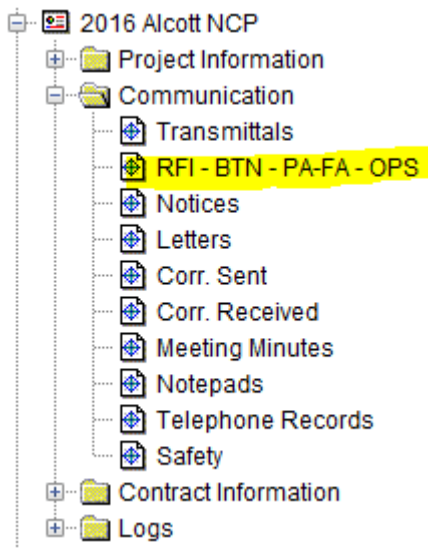


Construction Coordination Plan User Manual

The PM (Project Manager –Jacobs/LL) is responsible for entering the CC Plan within the Primavera Contract Management system.

<https://cm.cps.k12.il.us>

Within the specific project, click on the Communication folder and then the RFI – BTN – PA-FA – OPS module as shown:



Click on Add Document and fill in the information as shown in the General tab:

General	Review Status	Question	Answer	Details	Drawings	Schedule	Custom Fields
Type *	Construction Coordination Plan						
To *	Chicago Public Schools Procurement Department						...
From *	Jacobs Engineering Dave C Grouzard						...
Number *	00001						
Date	May 11, 2017						📅
Title	CC Plan - Burnside ADA						

Go to the Attachments tab and add your CC Plan that's been signed by you (PM) and the principal.

Go to the Review Status tab and make yourself the Document Owner, then SAVE. Click your Edit pencil and Add Reviewers as shown:

It should be the DM, PM, Mary De Runtz (CPS), BM/OM, and the QM (if you can't find an assigned reviewer, please call or email Cynthia at 773-553-1239 or ckking@cps.edu.) Please enter Raquel Guardiola (Jacobs) as the last reviewer so she'll print off the CCP and the approval document for CPS records.

ter > RFI - BTN - PA-FA - OPS Log > Construction Coordination Plan >

General **Review Status** Question Answer Details Drawings Schedule

Document Owner Jacobs Engineering
[Dave C Grouzard](#)

Ball in Court Chicago Public Schools
[No Ball In Court](#)

Approval

Select approval Latest Cycle ▾

Status New Item

Priority Normal

Workflow Approve in Sequence ?

[Initiate](#)

Reviewer
Mehernosh P Mistry
Dave C Grouzard
Robert M Christlieb
Patrick J Cunningham
Venguanette Dye
Raquel Guardiola

Click Initiate and when the CC Plan has been approved, you'll receive an email notification.