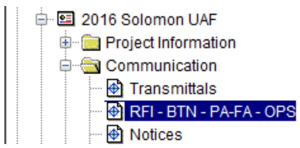
RFI (Request For Information) Cheat Sheet

1. **The RFI is generated by the GC within the Communication folder of the project: RFI-BTN-PA-FA-OPS**



2. **Click on the "Add Document" button to create new RFI** 

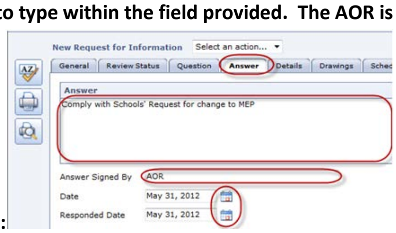
3. **Choose "Request for Information" under the "Type" dropdown, Choose the AOR within the TO:, Choose yourself (GC) within the FROM:, Type in the RFI Subject within the TITLE, the date defaults to today's date. Don't change the #.**

4. **Browse to "Review Status" tab, select the AOR as the Document Owner.**

5. **Browse to "Question" tab – select the applicable option under each dropdown: Work Impact and Reason, then type in your question in the space provided. Scroll down to the "Proposed Solution" –IF you have a solution, type it in.**

6. **Browse to "Attachments" and click on Attach File, browse, select your document, input a subject and "Save"**

7. **Select an action**  **and select "E-Mail Form", within the TO: add the AOR, PM, and yourself (GC), type in the RFI title within the Subject and input any remarks. Select Attachments if desired and click OK.**

8. **AOR will receive the notification and review the question and attachments. Browse to the Answer tab, click the Edit pencil in order to type within the field provided. The AOR is responsible for inputting the date and RESPONDED DATE as shown:** 

9. **The AOR then must browse to the Review Status tab and click "Add Reviewers", select the PM on the project, SAVE and Initiate.**

10. **Upon the review and either approval or rejection of the PM, the AOR receives the notification, goes into PCM and forwards via Select an action, Email Form to the GC, PM, and yourself.**