

# PRIMAVERA CHEAT SHEET

## **RFI: (GC creates)**

To: The AOR - From: GC in General Tab

Document Owner: The AOR

Reviewers: PM (upon approval the AOR will Email Form to GC, PM, and DM)

## **Bulletin: (AOR creates)**

To: GC – From: AOR in General Tab

Document Owner: The AOR

Reviewers: DM, PM and John O’Connell (LL)

UPON APPROVAL the AOR will Email Form the approved bulletin to the GC for pricing.

## **Change Orders: (PM creates)**

From: GC

To: CPS (Procurement)

Document Owner: Project Manager

Reviewers: PM, ICE, John O’Connell (LL), Sara Lee (Jacobs), Rob Christlieb (CPS)

## **Pay App:**

From: Company Sending

To: CPS (Procurement)

Original Doc Owner is forwarded from contract – needs to be changed to the Submitting company project accountant on the 1<sup>st</sup> pay req. Please contact [ckking@cps.edu](mailto:ckking@cps.edu) for the Change of Doc Owners.

## **Submittal for Schedule Review:**

Workflow: Received From the GC, Submittal Coordinator is the GC, Sent to Dan Moore, Sent to Project Manager, and Forwarded to GC. The GC should send via Email form to all parties (Dan from Jacobs and PM)

## **Submittals:**

Workflow: Received from GC, Submittal Coordinator is the GC, Sent on and Returned on is the AOR and the Forwarded is the GC.

## **PA-FA: (AOR Creates)**

To: GC

From: CPS Procurement

Document Date: must MATCH the PA or FA date on Certificate

Doc Owner is AOR in order to add the following reviewers:

Cynthia King (Jacobs), PM, DM, John O’Connell, FM, LFM – then

**switches** the Doc Owner to the PM – DON’T SAVE – Initiate.