Create Change Request Form (CRF)

Objective

Create a Change Request Form to assess and submit project changes to a Change Control Board after the project has entered into a period of greater controlled environment.
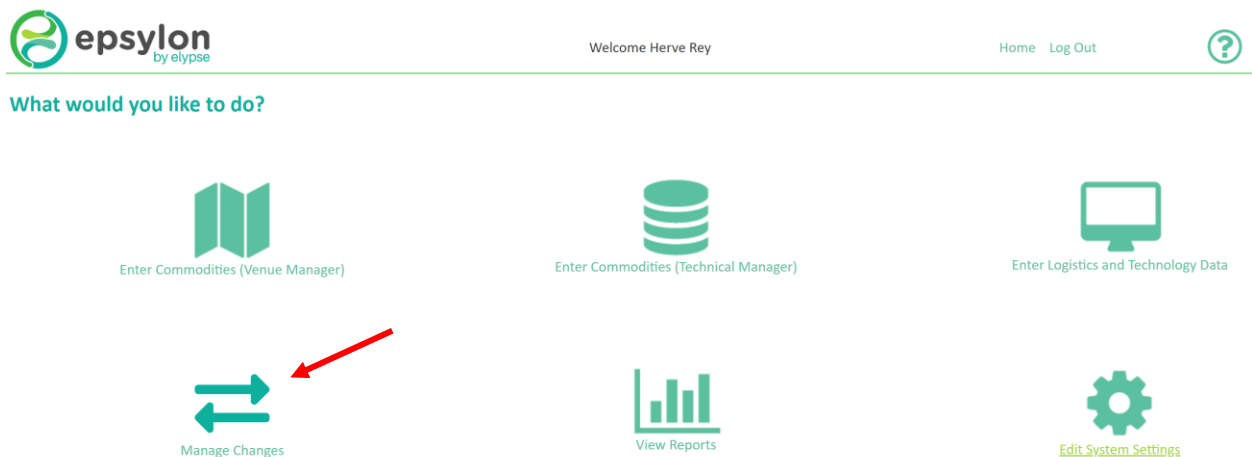Simulate project changes via the Costing Tool.

This task is to be executed by the Venue Managers (and possibly the Technical Managers).

Procedure

Follow these steps to Create a Change Request Form (CRF):

To create a CRF:

➢ From the main menu go to Manage Changes

- You can filter and view the Pending and Approved/Rejected CRFs for yourself or for others (you need to uncheck the box to see others)
- To create a new CRF, click on Create a New Change Request Form

Change Request Forms (CRF)

Display only your Change Reqest Forms? ☑

Or, display only Change Request Forms created by: All

Select a **Pending** Commodites Change Request Form: ⬚ or Create a new Change Request Form

Select an **Approved/Rejected** Commodites Change Request Form: ⬚

Costing Tool

Select an Existing Costing Tool Form: ⬚ or Create a new Costing Tool Form

- Choose the appropriate Venue from the dropdown menu
- Type the Project Name (Ideally follow a predefined format to ease future navigation: Venue Name – Reason – Initials)

CHANGE REQUEST FORM (CRF) #TBD

Venue Name CBR - Cathkin Braes   **Created**

Project Name CBR - Demo CRF - AA   **Last Modified:**

- Click on Save Form on the bottom of the page to assign a number to this new CRF and start the process

Approval/Rejection

This change request has not yet been approved or rejected, and can only be approved or rejected by an administrator

Save Form   Close Form

- Unique CRF number, information on creator and date of last modification are then recorded.

Saved Successfully

CHANGE REQUEST FORM (CRF) #1142

Venue Name	BAS - Basket 3x3 (Frozen) ⌄		Created	09/07/2020 by Herve Rey
Project Name	BAS - Changes to Food & beverage area - HRE		Last Modified:	09/07/2020 by Herve Rey

➢ Type Project Description and Reason for Change that will support your change request to the Change Control Board

Project Description	
Reason For Change	

➢ Enter all changes you would like to apply to your project: remove, change or add commodities

Commodities to be Removed

Commodity	Qty	Unit	Description	Hand over date	Hand back date	Type	Price
⌄							
						TOTAL	- 0.00

Commodities to be Changed   + Quantified Change   + Priced Change

Commodities to be Added   + Quantified Add   + Priced Add

To remove a commodity, select it from the dropdown menu in the Commodities to be Removed area

➢ Once selected, it will appear on the CRF, with the budget impact / saving at the bottom

Commodities to be Removed

Commodity	Qty	Unit	Description	Hand over date	Hand back date	Type	Price
AA Fit out to Commodity or existing space (CIC_ACT_EXH_029) ⌄	500.00	m2	training tent	12/10/2022	11/11/2022	A	0.00
☑ -- Floor carpet (standard) (CIC_ACT_EXH_030)	500.00	m2		12/10/2022	11/11/2022	A	5000.00
☑ -- Door (Double) - Standard (CIC_ACT_EXH_032)	2.00	unit		12/10/2022	11/11/2022	A	844.00
☑ -- Door (Single) - Standard (CIC_ACT_EXH_033)	2.00	unit		12/10/2022	11/11/2022	A	506.00
☑ -- Partition - modular partition 2m hight (CIC_ACT_EXH_034)	65.00	lm		12/10/2022	11/11/2022	A	8515.00
⌄							
						TOTAL	- 14865.00

Commodities to be Changed   + Quantified Change   + Priced Change

Commodities to be Added   + Quantified Add   + Priced Add

BUDGET IMPACT OF THE CHANGE: £-14865.00

Note: This section does not allow for the removal of a children commodities. If the removal of children commodities is required, please use the Commodities to be Changes area. Removing a child from a parent commodity is indeed considered as changing the parent Commodity.

To change a commodity defined as Quantified Commodity, click on Quantified Change

➢ Select the Commodity to be changed from the dropdown menu

➢ All commodity parameters are organized in 2 columns: existing and new requirements. Enter in the right column all requested changes: quantity, description, contract, hand-over and hand back date, rate card status, payer, location code and space code

➢ For children attached to the parent commodity and appearing at the bottom of the screen, they are also organized in 2 columns: existing and new requirements
➢ After changing the quantity of the parent commodity, saving the pending change will update the children commodity quantity if the Commodity is still in Conceptual Design mode

➤ You can then either:

    o Adjust the level of finish (basic/medium/high) to automatically adjust children commodity quantities or,

Existing Child Commodities:

Phase: Conceptual ○ Basic ● Medium ○ High

New Child Commodities:

Set To: ○ Basic ● Medium ○ High   Move to Detailed Design

Commodity Type	Quantity	UOM	Include	Commodity Type	Quantity	UOM
Light (including safety light and associated electrical board)	1,000.00	m2	☐	Light (including safety light and associated electrical board)	1,000.00	m2
Floor - Casette flooring 5kN/m2 (inc understructure for average height< 0.5m)	1,000.00	m2	☐	Floor - Casette flooring 5kN/m2 (inc understructure for average height< 0.5m)	1,000.00	m2
Door - External single (w=1m) / hublot lockable with panic hardware	5.00	unit	☐	Door - External single (w=1m) / hublot lockable with panic hardware	5.00	unit
Door - External double (w=2m) / hublot lockable with panic hardware	10.00	unit	☐	Door - External double (w=2m) / hublot lockable with panic hardware	10.00	unit

    o Move to Detailed Design and delete or enter manually required children commodity quantities

Existing Child Commodities:

New Child Commodities:

Commodity Type	Quantity	UOM	Include	Commodity Type	Quantity	UOM
Light (including safety light and associated electrical board)	1,000.00	m2	☑	Light (including safety light and associated electrical board)	2,000.00	m2
Floor - Casette flooring 5kN/m2 (inc understructure for average height< 0.5m)	1,000.00	m2	☑	Floor - Casette flooring 5kN/m2 (inc understructure for average height< 0.5m)	2,000.00	m2
Door - External single (w=1m) / hublot lockable with panic hardware	5.00	unit	☑	Door - External single (w=1m) / hublot lockable with panic hardware	5.00	unit
Door - External double (w=2m) / hublot lockable with panic hardware	10.00	unit	☑	Door - External double (w=2m) / hublot lockable with panic hardware	10.00	unit
Option ballast for tent (Assume 100% of tent area when 2 sides ballasted, 50% of tent area when only 1 side ballasted, ...)	500.00	m2	☑	Option ballast for tent (Assume 100% of tent area when 2 sides ballasted, 50% of tent area when only 1 ballasted, ...)	500.00	m2
Floor option : trap door (0.5m x 0.5m)	10.00	unit	☑	Floor option : trap door (0.5m x 0.5m)	10.00	unit
Fire extinguishers	15.00	unit	☑	Fire extinguishers	15.00	unit
Stairs 1/1.2m width - A: height = 0.5 m (inc handrails / guardrails, landing)	5.00	unit	☑	Stairs 1/1.2m width - A: height = 0.5 m (inc handrails / guardrails, landing)	5.00	unit
Stairs 2/2.2m width - A: height = 0.5 m (inc handrails / guardrails, landing)	10.00	unit	☑	Stairs 2/2.2m width - A: height = 0.5 m (inc handrails / guardrails, landing)	10.00	unit

Add New Child:
(Select)

Existing Total Cost: £164750.00

New Total Cost: £292750.00

Budget Impact: £128000.00

➤ Once finished, Save and Exit to return to the CRF where requested changes will appear

➤ You can always click on Edit to modify your changes

Commodities to be Changed						+ Quantified Change	+ Priced Change
Commodity	**Quantity**	**Hand over date**	**Hand back date**	**Other Changes**	**Type**	**Price**	
Tent 25m SPAN Two slopes - High legs 3.6 to 6m (soft wall, laces doors, anchors) (BAS_FNB_TEN_001)	Pre: 1000.00 m2 Post: 2000 m2	Pre: 12/10/2022 Post: 12/10/2022	Pre: 11/11/2022 Post: 11/11/2022		Q	Pre: £164750.00 Post: £292750.00	Edit
					TOTAL	£128000.00	

To change a commodity defined as Priced Commodity, click on Priced Change

➢ Select the commodity to be changed from the dropdown menu.
➢ All commodity parameters are organized in 2 columns: existing and new requirements. Enter in the right column all requested changes: amount, description, contract, hand-over and hand-back date and space to which this commodity is to be attached

➢ Once finished, Save and Exit to return to the CRF where requested changes will appear
➢ You can always click on Edit to modify your changes

To add a commodity defined as Quantified Commodity, click on Quantified Add

➢ In the dropdown menu, select the space where the commodity is to be installed, choose the Commodity Category and the Commodity Type to be installed

CRF Form - Add Quantified Commodity

Basket 3x3 (VDO Frozen)

Add to Space:
001.000 Access Control

Choose Category:
Tents

(Select)

(Select)
Tent 03m SPAN High peak - High legs 3.1 to 5m (soft wall, laces doors, anchors)
Tent 03m SPAN High peak - Std legs 2.5 to 3m (soft wall, laces doors, anchors)
Tent 05m SPAN High peak - High legs 3.1 to 6m (soft wall, laces doors, anchors)
Tent 05m SPAN High peak - Std legs 2.5 to 3m (soft wall, laces doors, anchors)
Tent 05m SPAN Two slopes - High legs 3.1 to 6m (soft wall, laces doors, anchors)
Tent 05m SPAN Two slopes - Std legs 2.5 to 3m (soft wall, laces doors, anchors)
Tent 06m SPAN High peak - High legs 3.1 to 6m (soft wall, laces doors, anchors)
Tent 06m SPAN High peak - Std legs 2.5 to 3m (soft wall, laces doors, anchors)
Tent 06m SPAN Two slopes - High legs 3.1 to 6m (soft wall, laces doors, anchors)
Tent 06m SPAN Two slopes - Std legs 2.5 to 3m (soft wall, laces doors, anchors)
Tent 10m SPAN High peak - High legs 3.6 to 6m (soft wall, laces doors, anchors)
Tent 10m SPAN High peak - Std legs 2.5 to 3.5m (soft wall, laces doors, anchors)
Tent 10m SPAN Two slopes - High legs 3.6 to 6m (soft wall, laces doors, anchors)
Tent 10m SPAN Two slopes - Std legs 2.5 to 3.5m (soft wall, laces doors, anchors)
Tent 15m SPAN Two slopes - High legs 3.6 to 6m (soft wall, laces doors, anchors)
Tent 15m SPAN Two slopes - Std legs 2.5 to 3.5m (soft wall, laces doors, anchors)
Tent 20m SPAN Two slopes - High legs 3.6 to 6m (soft wall, laces doors, anchors)
Tent 20m SPAN Two slopes - Std legs 2.5 to 3.5m (soft wall, laces doors, anchors)
Tent 25m SPAN Two slopes - High legs 3.6 to 6m (soft wall, laces doors, anchors)

Note: The process is then similar to the one described in "Enter Commodities in Venue Program – Quantified Commodities / Venue Manager"

Option 1: this commodity type has been defined as an envelop with a Commodity Formula Type (See "Create a Commodity Type")

➢ Type the Quantity required, Hand-over Date, Hand-back Date and Description
➢ Choose the contract from which this Commodity Type is to be supplied (if different from the Contract coming as default)
➢ Check the Rate Card box and Payer box if applicable
➢ Select a Location Code if applicable (a location code refers to a geographical zone on a Venue, and could later help identify where the chosen commodity has been installed)
➢ As part of the Conceptual design phase, select the anticipated level of service of your Commodity Type (Basic, Medium, High) to automatically call for all Commodity Types (and their quantities) that have been identified as children as part of the Formula Type attached to this Commodity Type (See "create or modify a Commodity Formula")

BDC - Badminton Center **021.001 Transportation Management - in "VAO"** **FA: TRA Transport** (Modify Space)

✅ The commodity was saved successfully.

BDC_TRA_TEN_001 Tent 06m SPAN High peak - High legs 3.1 to 6m (soft wall, laces doors, anchors)

Qty: [1] m2   Hand-over Date: [12/10/2022]   Description: [ ]

Contract: [Estimate (77.00/0.00)]   Hand-back Date: [11/11/2022]

Rate Card? [ ]   Payer: [ ]   Location Code: [(Select)]

Phase: Conceptual Design Move to Detailed Design

○ Basic				● Medium				○ High		
Include	Commodity Type	Quantity	UOM	Include	Commodity Type	Quantity	UOM	Include	Commodity Type	Quantity	UOM
☑	Light (including safety light and associated electrical board)	1.00	m2	☑	Light (including safety light and associated electrical board)	1.00	m2	☑	Light (including safety light and associated electrical board)	1.00	m2
				☑	Floor - Casette flooring 5kN/m2 (inc understructure for average height< 0.5m)	1.00	m2	☑	Floor - Casette flooring 5kN/m2 (inc understructure for average height< 0.5m)	1.00	m2
				☑	Door - External single (w=1m) / hublot lockable with panic hardware	2.00	unit	☑	Door - External single (w=1m) / hublot lockable with panic hardware	2.00	unit
					Option ballast for tent (Assume 100% of				Option ballast for tent (Assume 100% of		

➢ If detailed Venue information is available or if the suggested Commodity type list is considered inappropriate, the Users can enter its own set of data by clicking on Move to Detailed design button (doing so will prevent coming back to autofill mode /conceptual design for this Commodity in the future)

Manage Commodity

BDC - Badminton Center **021.001 Transportation Management - in "VAO"** **FA: TRA Transport** (Modify Space)

✅ The commodity was saved successfully.

BDC_TRA_TEN_001 Tent 06m SPAN High peak - High legs 3.1 to 6m (soft wall, laces doors, anchors)

Qty: [1] m2   Hand-over Date: [12/10/2022]   Description: [ ]

Contract: [Estimate (77.00/0.00)]   Hand-back Date: [11/11/2022]

Rate Card? [ ]   Payer: [ ]   Location Code: [(Select)]

Phase: Conceptual Design Move to Detailed Design

○ Basic				● Medium				○ High		
Include	Commodity Type	Quantity	UOM	Include	Commodity Type	Quantity	UOM	Include	Commodity Type	Quantity	UOM
☑	Light (including safety light and associated electrical board)	1.00	m2	☑	Light (including safety light and associated electrical board)	1.00	m2	☑	Light (including safety light and associated electrical board)	1.00	m2
				☑	Floor - Casette flooring 5kN/m2 (inc understructure for average height< 0.5m)	1.00	m2	☑	Floor - Casette flooring 5kN/m2 (inc understructure for average height< 0.5m)	1.00	m2
				☑	Door - External single (w=1m) / hublot lockable with panic hardware	2.00	unit	☑	Door - External single (w=1m) / hublot lockable with panic hardware	2.00	unit
					Option ballast for tent (Assume 100% of				Option ballast for tent (Assume 100% of		

➢ After a warning message, this will allow the User to change quantity or remove Commodity Type children or add new Commodity Type children

Manage Commodity

BDC - Badminton Center   021.001 Transportation Management - in "VAO" (FA: TRA Transport) (Modify Space)

✅ The commodity has moved to the detailed design phase. The child commodities and calculated quantities may now be edited.

BDC_TRA_TEN_001   Tent 06m SPAN High peak - High legs 3.1 to 6m (soft wall, laces doors, anchors)

Qty:	1	m2	Hand-over Date:	12/10/2022		Description:	
Contract:	Estimate (77.00/0.00) ⌄		Hand-back Date:	11/11/2022			
Rate Card?	☐		Payer:			Location Code:	(Select) ⌄

Child Commodities:

Include	Commodity Type	Quantity	UOM
☑	Light (including safety light and associated electrical board)	1.00	m2
☑	Floor - Casette flooring 5kN/m2 (inc understructure for average height< 0.5m)	1.00	m2
☑	Door - External single (w=1m) / hublot lockable with panic hardware	2.00	unit
☑	Door - External double (w=2m) / hublot lockable with panic hardware	0.00	unit
☑	Option ballast for tent (Assume 100% of tent area when 2 sides ballasted, 50% of tent area when only 1 side ballasted, ...)	0.50	m2
☑	Floor option : trap door (0.5m x 0.5m)	0.00	unit
☑	Fire extinguishers	2.00	unit
☑	Stairs 1/1.2m width - A: height = 0.5 m (inc handrails / guardrails, landing)	2.00	unit
☑	Stairs 2/2.2m width - A: height = 0.5 m (inc handrails / guardrails, landing)	0.00	unit

Add New Child: (Select) ⌄

Total Cost: **£2999.50**

Save | Save and Return | Delete | Exit

➢ After verification of the anticipated cost of the Commodity (with its accessories / children), Save and return

Total Cost: **£2999.50**

Save | Save and Return | Delete | Exit

➢ Once finished, Save and Exit to return to the CRF where requested changes will appear
➢ You can always click on Edit to modify your changes

Commodities to be Added										+ Quantified Add + Priced Add
Commodity Type	**Qty**	**Hand over date**	**Hand back date**	**Description**	**Contract**	**Space(s)**	**Location**	**Type**	**Price**	
Tent 30m SPAN Two slopes - High legs 4.1 to 6m (soft wall, laces doors, anchors)										
Light (including safety light and associated electrical board) 150 m2										
Floor - Casette flooring 5kN/m2 (inc understructure for average height< 0.5m) 150 m2										
Door - External single (w=1m) / hublot lockable with panic hardware 1 unit										
Door - External double (w=2m) / hublot lockable with panic hardware 2 unit	150 m2	12/10/2022	11/11/2022		Estimate (CITY)			Q	£25,915.00 Edit	
Option ballast for tent (Assume 100% of tent area when 2 sides ballasted, 50% of tent area when only 1 side ballasted, ...) 75 m2										
Floor option : trap door (0.5m x 0.5m) 1 unit										
Fire extinguishers 3 unit										
Stairs 1/1.2m width - A: height = 0.5 m (inc handrails / guardrails, landing) 1 unit										
Stairs 2/2.2m width - A: height = 0.5 m (inc handrails / guardrails, landing) 2 unit										
								TOTAL	**£25915.00**	

Option 2: this commodity type has not been defined as an envelop with a Commodity Formula Type (See "Create a Commodity Type")

- ➢ Type the Quantity required, Hand-over Date, Hand-back Date and Description
- ➢ Choose the contract from which this Commodity Type is to be supplied (if different from the Contract coming as default)
- ➢ Check the Rate Card box and Payer box if applicable
- ➢ Select a Location Code if required (a location code refer to a geographical zone on a Venue, and could later help identify where the chosen commodity has been installed)

- ➢ After verification of the anticipated cost of the Commodity (with its accessories / children), Save and return

- ➢ Once finished, Save and Exit to return to the CRF where requested changes will appear
- ➢ You can always click on Edit to modify your changes

To finalize a CRF

➢ Once all modifications are finished, fill the various information boxes that will support the Change Request: Budget Originator, Comments/Impacts on Others, Impact of Not Doing It, Comments from Other FAs, Possible Alternative Strategy
➢ Provide information confirming the review from the Energy Services team
➢ Save
➢ Click on To be sent to Change Control Board before saving to finalize the CRF
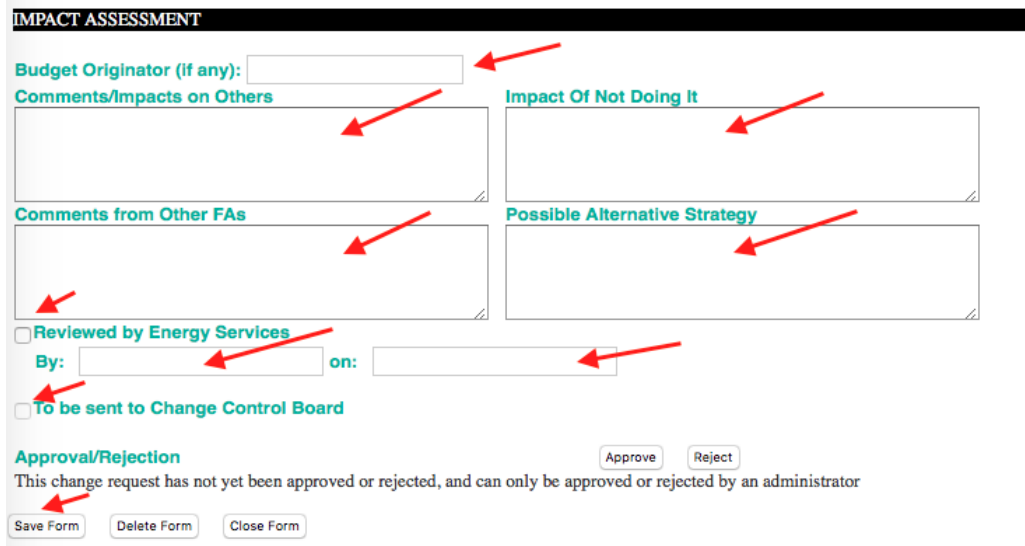
- Budget Impact of the Change is displayed in Red in the corner
- You can always click on Edit to modify your changes before the Change Control Board review

CHANGE REQUEST FORM (CRF) #1118

Venue Name	CBR - Cathkin Braes	Created	10/06/2018 by Arda Ates
Project Name	CBR - Demo CRF - AA	Last Modified:	10/06/2018 by Arda Ates
Project Description			
Reason For Change			

Commodities to be Removed

Commodity	Qty	Unit	Description	Hand over date	Hand back date	Type	Price
Stacked cabin 2.5m x 06m (15m2) - 1 room, inc heaters, fire extinguishers (CBR_BRD_CAB_001)	1.00	unit		27/07/2018	13/08/2018	A	£6,441.00
-- Stairs 1m width C: To access decking or stacking trailer - incl. handrails / guardrails, landing (CBR_BRD_CAB_002)	3.50	m (e diff)		27/07/2018	13/08/2018	A	£1,925.00
-- Cooling – 15m2 cabin (1 x 3kw) (CBR_BRD_CAB_003)	1.00	unit		27/07/2018	13/08/2018	A	£351.00
-- Ramp 1 / 1.2m width (Trailer / Decking) B: 0.5< height ≤ 1 m- incl. handrails / guardrails, landing (CBR_BRD_CAB_004)	1.00	unit		27/07/2018	13/08/2018	A	£1,082.00
						TOTAL	- £9,799.00

Commodities to be Changed — New Family A Change — New Family B Change

Commodity	Quantity	Hand over date	Hand back date	Other Changes	Type	Price
Tent 20m SPAN Two slopes - High legs 3.6 to 6m (soft wall, laces doors, anchors) (CBR_BRD_TEN_018)	Pre: 1.00 m2 Post: 3 m2	Pre: 27/07/2018 Post: 27/06/2018	Pre: 13/08/2018 Post: 13/08/2018	Contract changed from Estimate (G2018) to ABC - Tents (G2018) Rate card changed from No to Yes	A	Pre: £2,303.50 Post: £0.00 Edit
Main Generator (CBR_WKF_POW_001)	Pre: 5500.00 £ Post: 6500 £	Pre: 27/07/2018 Post: 27/07/2018	Pre: 13/08/2018 Post: 13/08/2018	Contract changed from Estimate (G2018) to Aggreko (G2018) Description changed from For backup power to To power kitchen	B	Pre: £5,500.00 Post: £6,500.00 Edit
					TOTAL	-£1,303.50

Commodities to be Added — New Family A Add — New Family B Add

Commodity Type	Qty	Hand over date	Hand back date	Description	Contract	Space(s)	Location	Type	Price
Cam platform 4m2 (1 < height ≤ 2m)	1 unit	27/07/2018	13/08/2018	Back of House	ABC - Scaffolding (G2018)	01.01 - Broadcast Compound		A	£105.00 Edit
Blackout Wall	3750 unit	27/07/2018	13/08/2018	Right side of FOP	ABC - Black out (G2018)	01.00 - Broadcast		B	£3,750.00 Edit
								TOTAL	£3,855.00

BUDGET IMPACT OF THE CHANGE: -£7,247.50

IMPACT ASSESSMENT

Budget Originator (if any):

Comments/Impacts on Others	Impact Of Not Doing It

Comments from Other FAs	Possible Alternative Strategy

☑ Reviewed by Energy Services
By: Charlie John   on: 2018-06-06

☐ To be sent to Change Control Board

Approval/Rejection   [Approve] [Reject]
This change request has not yet been approved or rejected, and can only be approved or rejected by an administrator

- Close Form to go back to main menu

Costing tool

- The costing tool presents the same features as a CRF but cannot be submitted to the change control board. It helps assess and simulate the impact of potential changes.