC->OCOR Log	OCOR Jobsite Overhead	G5234232	\$ Amount	GC
	G524343	Enter	GC->OCOR Log	OCOR Home Office Overhead	G5234233	\$ Amount	GC
	G524344	Enter	GC->OCOR Log	OCOR Profit	G5234234	\$ Amount	GC
	G524345	Enter	GC->OCOR Log	OCOR Bond Costs	G5234235	\$ Amount	GC
	G524346	Enter	GC->OCOR Log	OCOR Total \$ Amount	G523424	\$ Amount	GC
	<b>G5244 Save and Close OCOR Log</b>						
	G52441	Save	<a href="#">GC-&gt;OCOR Log</a>			Document	GC
	G52442	Close	<a href="#">GC-&gt;OCOR Log</a>			Document	GC
<b>G525</b>	<b>Copy OCOR</b>						
	<b>G5251</b>	Copy	<a href="#">OCOR Letter</a>	Document ID	G52371	Document	GC
	<b>G5252</b>	Copy	<a href="#">OCOR Cost Breakdown</a>	Document ID	G52372	Document	GC
	<b>G5253 Copy Supporting Cost Summaries</b>						
	G52531	Copy	<a href="#">OCOR Labor Cost Summary</a>	Document ID	G523731	Document	GC
	G52532	Copy	<a href="#">OCOR Material Cost Summary</a>	Document ID	G523732	Document	GC
	G52533	Copy	<a href="#">OCOR Equipment Cost Summa</a>	Document ID	G523733	Document	GC
	<b>G5254 Copy Supporting Accounting Documentation</b>						
	G52541	Copy	<a href="#">Time Card</a>	Document ID	G523741	Document	GC
	G52542	Copy	<a href="#">Material Invoices</a>	Document ID	G523742	Document	GC
	G52543	Copy	<a href="#">Equipment Usage Sheets</a>	Document ID	G523743	Document	GC
	G52544	Copy	<a href="#">SCOR</a>	Document ID	G523744	Document	GC
	<b>G5255 Copy Supporting Contractual Documentation</b>						
	G52551	Copy	<a href="#">RFI</a>	Document ID	G523751	Document	GC
	G52552	Copy	<a href="#">PR</a>	Document ID	G523752	Document	GC
	G52553	Copy	<a href="#">ASI</a>	Document ID	G523753	Document	GC
	G52554	Copy	<a href="#">Drawings</a>	Document ID	G523754	Document	GC
	G52555	Copy	<a href="#">Specifications</a>	Document ID	G523755	Document	GC
	G52556	Copy	<a href="#">Owner-GC Contract</a>	Document ID	G523756	Document	GC



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**G5 Manage Change Orders**

IDEFO	Action	Document	Information	Source	Data Format	Org.
<b>G5256</b>	<b>Copy Supporting Project Management Documentation</b>					
G52561	Copy	<a href="#">OCOR Correspondence</a>	Document ID	G523761	Document	GC
G52562	Copy	<a href="#">GC Correspondence</a>	Document ID	G523762	Document	GC
G52563	Copy	<a href="#">A/E Correspondence</a>	Document ID	G523763	Document	GC
G52564	Copy	<a href="#">Sub Correspondence</a>	Document ID	G523764	Document	GC
G52565	Copy	<a href="#">Meeting Minutes</a>	Document ID	G523765	Document	GC
<b>G526</b>	<b>Send OCOR to Owner</b>					
<b>G5261</b>	<b>Prepare OCOR Envelope</b>					
G52611	Create OCOR Envelope	<a href="#">OCOR Envelope</a>			Document	GC
G526111	Instantiate					
G526112	Enter GC Company Information					
G5261121	Enter	OCOR Envelope	GC Company Name	G5235131	Text	GC
G5261122	Enter	OCOR Envelope	GC Co. Home Office Address	G5235132	Text	GC
G5261123	Enter	OCOR Envelope	GC Home Office Phone	G5235133	Number	GC
G5261124	Enter	OCOR Envelope	GC Home Office Fax	G5235134	Number	GC
G5261125	Enter	OCOR Envelope	GC Co. Contractor License No.	G5235135	Number	GC
G526113	Enter Mailing Information					
G5261131	Enter	OCOR Envelope	TO: Owner PM Name	G5235151	Text	GC
G5261132	Enter	OCOR Envelope	TO: O Co. Name	G5235152	Text	GC
G5261133	Enter	OCOR Envelope	TO: Owner Co. Field Office Address	G5235153	Text	GC
G52612	Enclose	<a href="#">OCOR Envelope</a>	OCOR		Document	GC
G5262	Send	<a href="#">OCOR Envelope</a>			Document	GC
<b>G5263</b>	<b>Update GC's OCOR Log</b>					
G52631	Open GC's OCOR Log					
G526311	Select	<a href="#">GC-&gt;OCOR Log Folder</a>			Folder	GC
G526312	Open	<a href="#">GC-&gt;OCOR Log</a>			Document	GC
G52632	Enter Project Information					
G526321	Select	GC->OCOR Log	Project Name	G5235141	Text	GC
G526322	Select	GC->OCOR Log	Building Name	G5235142	Text	GC
G526323	Enter	GC->OCOR Log	Sub Project No.	G5235143	Number	GC
G52633	Enter OCOR Mailed Information					
G526331	Select	GC->OCOR Log	OCOR ID	G5235121	Number	GC
G526332	Enter	GC->OCOR Log	Date OCOR Sent	AUTO!	Date	GC
G526333	Enter	GC->OCOR Log	Time Sent	AUTO!	Time	GC
G52634	Update GC's OCOR Log					
G526341	Save	<a href="#">GC-&gt;OCOR Log</a>			Document	GC
G526342	Close	<a href="#">GC-&gt;OCOR Log</a>			Document	GC
<b>G527</b>	<b>Archive OCOR in GC's OCOR Folder</b>					
<b>G5271</b>	<b>Retrieve OCOR Folder</b>					
G52711	Open	<a href="#">File Cabinet</a>			Drive	GC
G52712	Find	OCOR Folder			Folder	GC
G52713	Select	OCOR Folder			Folder	GC
G52714	Open	<a href="#">OCOR Folder</a>			Document	GC
<b>G5272</b>	<b>File OCOR in Folder</b>					
G52721	Determine	OCOR	Document Date	G5235123	Date	GC
G52722	Find	OCOR Folder	Month	G52721	Date	GC
G52723	File	OCOR Folder	SCOR		Document	GC
G5273	Save	<a href="#">OCOR Folder</a>			Folder	GC
<b>G5274</b>	<b>Archive OCOR Folder</b>					
G52741	Close	<a href="#">OCOR Folder</a>			Folder	GC
G52742	Close	<a href="#">File Cabinet</a>			Drive	GC
<b>G53</b>	<b>Negotiate Owner Change Order Request</b>	Negotiate	<a href="#">OCOR</a>		Document	GC
<b>G54</b>	<b>Process Owner Change Order (FO)</b>					
<b>G541</b>	<b>Receive Owner Change Order</b>					
<b>G5411</b>	<b>Open Envelope or Receive Fax</b>					
G54111	Open	<a href="#">OCO</a>			Document	GC
G54112	Enter	<a href="#">OCO</a>	Date OCO Received	AUTO!	Date	GC
<b>G5412</b>	<b>Deliver Document to PM</b>					
G54121	Determine	OCO	O Company Name	O531131	Text	GC
G54122	Determine	OCO	OCO Title	O531122	Text	GC
G54123	Determine	OCO	OCO ID	O531121	ID	GC
G54124	Deliver	<a href="#">OCO</a>			Document	GC
<b>G542</b>	<b>GC Accept Owner Change Order</b>					
<b>G5421</b>	<b>Review OCO is Acceptable</b>					
G54211	Review	<a href="#">OCO</a>			Document	GC
G54212	Approve	<a href="#">OCO</a>			Document	GC
<b>G5422</b>	<b>Sign OCO</b>					
G54221	Enter	OCO	GC PM Name	G1212	Text	GC
G54222	Enter	OCO	GC PM Title	G1232	Text	GC
G54223	Enter	OCO	GC PM Signature	DATA!	Signature	GC
G54224	Enter	OCO	Date OCO Executed	AUTO!	Date	GC
<b>G543</b>	<b>Log OCO in OCOR Log</b>					
<b>G5431</b>	<b>Open OCOR Log</b>					
G54311	Select	<a href="#">GC-&gt;OCOR Log</a>			Document	GC
G54312	Open	<a href="#">GC-&gt;OCOR Log</a>			Document	GC
<b>G5432</b>	<b>Enter in OCO Summary Details</b>					
G54321	Enter OCO Item Details					
G543211	Find	GC->OCOR Log	OCOR ID	O531231	ID	GC
G543212	Enter	GC->OCOR Log	OCO No.	O531211	Number	GC
G543213	Enter	GC->OCOR Log	OCO Item No.	O531232	Number	GC
G543214	Enter	GC->OCOR Log	OCO Item \$ Amount	O5312334	\$ Amount	GC
G54322	Enter	GC->OCOR Log	Date OCO Received	G54112	Date	GC
G54323	Enter	GC->OCOR Log	Date OCO Executed	G54224	Date	GC
G54324	Enter	GC->OCOR Log	Date OCO Returned	G547332	Date	GC
G54325	Enter	GC->OCOR Log	Status	Required for Execution	Text	GC

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**3.6 216 12975 0.97 58**

Position	Activity Level	Activity Description	Activity Classification	Skill	I	H	G	F	E	D	C	I	H	G	F	E	D
					Paper	Internet											
									75							0	0
Clerk		Copy Document	Process Document	Clerical				15							0		
Clerk		Copy Document	Process Document	Clerical				15							0		
Clerk		Copy Document	Process Document	Clerical				15							0		
Clerk		Copy Document	Process Document	Clerical				15							0		
Clerk		Copy Document	Process Document	Clerical				15							0		
									45	195						0	15
								25							0		
Clerk		Create Document	Process Document	Clerical			10	0						0	0		
Clerk	Enter Information	Create Document	Process Document	Clerical		0							0				
Clerk	Enter Information	Create Document	Process Document	Clerical		0							0				
Clerk	Enter Information	Create Document	Process Document	Clerical		0							0				
Clerk	Enter Information	Create Document	Process Document	Clerical		0							0				
Clerk	Enter Information	Create Document	Process Document	Clerical		5	15						0				
Clerk	Enter Information	Create Document	Process Document	Clerical		5							0				
Clerk	Enter Information	Create Document	Process Document	Clerical		5							0				
Clerk		Enclose Document	Process Document	Clerical				20							0		
Clerk		Send Document	Process Document	Clerical					60							15	
									90							0	
								30							0		
Project Manager		Open Folder	Update Log	Clerical			20							0			
Project Manager		Open Document	Update Log	Clerical			10							0			
Project Manager	Enter Information	Edit Document	Update Log	Clerical			5							0			
Project Manager	Enter Information	Edit Document	Update Log	Clerical			5							0			
Project Manager	Enter Information	Edit Document	Update Log	Clerical			5							0			
Project Manager	Enter Information	Edit Document	Update Log	Clerical			5							0			
Project Manager	Enter Information	Edit Document	Update Log	Clerical			10							0			
Project Manager	Enter Information	Edit Document	Update Log	Clerical			5							0			
Project Manager		Save Document	Update Log	Clerical			20							0			
Project Manager		Save Document	Update Log	Clerical			5							0			
									20	60						0	0
Clerk		Open Storage	Locate Document	Clerical				5							0		
Clerk		Find Folder	Locate Document	Clerical				5							0		
Clerk		Select Folder	Locate Document	Clerical				5							0		
Clerk		Open Folder	Locate Document	Clerical				5							0		
									15							0	
Clerk	Read Information	Search Document	Locate Document	Clerical				5							0		
Clerk	Read Information	Find Folder	Locate Document	Clerical				5							0		
Clerk		Archive Document	Locate Document	Clerical				5							0		
Clerk		Save Folder	Locate Document	Clerical					15							0	
									10							0	
Clerk		Close Folder	Locate Document	Clerical				5							0		
Clerk		Close Storage	Locate Document	Clerical				5							0		
Project Manager		Negotiate Document	Authorize Document	Managerial							3600						
												835					
									20	50						0	0
Clerk		Open Document	Process Document	Clerical				10							0		
Clerk		Timestamp Document	Process Document	Clerical				10							0		
									30							0	
Clerk		Open Document	Process Document	Clerical				5							0		
Clerk		Open Document	Process Document	Clerical				5							0		
Clerk		Open Document	Process Document	Clerical				5							0		
Clerk		Open Document	Process Document	Clerical				15							0		
									150	170						150	155
Project Manager		Review Document	Authorize Document	Managerial				120							120		
Project Manager		Approve Document	Authorize Document	Managerial				30							30		
									20							5	
Project Manager	Enter Information	Edit Document	Authorize Document	Clerical				5							0		
Project Manager	Enter Information	Edit Document	Authorize Document	Clerical				5							0		
Project Manager	Enter Information	Sign Document	Authorize Document	Managerial				5							5		
Project Manager	Enter Information	Timestamp Document	Authorize Document	Managerial				5							0		
									15	85						0	0
Project Accountant		Select Document	Update Log	Clerical				10							0		
Project Accountant		Open Document	Update Log	Clerical				5							0		
									55							0	
								20							0		
Project Accountant	Find Information	Search Document	Update Log	Clerical			10							0			
Project Accountant	Enter Information	Edit Document	Update Log	Clerical			10							0			
Project Accountant	Enter Information	Edit Document	Update Log	Clerical			10							0			
Project Accountant	Enter Information	Edit Document	Update Log	Clerical			10							0			
Project Accountant	Enter Information	Edit Document	Update Log	Clerical			10							0			
Project Accountant	Enter Information	Edit Document	Update Log	Clerical			5							0			
Project Accountant	Enter Information	Edit Document	Update Log	Clerical			10							0			
Project Accountant	Enter Information	Edit Document	Update Log	Clerical			10							0			

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**G5 Manage Change Orders**

IDEFO		Action	Document	Information	Source	Data Format	Org.
	<b>G5433 Save and Close OCOR Log</b>						
	G54331	Save	<a href="#">GC-&gt;OCOR Log</a>			Document	GC
	G54332	Close	<a href="#">GC-&gt;OCOR Log</a>			Document	GC
	<b>G544 Log OCO in O-GC-S CO Log</b>						
	G5441						
	G54411	Select	<a href="#">GC-&gt;O-GC-S CO Log</a>			Document	GC
	G54412	Open	<a href="#">GC-&gt;O-GC-S CO Log</a>			Document	GC
	<b>G5442 Enter in CO Details</b>						
	G54421	Enter	GC->O-GC-S CO Log	OCO No.	G531211	Number	GC
	G54422	Enter	GC->O-GC-S CO Log	OCO Item No.	G531232	Number	GC
	G54422	Enter	GC->O-GC-S CO Log	OCO Item \$ Amount	G5312334	\$ Amount	GC
	G54423	Enter	GC->O-GC-S CO Log	EW Cost Code ID	G5312331	ID	GC
	G54424	Enter	GC->O-GC-S CO Log	Summary Description of OCO	G5312333	Text	GC
	<b>G5443 Save and Close O-GC-S CO Log</b>						
	G54431	Save	<a href="#">GC-&gt;O-GC-S CO Log</a>			Document	GC
	G54432	Close	<a href="#">GC-&gt;O-GC-S CO Log</a>			Document	GC
	<b>G545 Log OCO in GC's SCOR Log</b>						
	G5451						
	G54511	Select	<a href="#">GC-&gt;SCOR Log</a>			Folder	GC
	G54512	Open	<a href="#">GC-&gt;SCOR Log</a>			Document	GC
	<b>G5452 Enter in OCO Details</b>						
	G54521	Select	GC->SCOR Log>>Sub Page	Sub Company Name	G51213	Text	GC
	G54522	Find	GC->SCOR Log>>Sub Page	SCOR ID	G51231	ID	GC
	G54523	Enter	GC->SCOR Log>>Sub Page	Status	AUTO!	Text	GC
	G54524	Enter	GC->SCOR Log>>Sub Page	OCO No.	G531211	Number	GC
	G54525	Enter	GC->SCOR Log>>Sub Page	OCO Item No.	G531232	Number	GC
	<b>G5453 Save and Close SCOR Log</b>						
	G54531	Save	<a href="#">GC-&gt;SCOR Log</a>			Document	GC
	G54532	Close	<a href="#">GC-&gt;SCOR Log</a>			Document	GC
	<b>G546</b>	Copy	<a href="#">OCO</a>			Document	GC
	<b>G547 Return Owner Change Order</b>						
	<b>G5471 Prepare OCO Envelope</b>						
	G54711	Instantiate	<a href="#">OCO Envelope</a>			Document	GC
	G547111						
	G547112	Enter	OCO Envelope	GC Company Name	G1112	Text	GC
	G547112	Enter	OCO Envelope	GC Co. Field Office Address	G1131	Text	GC
	G547112	Enter	OCO Envelope	GC Field Office Phone	G1132	Number	GC
	G547112	Enter	OCO Envelope	GC Field Office Fax	G1133	Number	GC
	G547112	Enter	OCO Envelope	GC Co. Contractor License No.	G1114	Number	GC
	G547113						
	G5471131	Enter	OCO Envelope	TO: Owner PM Name	O1212	Text	GC
	G5471132	Enter	OCO Envelope	TO: O Co. Name	O1112	Text	GC
	G5471133	Enter	OCO Envelope	TO: Owner Co. Field Office Address	O1131	Text	GC
	G54712	Enclose	<a href="#">OCO Envelope</a>	OCO		Document	GC
	<b>G5472 Send OCO to Owner for Signature</b>	Send	<a href="#">OCO Envelope</a>			Document	GC
	<b>G5473 Update GC's OCOR Log</b>						
	G54731						
	G547311	Select	<a href="#">GC-&gt;OCOR Log</a>			Document	GC
	G547312	Open	<a href="#">GC-&gt;OCOR Log</a>			Document	GC
	<b>G54732 Enter Project Information</b>						
	G547321	Select	GC->OCOR Log	Project Name	G531131	Text	GC
	G547322	Select	GC->OCOR Log	Building Name	G531133	Text	GC
	G547323	Enter	GC->OCOR Log	GC Project No.	G1313	Number	GC
	<b>G54733 Enter OCOR Mailed Information</b>						
	G547331	Select	GC->OCOR Log	OCO ID	G54123	ID	GC
	G547332	Enter	GC->OCOR Log	Date OCO Returned	AUTO!	Date	GC
	G547333	Enter	GC->OCOR Log	Time Sent	AUTO!	Time	GC
	<b>G54734 Update GC's OCOR Log</b>						
	G547341	Save	<a href="#">GC-&gt;OCOR Log</a>			Document	GC
	G547342	Close	<a href="#">GC-&gt;OCOR Log</a>			Document	GC
	<b>G548 Send OCO to GC Accounting</b>	Send	<a href="#">OCO</a>			Document	GC
	<b>G549 Archive OCO in GC OCO Folder</b>						
	G5491						
	G54911	Open	<a href="#">File Cabinet</a>			Drive	GC
	G54912	Find	OCO Folder			Folder	GC
	G54913	Select	OCO Folder			Folder	GC
	G54914	Open	<a href="#">OCO Folder</a>			Document	GC
	<b>G5492 File OCO in Folder</b>						
	G54921	Determine	OCO	Document Date	G531123	Date	GC
	G54922	Find	OCO Folder	Month	G54921	Date	GC
	G54923	File	OCO Folder	OCO		Document	GC
	<b>G5493</b>	Save	<a href="#">OCO Folder</a>			Folder	GC
	<b>G5494 Archive OCO Folder</b>						
	G54941	Close	<a href="#">OCO Folder</a>			Folder	GC
	G54942	Close	<a href="#">File Cabinet</a>			Drive	GC
	<b>G55 Process Owner Change Order (HO)</b>						
	<b>G551 Receive OCO</b>	Receive	<a href="#">OCO</a>			Document	GC
	<b>G552 Post OCO into Accounting System for Billing</b>						
	G5521						
	G55211	Select	<a href="#">GC-&gt;Accounting DB</a>			Folder	GC
	G55212	Open	<a href="#">GC-&gt;Accounting DB</a>			Document	GC
	G55213	Select	GC->Accounting DB	GC Project No.	G1313	Folder	GC

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					3.6	216	12975						0.97	58			
Position	Activity Level	Activity Description	Activity Classification	Skill	I Paper	H	G	F	E	D	C	I Internet	H	G	F	E	D
Project Accountant		Save Document	Update Log	Clerical				10	15						0	0	
Project Accountant		Close Document	Update Log	Clerical				5							0		
										80							0
Project Accountant		Select Document	Update Log	Clerical				10	15						0		
Project Accountant		Open Document	Update Log	Clerical				5							0		
									50								0
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10							0		
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10							0		
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10							0		
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10							0		
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10							0		
Project Accountant		Save Document	Update Log	Clerical				10	15						0		
Project Accountant		Close Document	Update Log	Clerical				5							0		
										80							0
Project Accountant		Select Document	Update Log	Clerical				10	15						0		
Project Accountant		Open Document	Update Log	Clerical				5							0		
									50								0
Project Accountant	Select Information	Edit Document	Update Log	Clerical				10							0		
Project Accountant	Find Information	Edit Document	Update Log	Clerical				10							0		
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10							0		
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10							0		
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10							0		
Project Accountant		Save Document	Update Log	Clerical				10	15						0		
Project Accountant		Close Document	Update Log	Clerical				5							0		
Clerk		Copy Document	Process Document	Clerical						60							0
									45	190							15
								25							0		
Clerk		Create Document	Process Document	Clerical			10							0			
Clerk	Enter Information	Create Document	Process Document	Clerical		0							0				
Clerk	Enter Information	Create Document	Process Document	Clerical		0							0				
Clerk	Enter Information	Create Document	Process Document	Clerical		0							0				
Clerk	Enter Information	Create Document	Process Document	Clerical		0							0				
Clerk	Enter Information	Create Document	Process Document	Clerical		0	15						0				
Clerk	Enter Information	Create Document	Process Document	Clerical		5							0				
Clerk	Enter Information	Create Document	Process Document	Clerical		5							0				
Clerk	Enter Information	Create Document	Process Document	Clerical		5							0				
Clerk	Enter Information	Enclose Document	Process Document	Clerical				20							0		
Clerk		Enter Information	Process Document	Clerical					60							15	
									85								0
								30							0		
Clerk		Select Document	Update Log	Clerical			20							0			
Clerk		Open Document	Update Log	Clerical			10							0			
								15						0			
Clerk	Enter Information	Edit Document	Update Log	Clerical			5							0			
Clerk	Enter Information	Edit Document	Update Log	Clerical			5							0			
Clerk	Enter Information	Edit Document	Update Log	Clerical			5							0			
								15						0			
Clerk	Enter Information	Edit Document	Update Log	Clerical			5							0			
Clerk	Enter Information	Timestamp Document	Update Log	Clerical			5							0			
Clerk	Enter Information	Timestamp Document	Update Log	Clerical			5							0			
								25						0			
Clerk		Save Document	Update Log	Clerical			20							0			
Clerk		Save Document	Update Log	Clerical			5							0			
Clerk		Send Document	Process Document	Clerical						60							15
										60							0
									20								0
Clerk		Open Storage	Locate Document	Clerical			5							0			
Clerk		Find Folder	Locate Document	Clerical			5							0			
Clerk		Select Folder	Locate Document	Clerical			5							0			
Clerk		Open Folder	Locate Document	Clerical			5							0			
									15								0
Clerk	Read Information	Search Document	Locate Document	Clerical			5							0			
Clerk	Read Information	Find Folder	Locate Document	Clerical			5							0			
Clerk		Archive Document	Locate Document	Clerical			5							0			
Clerk		Save Folder	Locate Document	Clerical					15								0
									10								0
Clerk		Close Folder	Locate Document	Clerical			5							0			
Clerk		Close Storage	Locate Document	Clerical			5							0			
										205							
Clerk		Receive Document	Process Document	Clerical						60							0
										85							0
									30								0
Accounting Entry		Open Folder	Update Database	Clerical				10							0		
Accounting Entry		Open Document	Update Database	Clerical				5							0		
Accounting Entry		Open Folder	Update Database	Clerical				10							0		

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G5 Manage Change Orders  
IDEF0

G55214

Action  
Open

Document  
[GC->Accounting DB>>Project No.](#)

Information

Source

Data Format  
Document

Org.  
GC

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**3.6 216 12975 0.97 58**

Position	Activity Level	Activity Description	Activity Classification	Skill	I	H	G	F	E	D	C	I	H	G	F	E	D
Accounting Entry		Open Document	Update Database	Clerical	Paper				5			Internet				0	

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IDEFO		Action	Document	Information	Source	Data Format	Org.	
G5522	<b>Update Database with OCO Details</b>							
	G55221	Find	GC->Accounting DB	OCO ID	G531121	ID	GC	
	G55222	Enter	GC->Accounting DB	OCO No.	G54421	Number	GC	
	G55223	Enter	GC->Accounting DB	OCO Item No.	G54422	Number	GC	
	G55224	Enter	GC->Accounting DB	OCO Item \$ Amount	G54422	\$ Amount	GC	
	G5524	Enter	GC->Accounting DB	OCO Total \$ Amount	G531242	\$ Amount	GC	
	<b>Save and Close GC's Accounting DB</b>							
	G55241	Save	<u>GC-&gt;Accounting DB</u>				Document	GC
	G55242	Close	<u>GC-&gt;Accounting DB</u>				Document	GC
	<b>G553 Archive OCO in GC OCO Folder</b>							
G5531	<b>Retrieve OCO Folder</b>							
	G55311	Open	<u>File Cabinet</u>			Drive	GC	
	G55312	Find	OCO Folder			Folder	GC	
	G55313	Select	OCO Folder			Folder	GC	
G55314	Open	<u>OCO Folder</u>			Document	GC		
G5532	<b>File OCO in Folder</b>							
	G55321	Determine	OCO	Document Date	G531123	Date	GC	
	G55322	Find	OCO Folder	Month	G55321	Date	GC	
	G55323	File	OCO Folder	OCO		Document	GC	
G5533	Save	<u>OCO Folder</u>			Folder	GC		
G5534	<b>Archive OCO Folder</b>							
	G55341	Close	<u>OCO Folder</u>			Folder	GC	
	G55342	Close	<u>File Cabinet</u>			Drive	GC	

**G56 Prepare Sub Change Order**

**G561 Prepare Sub Change Order**

G5611	<b>Create Sub Change Order</b>								
	G56111	Instantiate	<u>SCO</u>			Document	GC		
	G56112	<b>Enter Document Information</b>							
		G561121	Enter	SCO	SCO Document ID	AUTO!	ID	GC	
		G561122	Enter	SCO	SCO Document Title	AUTO!	Text	GC	
	G561123	Enter	SCO	SCO Date	AUTO!	Date	GC		
	G56113	<b>Enter GC Company Information</b>							
		G561131	Enter	SCO	GC Company Name	G1112	Text	GC	
		G561132	Enter	SCO	GC Co. Field Office Address	G1131	Text	GC	
		G561133	Enter	SCO	GC Field Office Phone	G1132	Number	GC	
		G561134	Enter	SCO	GC Field Office Fax	G1133	Number	GC	
	G561135	Enter	SCO	GC Co. Contractor License No.	G1114	Number	GC		
	G56114	<b>Enter Sub Company Information</b>							
		G561141	Enter	SCO	TO: Sub Company Name	S1112	Text	GC	
		G561142	Enter	SCO	TO: Sub Co. Home Office Address	S1121	Text	GC	
G561143		Enter	SCO	TO: Sub Home Office Phone	S1122	Number	GC		
G561144	Enter	SCO	TO: Sub Home Office Fax	S1123	Number	GC			
G56115	<b>Enter Project Information</b>								
	G561151	Enter	SCO	Project Name	G1312	Text	GC		
	G561152	Enter	SCO	GC Project No.	G1313	Number	GC		
	G561153	Enter	SCO	Building Name	G1322	Text	GC		
G5612	<b>Edit Sub Change Order</b>								
	G56121	<b>Enter Sub Change Order Information</b>							
		<b>Enter SCO Numerical Information</b>							
		G561211	Enter	SCO	Sub No.	S1411	Number	GC	
		G561212	Enter	SCO	SCO No.	AUTO!	Number	GC	
		<b>Enter SCO Legal Information</b>							
		G5612121	Enter	SCO	Authorization Clause	AUTO!	Text	GC	
		G5612122	Enter	SCO	Disclaimer - Legal Language	AUTO!	Text	GC	
		<b>Enter SCO Signature Information</b>							
		G5612131	Enter	SCO	GC Company Name	G561131	Text	GC	
		G5612132	Enter	SCO	GC PM Title	G1232	Text	GC	
		G5612133	Enter	SCO	GC PM Name	G1212	Text	GC	
		G5612134	Enter	SCO	Sub Company Name	G561141	Text	GC	
	G56122	<b>Determine Compensable COR Items from SCOR Log</b>							
		<b>Open SCOR Log</b>							
G561221		Select	<u>GC-&gt;SCOR Log</u>			Folder	GC		
	G5612212	Open	<u>GC-&gt;SCOR Log</u>			Document	GC		
	G5612213	Find	GC->SCOR Log	Sub Company Name	G561141	Text	GC		
	G5612214	Open	<u>GC-&gt;SCOR Log&gt;&gt;SubPage</u>			Document	GC		
G561222	<b>Find Compensable SCOR Items</b>								
	G5612221	Find	Approved Items w/o Sub CO No.						
	G56122211	Find	GC->SCOR Log>>SubPage	SCO No. = (blank)		Number	GC		
	G56122212	Find	GC->SCOR Log>>SubPage	Status="Approved"		Text	GC		
	<b>Find Items with OCO No.</b>								
	G56122221	Find	GC->SCOR Log>>SubPage	OCO No.	G54524	Number	GC		
	G56122222	Find	GC->SCOR Log>>SubPage	OCO Item No.	G54525	Number	GC		
	<b>Determine Compensable SCOR Details</b>								
	G56122231	Determine	GC->SCOR Log>>SubPage	SCOR ID	G54522	ID	GC		
	G56122232	Determine	GC->SCOR Log>>SubPage	Subject of SCOR	G51234	Text	GC		
G56122233	Determine	GC->SCOR Log>>SubPage	Total SCOR \$ Amount	G51235	\$ Amount	GC			
G56122234	Select	GC->SCOR Log>>SubPage	OCOR Cost Code ID	G51238	ID	GC			
G561223	<b>Save and Close SCOR Log</b>								
	G5612231	Save	<u>GC-&gt;SCOR Log&gt;&gt;SubPage</u>			Document	GC		
G5612232	Close	<u>GC-&gt;SCOR Log</u>			Document	GC			
G56123	<b>Enter Sub Change Order Item Information</b>								
	G561231	Select	SCO	SCOR ID	G56122231	ID	GC		
	G561232	Enter	SCO	SCO Item No.	AUTO!	Number	GC		
	<b>Enter SCO Item Description</b>								
	G5612331	Enter	SCO	OCOR Cost Code ID	G56122234	ID	GC		
	G5612332	Enter	SCO	OCOR Cost Code Description	G21222	Text	GC		
	G5612333	Enter	SCO	Summary of SCOR	S51352223	Text	GC		
	G5612334	Enter	SCO	OCO No.	G56122221	Number	GC		
	G5612335	Enter	SCO	OCO Item No.	G56122222	Number	GC		
	G5612336	Enter	SCO	SCO Item \$ Amount	G56122233	\$ Amount	GC		





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**G5 Manage Change Orders**

IDEFO	Action	Document	Information	Source	Data Format	Org.
G56124	Calculate	SCO Totals				
	Enter	G561241	Previous Sub Contract \$ Value	G561243	\$ Amount	GC
	Calculate	G561242	Total SCO \$ Amount	=SUM(2336)	\$ Amount	GC
G561243	Calculate	G561243	Revised Subcontract \$ Value to Date	=241+242	\$ Amount	GC
	<b>G5613 Update SCO</b>					
	Save	SCO			Document	GC
	Print	SCO			Document	GC
<b>G562 Review &amp; Approve SCO Before Sending</b>						
G5621	Review	SCO			Document	GC
	Approve	SCO			Document	GC
<b>G563 Log SCO in GC's SCOR Log</b>						
G5631	Select	GC->SCOR Log Folder			Folder	GC
	Open	GC->SCOR Log			Document	GC
	Find	GC->SCOR Log	Sub Company Name	G561141	Text	GC
	Open	GC->SCOR Log>>SubPage			Document	GC
G5632	Enter	GC->SCOR Log>>SubPage	SCOR ID	G561231	ID	GC
	Enter	GC->SCOR Log>>SubPage	SCO ID	G561121	ID	GC
	Enter	GC->SCOR Log>>SubPage	SCO No.	G5612112	Number	GC
	Enter	GC->SCOR Log>>SubPage	SCO Item No.	G561232	Number	GC
	Enter	GC->SCOR Log>>SubPage	Date SCO Sent	AUTO!	Date	GC
	Enter	GC->SCOR Log>>SubPage	Status = Mailed for Execution	AUTO!	Text	GC
	Enter	GC->SCOR Log>>SubPage				
G5633	Save	GC->SCOR Log>>SubPage			Document	GC
	Close	GC->SCOR Log			Document	GC
	<b>G564 Send Sub Change Order to Sub</b>					
<b>G5641 Prepare SCO Envelope</b>						
G56411	Instantiate	SCO Envelope			Document	GC
	Enter	SCO Envelope	GC Company Name	G561131	Text	GC
	Enter	SCO Envelope	GC Co. Home Office Address	G561132	Text	GC
	Enter	SCO Envelope	GC Home Office Phone	G561133	Number	GC
	Enter	SCO Envelope	GC Home Office Fax	G561134	Number	GC
	Enter	SCO Envelope	TO: Sub Company Name	G561141	Text	GC
	Enter	SCO Envelope	TO: Sub PM Name	S1212	Text	GC
	Enter	SCO Envelope	TO: Sub Co. Field Office Address	G561142	Text	GC
	Enclose	SCO Envelope	SCO		Document	GC
	Send	SCO			Document	GC
<b>G5642</b>						
<b>G5643 Update GC's SCOR Log</b>						
G5641	Select	GC->SCOR Log Folder			Folder	GC
	Open	GC->SCOR Log			Document	GC
G5642	Enter	GC->SCOR Log	Project Name	G561151	Text	GC
	Enter	GC->SCOR Log	GC Project No.	G561152	Number	GC
	Enter	GC->SCOR Log	Building Name	G561153	Text	GC
G5643	Select	GC->SCOR Log	SCO ID	G561121	ID	GC
	Enter	GC->SCOR Log	Date SCO Sent	AUTO!	Date	GC
	Enter	GC->SCOR Log	Time Sent	AUTO!	Time	GC
G5644	Save	GC->SCOR Log			Document	GC
	Close	GC->SCOR Log			Document	GC
<b>G57 Process Sub Change Order</b>						
<b>G571 Receive Sub Change Order (accepted)</b>						
G5711	Open	SCO Envelope			Document	GC
	Enter	SCO	Date SCO Received	AUTO!	Date	GC
G5712	Determine	SCO	Sub Company Name	G561141	Text	GC
	Determine	SCO	SCO Title	G561122	Text	GC
	Determine	SCO	SCO ID	G561121	ID	GC
	Deliver	SCO			Document	GC
	Deliver	SCO			Document	GC
<b>G572 GC Execute Sub Change Order</b>						
G5721	Review	SCO			Document	GC
	Approve	SCO			Document	GC
	Enter	SCO	GC PM Signature	DATA!	Signature	GC
G5722	Enter	SCO	Date SCO Executed	AUTO!	Date	GC
	Enter	SCO			Document	GC
<b>G573 Update GC's SCOR Log</b>						
G5731	Select	GC->SCOR Log			Folder	GC
	Open	GC->SCOR Log			Document	GC
	Find	GC->SCOR Log	Sub Company Name	G561141	Text	GC
	Open	GC->SCOR Log>>SubPage			Document	GC
G5732	Find	GC->SCOR Log>>SubPage	SCO ID	G56322	ID	GC
	Enter	GC->SCOR Log>>SubPage	Date SCO Executed	G57222	Date	GC
	Enter	GC->SCOR Log>>SubPage	Status = Executed	AUTO!	Text	GC
	Enter	GC->SCOR Log>>SubPage			Document	GC

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Position	Activity Level	Activity Description	Activity Classification	Skill	Paper							Internet						
					I	H	G	F	E	D	C	I	H	G	F	E	D	
Project Accountant	Enter Information	Edit Document	Prepare Document	Clerical			15		15								0	
Project Accountant	Calculate Value	Edit Document	Prepare Document	Technical			0										0	
Project Accountant	Calculate Value	Edit Document	Prepare Document	Technical			0										0	
Project Accountant		Save Document	Process Document	Clerical				60	90							60	60	
Project Accountant		Print Document	Process Document	Clerical				30								0		
Project Manager		Review Document	Authorize Document	Managerial							135						135	
Project Manager		Approve Document	Authorize Document	Managerial					120							120	15	
									15								15	
											115						0	
Project Accountant		Open Folder	Update Log	Clerical				10	40							0	0	
Project Accountant		Open Document	Update Log	Clerical				5								0	0	
Project Accountant		Find Document	Update Log	Clerical				10								0	0	
Project Accountant		Open Document	Update Log	Clerical				15								0	0	
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10	60							0	0	
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10								0	0	
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10								0	0	
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10								0	0	
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10	15							0	0	
Project Accountant		Save Document	Update Log	Clerical				10								0	0	
Project Accountant		Close Document	Update Log	Clerical				5								0	0	
									50		195					0	15	
Clerk		Create Document	Process Document	Clerical			10	30							0	0	0	
Clerk	Enter Information	Create Document	Process Document	Clerical		0	0						0		0		0	
Clerk	Enter Information	Create Document	Process Document	Clerical		0	0						0		0		0	
Clerk	Enter Information	Create Document	Process Document	Clerical		0	0						0		0		0	
Clerk	Enter Information	Create Document	Process Document	Clerical		10	30						0		0		0	
Clerk	Enter Information	Create Document	Process Document	Clerical		10							0		0		0	
Clerk	Enter Information	Create Document	Process Document	Clerical		10							0		0		0	
Clerk		Enclose Document	Process Document	Clerical				20								0	0	
Clerk		Send Document	Process Document	Clerical					60							15	15	
									85							0	0	
Project Manager		Open Folder	Update Log	Clerical			20	30								0	0	
Project Manager		Open Document	Update Log	Clerical			10								0		0	
Project Manager	Enter Information	Edit Document	Update Log	Clerical			5	15							0		0	
Project Manager	Enter Information	Edit Document	Update Log	Clerical			5								0		0	
Project Manager	Enter Information	Edit Document	Update Log	Clerical			5								0		0	
Project Manager	Enter Information	Timestamp Document	Update Log	Clerical			5								0		0	
Project Manager	Enter Information	Timestamp Document	Update Log	Clerical			5								0		0	
Project Manager		Save Document	Update Log	Clerical			20	25							0		0	
Project Manager		Close Document	Update Log	Clerical			5								0		0	
											530						0	
											50					0	0	
Clerk		Open Document	Process Document	Clerical			10	20							0		0	
Clerk	Enter Information	Timestamp Document	Process Document	Clerical			10		30						0		0	
Clerk	Read Information	Open Document	Process Document	Clerical			5								0		0	
Clerk	Read Information	Open Document	Process Document	Clerical			5								0		0	
Clerk	Read Information	Open Document	Process Document	Clerical			5								0		0	
Clerk		Deliver Document	Process Document	Clerical			15								0		0	
											145						140	
Project Manager		Review Document	Authorize Document	Managerial				120	135							120	135	
Project Manager		Approve Document	Authorize Document	Managerial				15							15		15	
Project Manager	Enter Information	Sign Document	Authorize Document	Managerial				5	10						5		5	
Project Manager	Enter Information	Timestamp Document	Authorize Document	Managerial				5							0		0	
											85					0	0	
Project Accountant		Open Folder	Update Log	Clerical				10	40							0	0	
Project Accountant		Open Document	Update Log	Clerical				5								0	0	
Project Accountant	Find Information	Find Document	Update Log	Clerical				10								0	0	
Project Accountant		Open Document	Update Log	Clerical				15								0	0	
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10	30							0	0	
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10								0	0	
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10								0	0	

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CIFE Technical Report #126A  
 March, 2001

**G5 Manage Change Orders**

IDEFO	Action	Document	Information	Source	Data Format	Org.
<a href="#">G5733</a> <a href="#">Save and Close SCOR Log</a>	Save	<a href="#">GC-&gt;SCOR Log&gt;&gt;SubPage</a>			Document	GC
<a href="#">G57331</a>	Close	<a href="#">GC-&gt;SCOR Log</a>			Document	GC
<a href="#">G57332</a>						
<a href="#">G574</a> <a href="#">Update O-GC-S CO Log</a>						
<a href="#">G5741</a> <a href="#">Open O-GC-S CO Log</a>	Select	<a href="#">GC-&gt;O-GC-S CO Log</a>			Folder	GC
<a href="#">G57411</a>	Open	<a href="#">GC-&gt;O-GC-S CO Log</a>			Document	GC
<a href="#">G57412</a>						
<a href="#">G5742</a> <a href="#">Enter in CO Details</a>	Find	GC->O-GC-S CO Log	EW Cost Code ID	G5612331	ID	GC
<a href="#">G57421</a>	Enter	GC->O-GC-S CO Log	SCO No.	G5612112	Number	GC
<a href="#">G57422</a>	Enter	GC->O-GC-S CO Log	SCO Item No.	G561232	Number	GC
<a href="#">G57423</a>	Enter	GC->O-GC-S CO Log	SCO Item \$ Amount	G5612336	\$ Amount	GC
<a href="#">G57424</a>	Calculate	GC->O-GC-S CO Log	GC O&P Item \$ Amount	=7724 * %	\$ Amount	GC
<a href="#">G57425</a>						
<a href="#">G5743</a> <a href="#">Save and Close SCOR Log</a>	Save	<a href="#">GC-&gt;O-GC-S CO Log</a>			Document	GC
<a href="#">G57431</a>	Close	<a href="#">GC-&gt;O-GC-S CO Log</a>			Document	GC
<a href="#">G57432</a>						
<a href="#">G575</a>	Copy	<a href="#">SCO</a>			Document	GC
<a href="#">G576</a> <a href="#">Send SCO to GC Accounting</a>	Send	<a href="#">SCO</a>			Document	GC
<a href="#">G577</a> <a href="#">Archive SCO in GC SCO Folder</a>						
<a href="#">G5771</a> <a href="#">Retrieve SCO Folder</a>	Open	<a href="#">File Cabinet</a>			Drive	GC
<a href="#">G57711</a>	Find	SCO Folder			Folder	GC
<a href="#">G57712</a>	Select	SCO Folder			Folder	GC
<a href="#">G57713</a>	Open	<a href="#">SCO Folder</a>			Document	GC
<a href="#">G57714</a>						
<a href="#">G5772</a> <a href="#">File SCO in Folder</a>	Determine	SCO	Document Date	G561123	Date	GC
<a href="#">G57721</a>	Find	SCO Folder	Month	G57721	Date	GC
<a href="#">G57722</a>	File	SCO Folder	SCO		Document	GC
<a href="#">G57723</a>	Save	<a href="#">SCO Folder</a>			Folder	GC
<a href="#">G5773</a>						
<a href="#">G5774</a> <a href="#">Archive SCO Folder</a>	Close	<a href="#">SCO Folder</a>			Folder	GC
<a href="#">G57741</a>	Close	<a href="#">File Cabinet</a>			Drive	GC
<a href="#">G57742</a>						
<a href="#">G58</a> <a href="#">Process Sub Change Order (HO)</a>						
<a href="#">G581</a> <a href="#">Receive SCO</a>	Receive	<a href="#">SCO</a>			Document	GC
<a href="#">G582</a> <a href="#">Post SCO into Accounting System for Payment</a>						
<a href="#">G5821</a> <a href="#">Open Sub Acct DB</a>	Select	<a href="#">GC-&gt;Sub Acct DB</a>			Folder	GC
<a href="#">G58211</a>	Open	<a href="#">GC-&gt;Sub Acct DB</a>			Document	GC
<a href="#">G58212</a>	Find	GC->Sub Acct DB	Sub Company Name	G561141	Text	GC
<a href="#">G58213</a>	Open	<a href="#">GC-&gt;Sub Acct DB&gt;&gt;SubPage</a>			Document	GC
<a href="#">G58214</a>						
<a href="#">G5822</a> <a href="#">Enter in SCO Details</a>	Enter	GC->Sub Acct DB>>SubPage	SCO No.	G5612112	Number	GC
<a href="#">G58221</a>	Enter	GC->Sub Acct DB>>SubPage	SCO Item No.	G561232	Number	GC
<a href="#">G58222</a>	Enter	GC->Sub Acct DB>>SubPage	EW Cost Code ID	G5612331	ID	GC
<a href="#">G58223</a>	Enter	GC->Sub Acct DB>>SubPage	OCO No.	G5612334	Number	GC
<a href="#">G58224</a>	Enter	GC->Sub Acct DB>>SubPage	OCO Item No.	G5612335	Number	GC
<a href="#">G58225</a>	Enter	GC->Sub Acct DB>>SubPage	SCO Item \$ Amount	G5612336	\$ Amount	GC
<a href="#">G58226</a>						
<a href="#">G5823</a> <a href="#">Save and Close Sub Acct DB</a>	Save	<a href="#">GC-&gt;Sub Acct DB&gt;&gt;SubPage</a>			Document	GC
<a href="#">G58231</a>	Close	<a href="#">GC-&gt;Sub Acct DB</a>			Document	GC
<a href="#">G58232</a>						
<a href="#">G583</a> <a href="#">Archive SCO in GC SCO Folder</a>						
<a href="#">G5831</a> <a href="#">Retrieve SCO Folder</a>	Open	<a href="#">File Cabinet</a>			Drive	GC
<a href="#">G58311</a>	Find	SCO Folder			Folder	GC
<a href="#">G58312</a>	Select	SCO Folder			Folder	GC
<a href="#">G58313</a>	Open	<a href="#">SCO Folder</a>			Document	GC
<a href="#">G58314</a>						
<a href="#">G5832</a> <a href="#">File SCO in Folder</a>	Determine	SCO	Document Date	G561123	Date	GC
<a href="#">G58321</a>	Find	SCO Folder	Month	G58321	Date	GC
<a href="#">G58322</a>	File	SCO Folder	SCO		Document	GC
<a href="#">G58323</a>	Save	<a href="#">SCO Folder</a>			Folder	GC
<a href="#">G5833</a>						
<a href="#">G5834</a> <a href="#">Archive SCO Folder</a>	Close	<a href="#">SCO Folder</a>			Folder	GC
<a href="#">G58341</a>	Close	<a href="#">File Cabinet</a>			Drive	GC
<a href="#">G58342</a>						

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Position	Activity Level	Activity Description	Activity Classification	Skill	Paper					Internet								
					I	H	G	F	E	D	C	I	H	G	F	E	D	
Project Accountant		Save Document	Update Log	Clerical				10	15								0	
Project Accountant		Close Document	Update Log	Clerical				5									0	
										70								0
Project Accountant		Select Document	Update Log	Clerical				10									0	
Project Accountant		Open Document	Update Log	Clerical				5									0	
									40									0
Project Accountant	Find Information	Edit Document	Update Log	Clerical				10									0	
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10									0	
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10									0	
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				10									0	
Project Accountant	Enter Information	Edit Document	Update Log	Clerical				0									0	
Project Accountant		Save Document	Update Log	Clerical				10	15								0	
Project Accountant		Close Document	Update Log	Clerical				5									0	
Clerk		Copy Document	Process Document	Clerical						60								0
Clerk		Send Document	Process Document	Clerical						60								15
										60								0
									20								0	
Clerk		Open Storage	Locate Document	Clerical				5									0	
Clerk		Find Folder	Locate Document	Clerical				5									0	
Clerk		Select Folder	Locate Document	Clerical				5									0	
Clerk		Open Folder	Locate Document	Clerical				5									0	
									15								0	
Clerk	Read Information	Search Document	Locate Document	Clerical				5									0	
Clerk	Read Information	Find Folder	Locate Document	Clerical				5									0	
Clerk		Archive Document	Locate Document	Clerical				5									0	
Clerk		Save Folder	Locate Document	Clerical					15								0	
									10								0	
Clerk		Close Folder	Locate Document	Clerical				5									0	
Clerk		Close Storage	Locate Document	Clerical				5									0	
											235							0
Clerk		Receive Document	Process Document	Clerical						60								0
										115								0
									40								0	
Accounting Entry		Open Folder	Update Database	Clerical				10									0	
Accounting Entry		Open Document	Update Database	Clerical				5									0	
Accounting Entry	Read Information	Find Document	Update Database	Clerical				10									0	
Accounting Entry		Open Document	Update Database	Clerical				15									0	
									60								0	
Accounting Entry	Enter Information	Edit Document	Update Database	Clerical				10									0	
Accounting Entry	Enter Information	Edit Document	Update Database	Clerical				10									0	
Accounting Entry	Enter Information	Edit Document	Update Database	Clerical				10									0	
Accounting Entry	Enter Information	Edit Document	Update Database	Clerical				10									0	
Accounting Entry	Enter Information	Edit Document	Update Database	Clerical				10									0	
Accounting Entry	Enter Information	Edit Document	Update Database	Clerical				10									0	
Accounting Entry		Save Document	Update Database	Clerical				10	15								0	
Accounting Entry		Close Document	Update Database	Clerical				5									0	
										60								0
									20								0	
Clerk		Open Storage	Locate Document	Clerical				5									0	
Clerk		Find Folder	Locate Document	Clerical				5									0	
Clerk		Select Folder	Locate Document	Clerical				5									0	
Clerk		Open Folder	Locate Document	Clerical				5									0	
									15								0	
Clerk	Read Information	Search Document	Locate Document	Clerical				5									0	
Clerk	Read Information	Find Folder	Locate Document	Clerical				5									0	
Clerk		Archive Document	Locate Document	Clerical				5									0	
Clerk		Save Folder	Locate Document	Clerical					15								0	
									10								0	
Clerk		Close Folder	Locate Document	Clerical				5									0	
Clerk		Close Storage	Locate Document	Clerical				5									0	

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