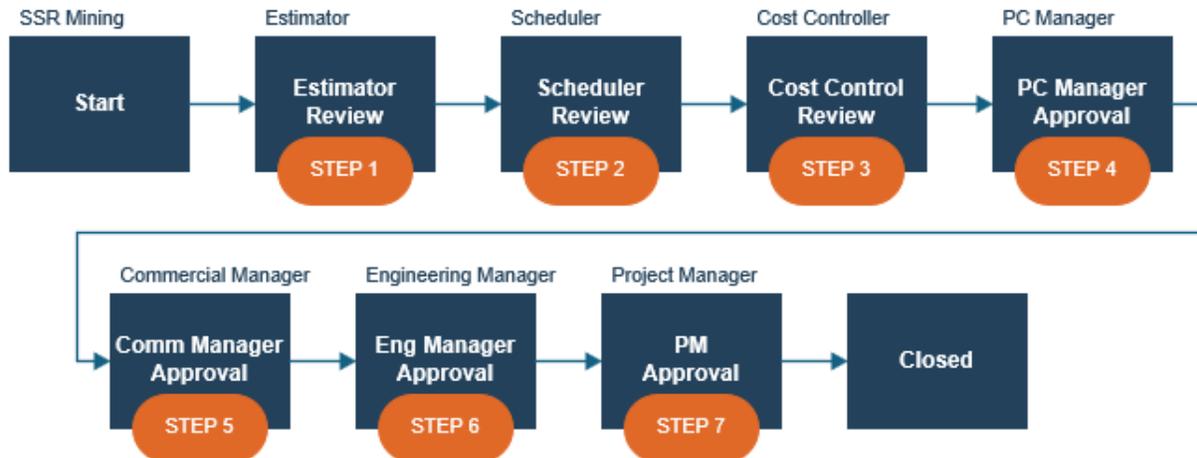


CHANGES NOTICES (MANAGED WITH BUDGET AMENDMENTS)

Project Additions, Deductions and Allocations are managed by the Change Notice Process in Budget Amendments. Project team members from SSR have access to start a Budget Amendment by filling out the Origination Section and starting the Change Notice workflow.

The workflow steps send the Change Notice to the Estimator, Scheduler, and Cost Controller for input. Each of these roles has a section to complete in the form. Once the Cost Controller passes their workflow step, the workflow continues to the approval phase. The PC Manager, Commercial Manager, Engineering Manager, and Project Manager each pass their workflow step as approval of the change.



To navigate this Quick Reference Guide, simply scroll down, or use the following hyperlinks to jump to a specific section.

[Originate a Change Notice](#)

[Review the Change Notice](#)

❖ [Estimator](#)

❖ [Scheduler](#)

❖ [Cost Controller](#)

[Approve the Change Notice](#)

❖ [Project Control Manager](#)

❖ [Commercial Manager](#)

❖ [Engineering Manager](#)

❖ [Project Manager](#)

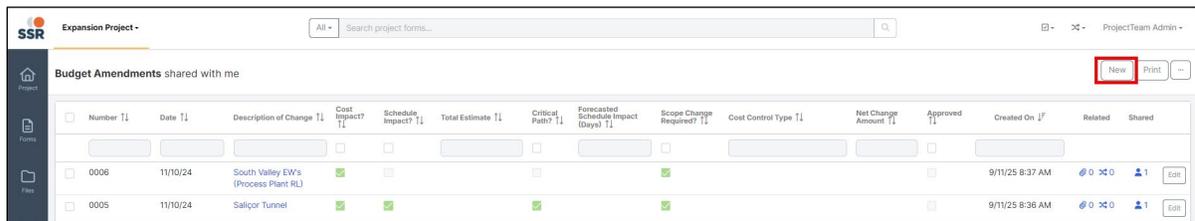
[View Changes to the Budget Item](#)

[Additional Resources](#)

ORIGINATE A CHANGE NOTICE

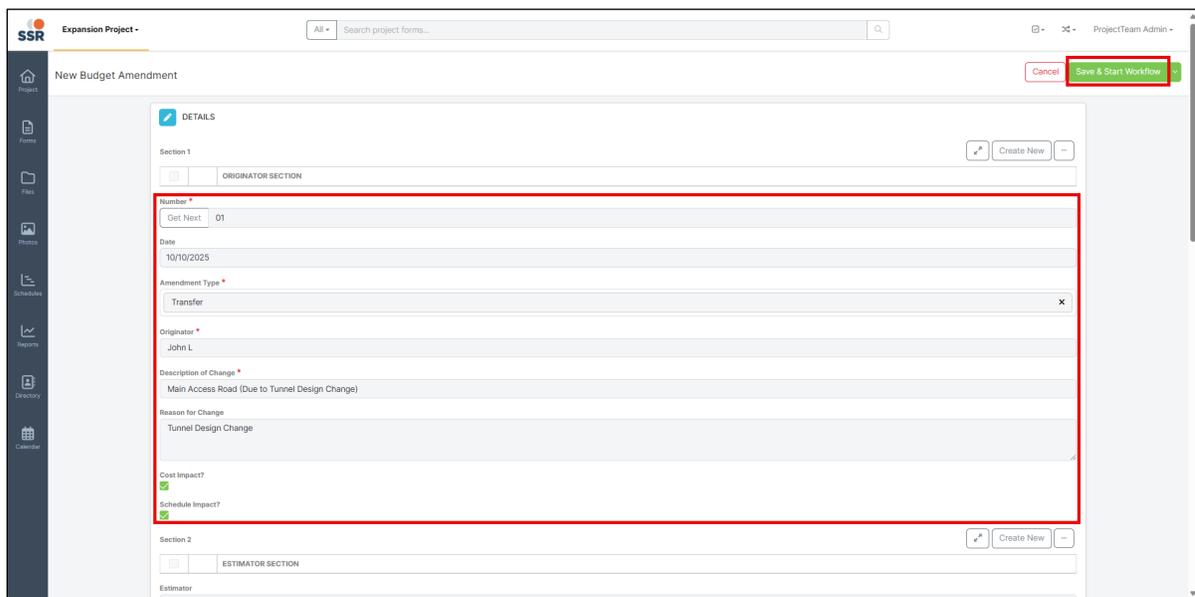
Any SSR project team member can add a Change Notice in the Budget Amendment form.

- 1) Click the **New** button on the Budget Amendment log view.



Number	Date	Description of Change	Cost Impact?	Schedule Impact?	Total Estimate	Critical Path?	Forecasted Schedule Impact (Days)	Scope Change Required?	Cost Control Type	Net Change Amount	Approved	Created On	Related	Shared
0006	11/10/24	South Valley EW's (Process Plant RL)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>	9/11/25 8:37 AM	0 0 0	1 0 0
0005	11/10/24	Saljor Tunnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>	9/11/25 8:36 AM	0 0 0	1 0 0

- a. Complete **Section 1: Originator Section** at the top of the page.
- b. **Save & Start Workflow.**



DETAILS

Section 1

ORIGINATOR SECTION

Number *
Get Next 01

Date
10/10/2025

Amendment Type *
Transfer

Originator *
John L.

Description of Change *
Main Access Road (Due to Tunnel Design Change)

Reason for Change
Tunnel Design Change

Cost Impact?

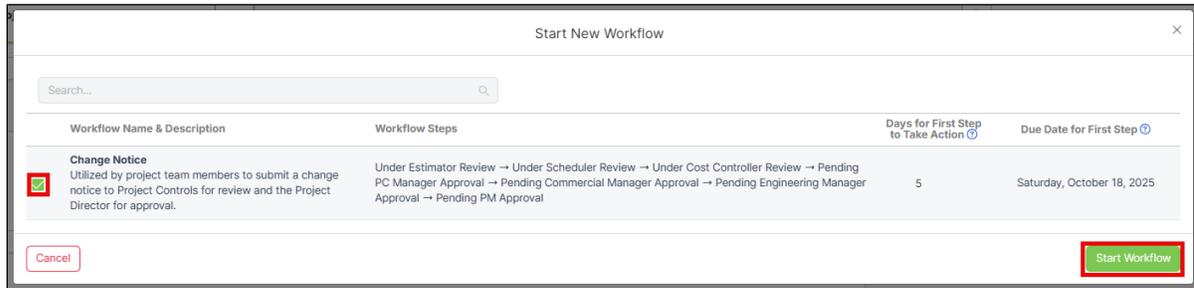
Schedule Impact?

Section 2

ESTIMATOR SECTION

Estimator

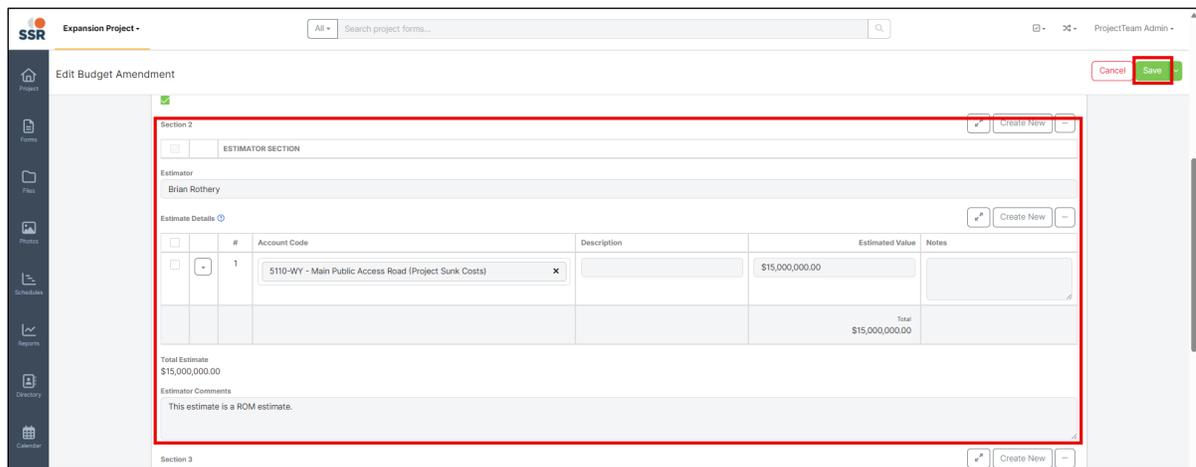
- i. Select the **Change Notice Workflow**.
- ii. **Start Workflow** to send to the Estimator for Review.



REVIEW THE CHANGE NOTICE

As the workflow moves through the review process, the users in the applicable role will receive a notification email with instructions to review the Change Notice, edit the applicable fields, and then pass the workflow step to send to the next reviewer. Failing a workflow step allows you to select which step to return it to; use Notes to document the justification of the failed step.

- 2) **Estimator:**
 - a. **Review** the Originator Section.
 - b. Complete **Section 2: Estimator Section**.
 - c. **Save** the record.



- d. Click **Take Action** from the top of the page or from the **Workflows** section of the form.



- e. **Pass** the workflow step to send to the Scheduler for review.

- 3) **Scheduler:**
 - a. **Review** the Originator and Estimator Sections.
 - i. Complete **Section 3: Scheduler Section**.
 - b. **Save** the record.



- c. Click **Take Action** from the top of the page or from the Workflow section of the form.

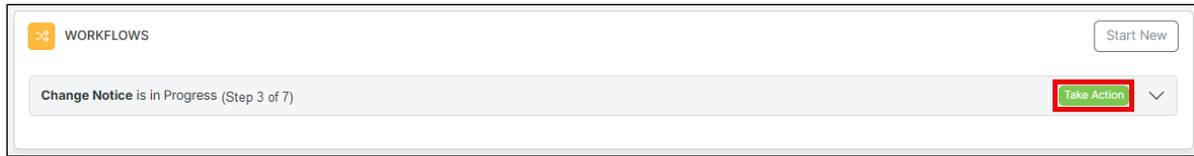


- d. **Pass** the workflow step to send to the Cost Controller for review.

- 4) **Cost Controller:**
 - a. **Review** the Originator, Estimator, and Scheduler Sections.
 - b. Complete **Section 4: Cost Controller Section**.
 - c. **Save** the record.



- d. Click **Take Action** from the top of the page or from the **Workflows** section of the form.
 - e. **Pass** the workflow step to send to the PC Manager for approval.



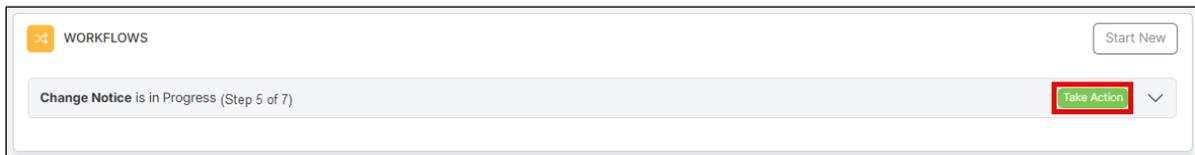
APPROVE THE CHANGE NOTICE

As the workflow moves through the approval process, the users in the applicable role will receive a notification email with instructions to review the Change Notice and then pass the workflow step to **Approve** the change. Failing a workflow step allows you to select which step to return it to; use Notes to document the justification of the failed step.

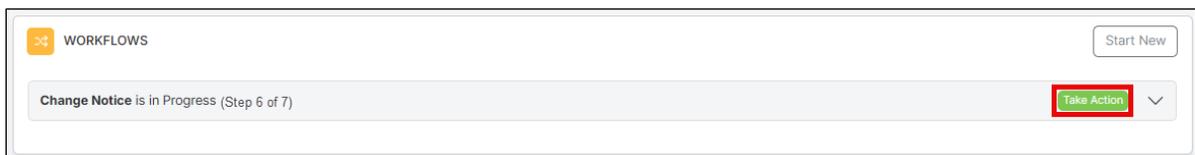
- 5) **Project Control Manager:**
 - a. **Review** each section of the record.
 - b. Click **Take Action** from the top of the page or from the **Workflows** section of the form.



- c. **Approve** the change by Passing the workflow.
- 6) **Commercial Manager:**
 - a. **Review** each section of the record.
 - b. Click **Take Action** from the top of the page or from the **Workflows** section of the form.



- c. **Approve** the change by Passing the workflow step.
- 7) **Engineering Manager:**
 - a. **Review** each section of the record.
 - b. Click **Take Action** from the top of the page or from the **Workflows** section of the form.



- c. **Approve** the change by Passing the workflow.
- 8) **Project Manager:**
- a. **Review** each section of the record.
 - b. Click the **Approve Budget Amendment** button at the top of the page.
 - i. This will **lock** the **Cost Control Allocation** collection in the Cost Controller Section.



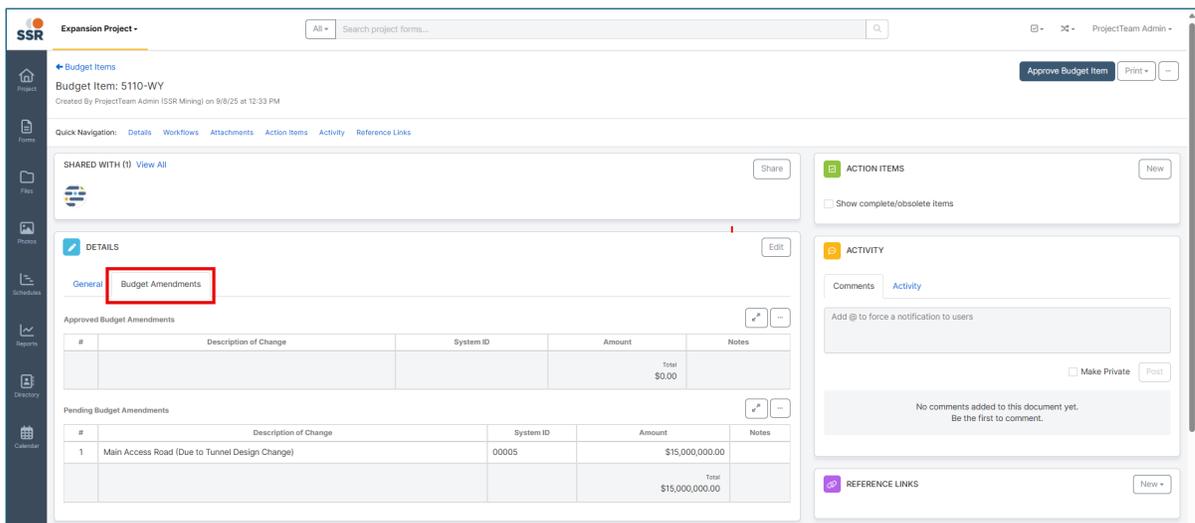
- c. Click **Take Action** from the top of the page or from the **Workflows** section of the form.



- d. Pass the workflow step as the **Final Approval**.
 - i. Originator will be **notified** that the workflow is complete.

VIEW CHANGES TO THE BUDGET ITEM

- 1) Change amounts appear in the Budget Amendments tab of the **Budget Item**.
 - a. Changes will start in **Pending Budget Amendments**. When the Project Manager clicks the **Approve Budget Amendment** button the change is moved to **Approved Budget Amendments**.



- 2) These amounts are pulled from **Cost Control Allocation** that is entered by the Cost Controller in the Budget Amendment form.

Cost Control Allocation			
#	Account Code	Amount	Notes
1	5110-WY - Main Public Access Road (Project Sunk Costs)	\$15,000,000.00	
2	9110-YA - Contingency CAPEX (Contingency)	(\$15,000,000.00)	
		Total	\$0.00

RELATED RESOURCES

Related QRGs:

Budget Items