# InterScope – Electronic Change Orders

- *Overview and Purpose*
  - *InterScope* feature review
  - Change Order Pilot results
  - Website requirements
  - SCO project roles and responsibilities
  - CO electronic workflow walkthrough
  - Q & A

# InterScope – Electronic Change Orders

- *InterScope*
  - ***Inter***net ***S***tate ***C***onstruction ***O***ffice ***P***roject ***E***nvironment
  - Release History
    - 2001 – Database and Application
    - 2007 – Website
    - 2009 – Online Electronic forms
      - Cost Estimates – OC-25
      - Designer and Contractor Evaluations
    - 2010 – Electronic forms, Workflow, Alerting
      - Change Orders
      - Workflows  and alerting for all electronic documents

# InterScope – Electronic Change Orders

- *InterScope*
  - **Repository of State building project information**
    - Design and Construction Contract data
    - Key project milestone dates
    - Change Orders, Payments
    - Minority participation
    - Performance Evaluations
    - Supporting documentation
  - **Hierarchical Data Organization**

> Project
>> Design Contracts for a Project
>>> Packages for a Design Contract
>>>> Construction Contracts for a Package
>>>>> Change Orders for a Construction Contract

# InterScope – Electronic Change Orders

- *InterScope Futures* –
  - **Electronic documents**
    - Weekly Inspection Reports
    - Monthly Progress Reports
    - Claim Data
    - Pay Applications
  - **Workflow and Alerting**
    - Final Acceptance notices – (Due, Past Due)
    - Final Approval notices

# InterScope – Electronic Change Orders

- *Technical Requirements*
  - **Internet Explorer 6 (SP2) or greater**
  - **Electronic formats:**
    - MS Word (.doc)
    - Adobe (.pdf)
    - Image (.gif, .jpg, .bmp, .tif)
    - Simple Text (.txt)
  - **High speed connectivity**
    - T1, Broadband, DSL, etc.

# InterScope – Electronic Change Orders

- *Change Order Pilot*
  - **July 2009 – February 2010**
    - 3 Active projects
    - 10+ Change Orders
  - **Results:**
    - ✓ Workflow improvements
    - ✓ Cost savings
    - ✓ Data quality
    - ✓ SCO productivity

# InterScope – Electronic Change Orders

- *Change Order Pilot Results*
  - **Workflow improvements**
    - Turnaround = days versus weeks
  - **Resource savings**
    - Paper
    - Postage
    - Staff / handling
  - **Improved data quality**
  - **Improved SCO productivity**
  - **Online Availability**

# InterScope – Electronic Change Orders

## Change Order Pilot Results

| Change Order | Turnaround | Items | Pages | Comments |
|---|---|---|---|---|
| 16 | 10 days | 8 | 90 | |
| 17 | 11 days | 1 | 5 | |
| 18 | 41 days | 10 | 184 | Returned, Resubmitted |
| 19 | 16 days | 5 | 53 | |
| 20 | 14 days | 7 | 85 | |
| 21 | 4 days | 7 | 97 | |
| | | 38 | 514 | **= 1 paper ream** |

# InterScope – Electronic Change Orders

## Projected Savings

| Change Orders / Month | # Pages | # Copies | Printing | Postage & Handling | ANNUAL SAVINGS |
|---|---|---|---|---|---|
| 100 | 75 | 6 | $13.50 | $ 10.00 | $48,200 |
| 125 | 100 | 6 | $18.00 | $ 10.00 | $62,000 |
| 150 | 125 | 6 | $22.50 | $ 10.00 | $78,500 |

* INCLUDES OVERHEAD COST

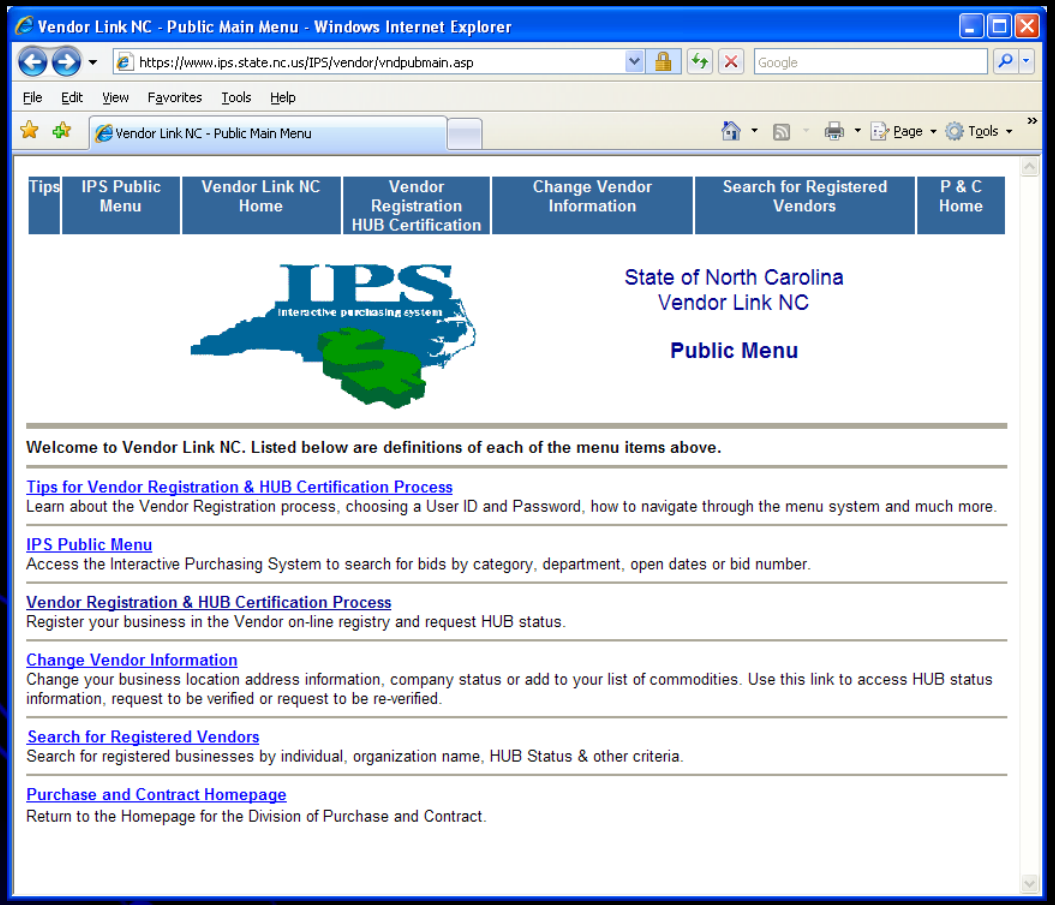
# InterScope – Electronic Change Orders

- *User Requirements*
  - Designers
    - ✓ Prior or Current SCO project
    - ✓ Active InterScope logon
  - Contractors
    - ✓ Vendor Link registration
    - ✓ Prior or Current SCO project
    - ✓ Active InterScope logon
  - Owners
    - ✓ Identified Capital Project Coordinator (CPC)
    - ✓ Active InterScope logon

# InterScope – Electronic Change Orders

## Contractor Registration

## VendorLink – http://www.ips.state.nc.us/IPS



# InterScope – Electronic Change Orders

- *Project Roles and Responsibilities*
  - Designers
    - ✓CO creation
    - ✓Itemize PCOs with Supporting Documentation
    - ✓Submission to Contractor
  - Contractors
    - ✓Review and approval

# InterScope – Electronic Change Orders

- *Project Roles and Responsibilities*
  - Owners (Agencies)
    - ✓Review
    - ✓Contingency Amount inclusion
    - ✓Approval (after internal review)
  - State Construction (Monitors)
    - ✓Process facilitation
    - ✓Review and Approval

# InterScope – Electronic Change Orders

- *Project Management*
  - *Workflow and Alerting to "Project Manager"*
  - Owner Project Manager
    - ✓CPC of record (default)
    - ✓CPC can assign PM by:
      - ✓Project
      - ✓Design Contract
      - ✓Construction Contract
      - ✓Any combination

# InterScope – Electronic Change Orders

- *Project Management*
  - *Workflow and Alerting to "Project Manager"*
  - Designer Project Manager
    - ✓All Users for Designer (default)
    - ✓Designer can assign PM by:
      - ✓Design Contract
  - Contractor Project Manager
    - ✓All Users for Contractor (default)
    - ✓Contractor can assign PM by:
      - ✓Construction Contract

# InterScope – Electronic Change Orders

State Construction Office - Interscope Change Order Processing

| WORKFLOW STEP | DESIGNER | CONTRACTOR | OWNER | MONITOR | INTERSCOPE |
|---|---|---|---|---|---|
| 1 Designer creates Change Order | (1) Creates Change Order PCOs with Supporting documentation | | | | |
| 2 Designer submits CO for review | (2a) - Submits Change Order | (2c) Receives Alert | (2c) Receives Alert | (2c) Receives Alert | (2b) Sends Email Alert to: Contractor Owner Monitor |
| 3 Contractor Reviews and Approves | (3c) Receives Alert | (3a) Approves CO | | | (3b) Sends Email Alert to: Designer |
| 4 Designer Reviews and Approves | (4a) Approves CO | | (4c) Receives Alert | | (4b) Sends Email Alert to: Owner |
| 5 Owner Reviews and Approves | | | (5a) Approves CO | (5c) Receives Alert | (3b) Sends Email Alert to: Monitor |
| 6 Monitor Reviews and Approves | (6c) Receives Alert | (6c) Receives Alert | (6c) Receives Alert | (6a) Approves CO | (6b) Sends Email Alert to: Contractor Owner Designer |

DESIGNER

OC-24 Change Order Workflow

STATE CONSTRUCTION

# InterScope – Electronic Change Orders

## Step 1 – Designer creates CO

INTERSCOPE

CONTRACTOR

## Change Order Workflow

OWNER

DESIGNER

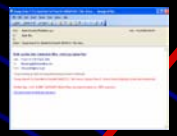
OC-24 Change Order Workflow

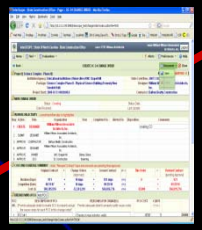
STATE CONSTRUCTION

# InterScope – Electronic Change Orders

## Step 2 - Designer submits CO

INTERSCOPE

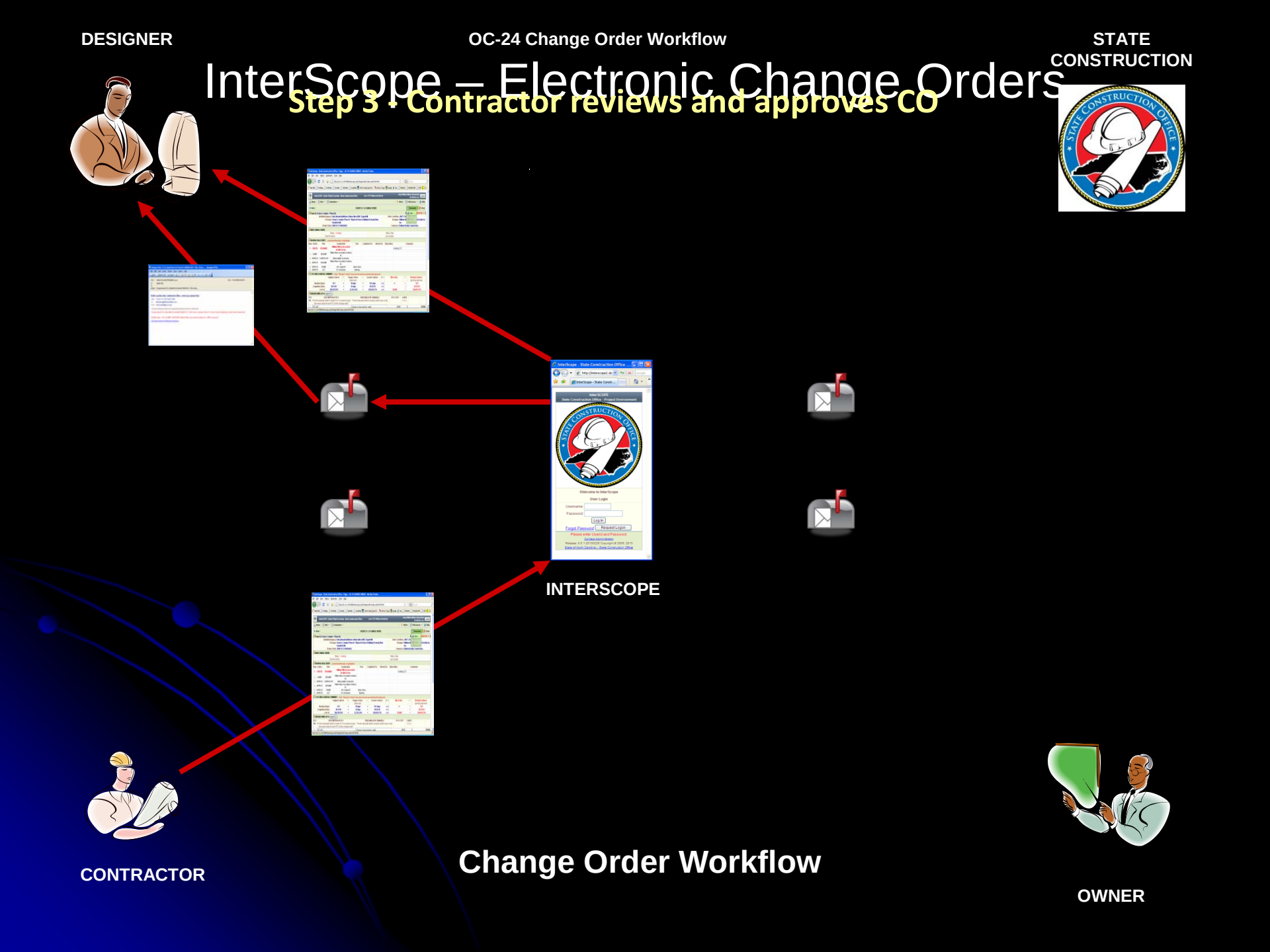




CONTRACTOR

## Change Order Workflow

OWNER


DESIGNER
OC-24 Change Order Workflow
STATE CONSTRUCTION
InterScope – Electronic Change Orders
Step 3 - Contractor reviews and approves CO
INTERSCOPE
CONTRACTOR
Change Order Workflow
OWNER

DESIGNER

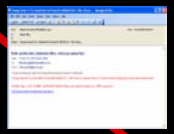
OC-24 Change Order Workflow

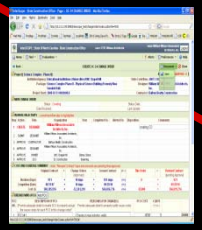
STATE CONSTRUCTION

# InterScope – Electronic Change Orders

## Step 4 - Designer submits CO to Owner

INTERSCOPE





CONTRACTOR

## Change Order Workflow

OWNER

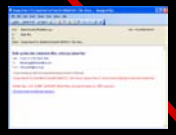
DESIGNER

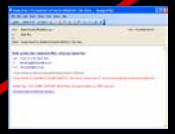
OC-24 Change Order Workflow

STATE CONSTRUCTION

# InterScope – Electronic Change Orders

## Step 5 - Owner reviews and approves CO





INTERSCOPE

CONTRACTOR

OWNER

## Change Order Workflow

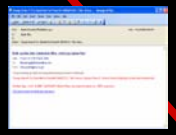
DESIGNER

OC-24 Change Order Workflow

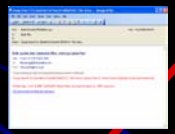
STATE CONSTRUCTION

# InterScope – Electronic Change Orders

## Step 6 - SCO reviews and accepts CO



INTERSCOPE



CONTRACTOR

## Change Order Workflow

OWNER

# InterScope – Electronic Change Orders

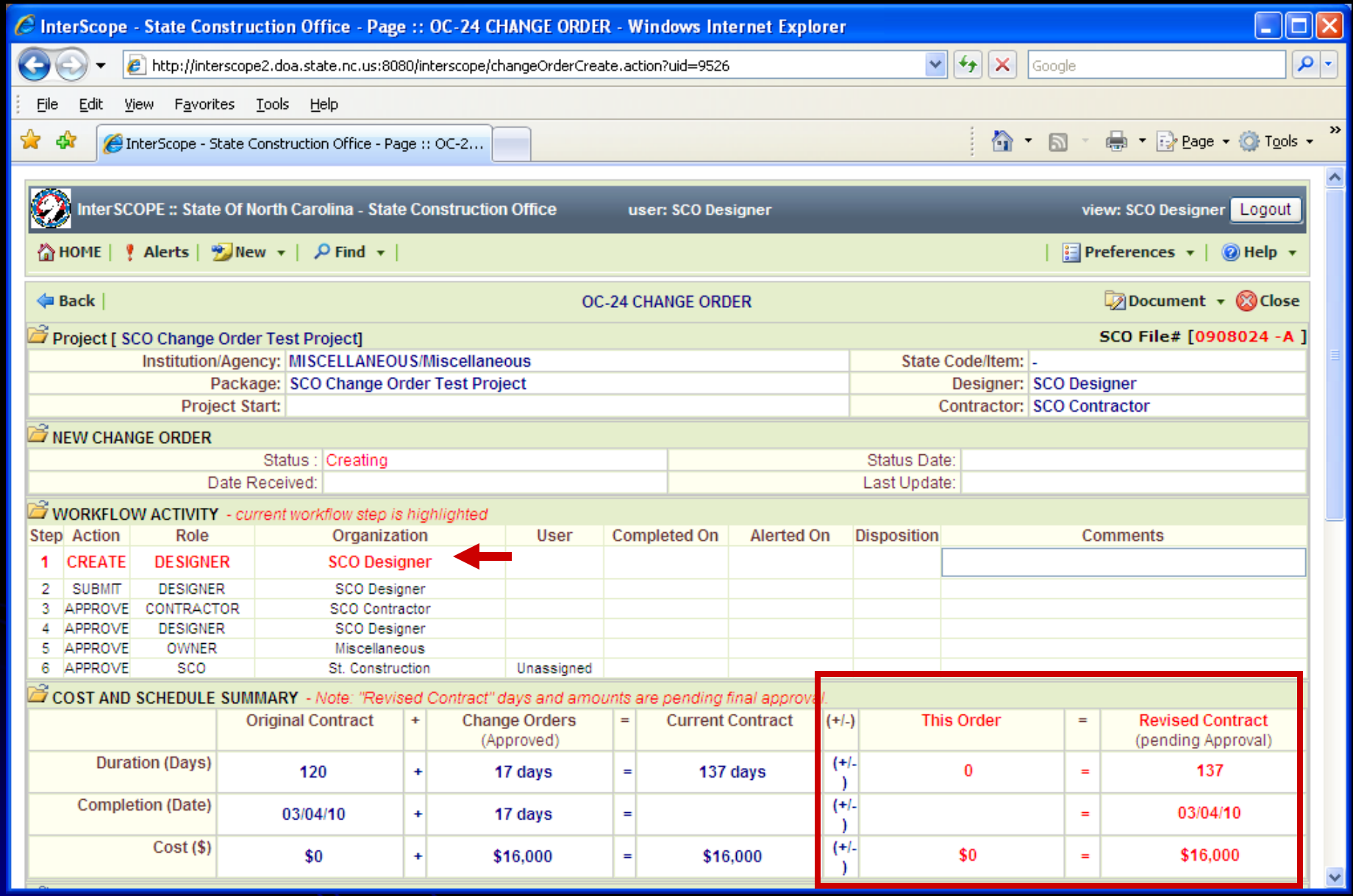
- *Online Demo*

# InterScope – Electronic Change Orders

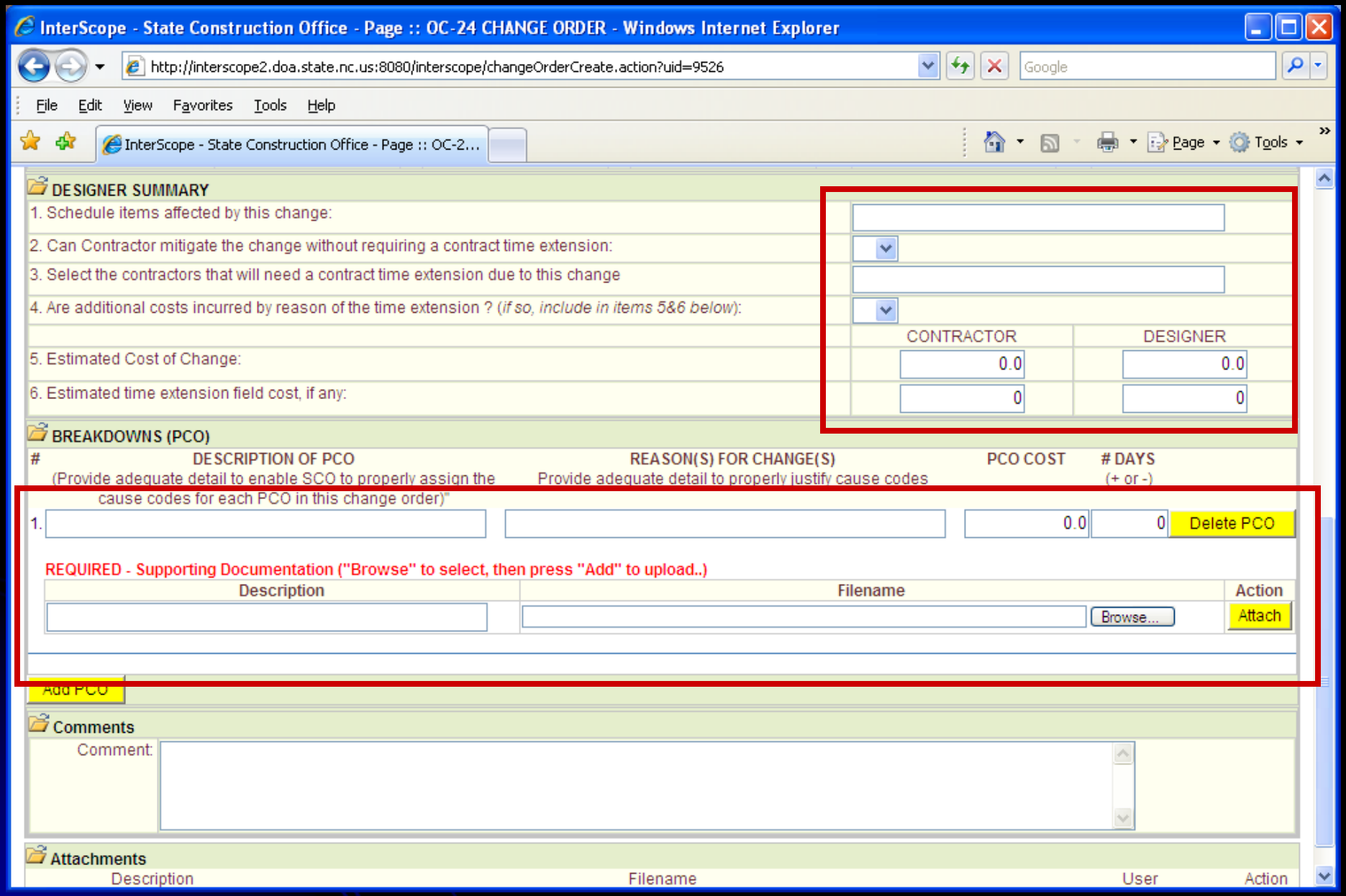
- *Getting Started*
  - Visit Room #4 today
  - Review CO Manual in your package
  - Work with your Project Monitor
  - Contractors – register with Vendor Link
  - All – request logons
  - Interscope: www.nc-sco.com "QuickLinks"

# InterScope – Electronic Change Orders

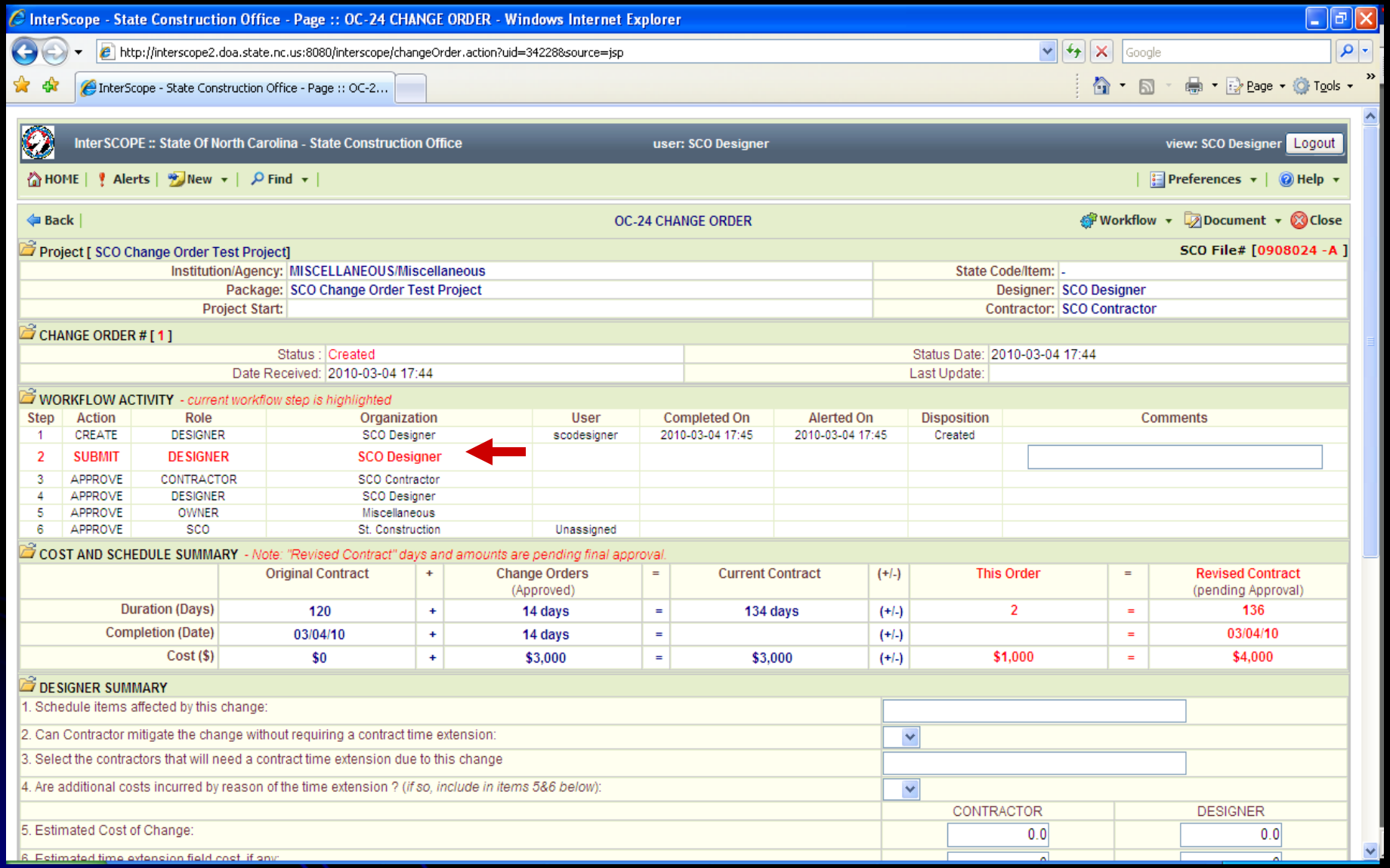
- *Q & A*



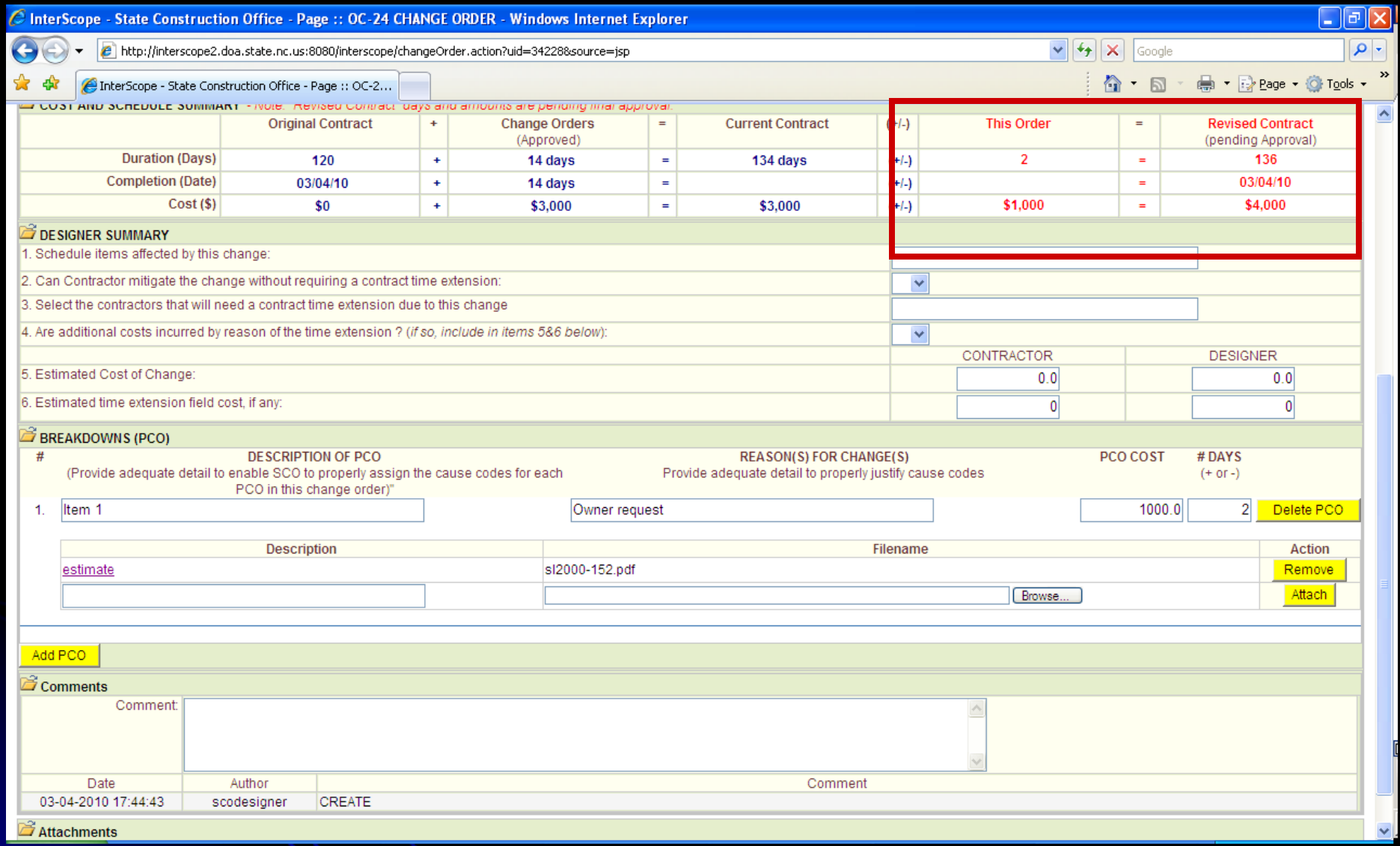

**Step 1a – Change Order Entry**



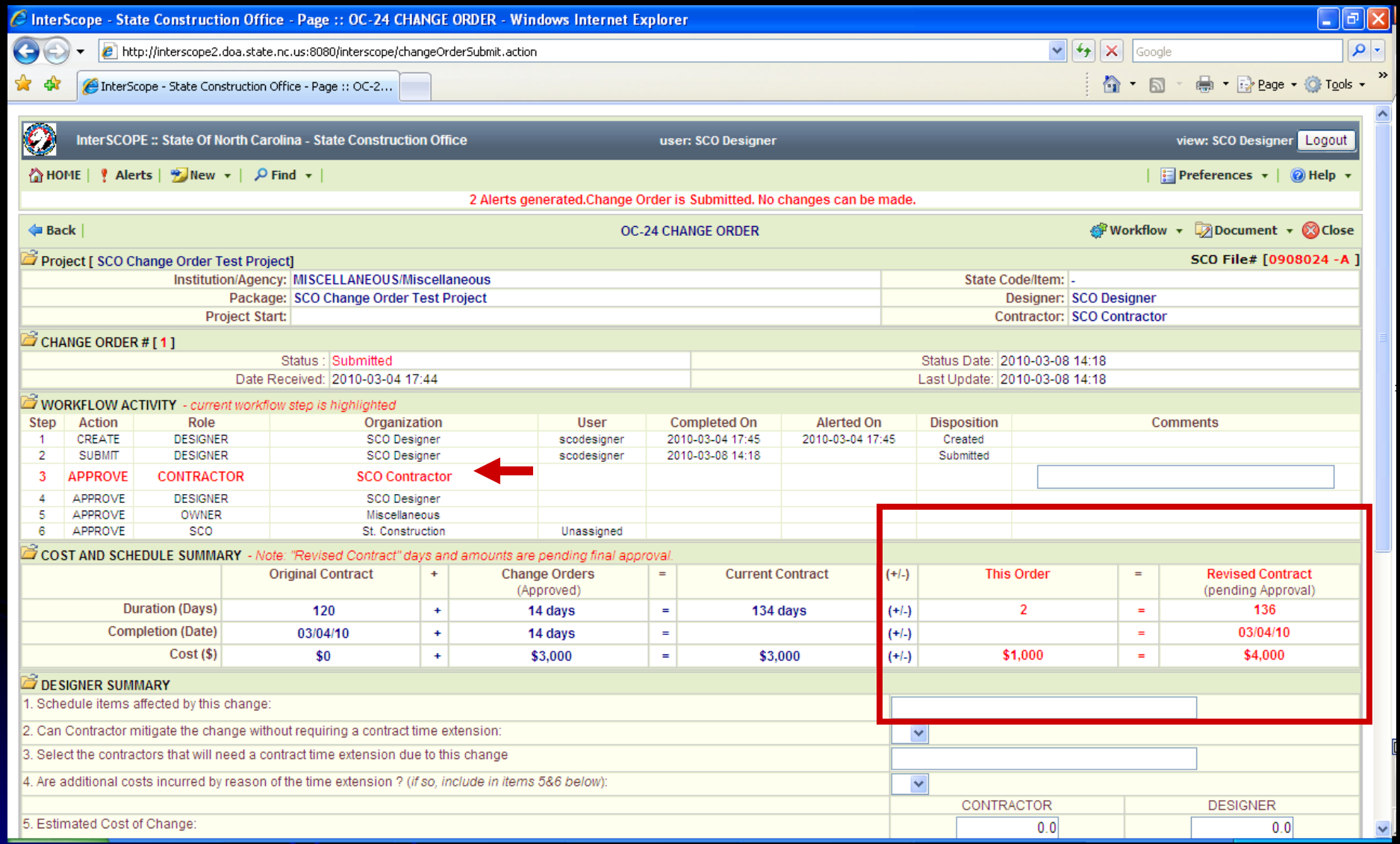

**Step 1b– Change Order Entry**



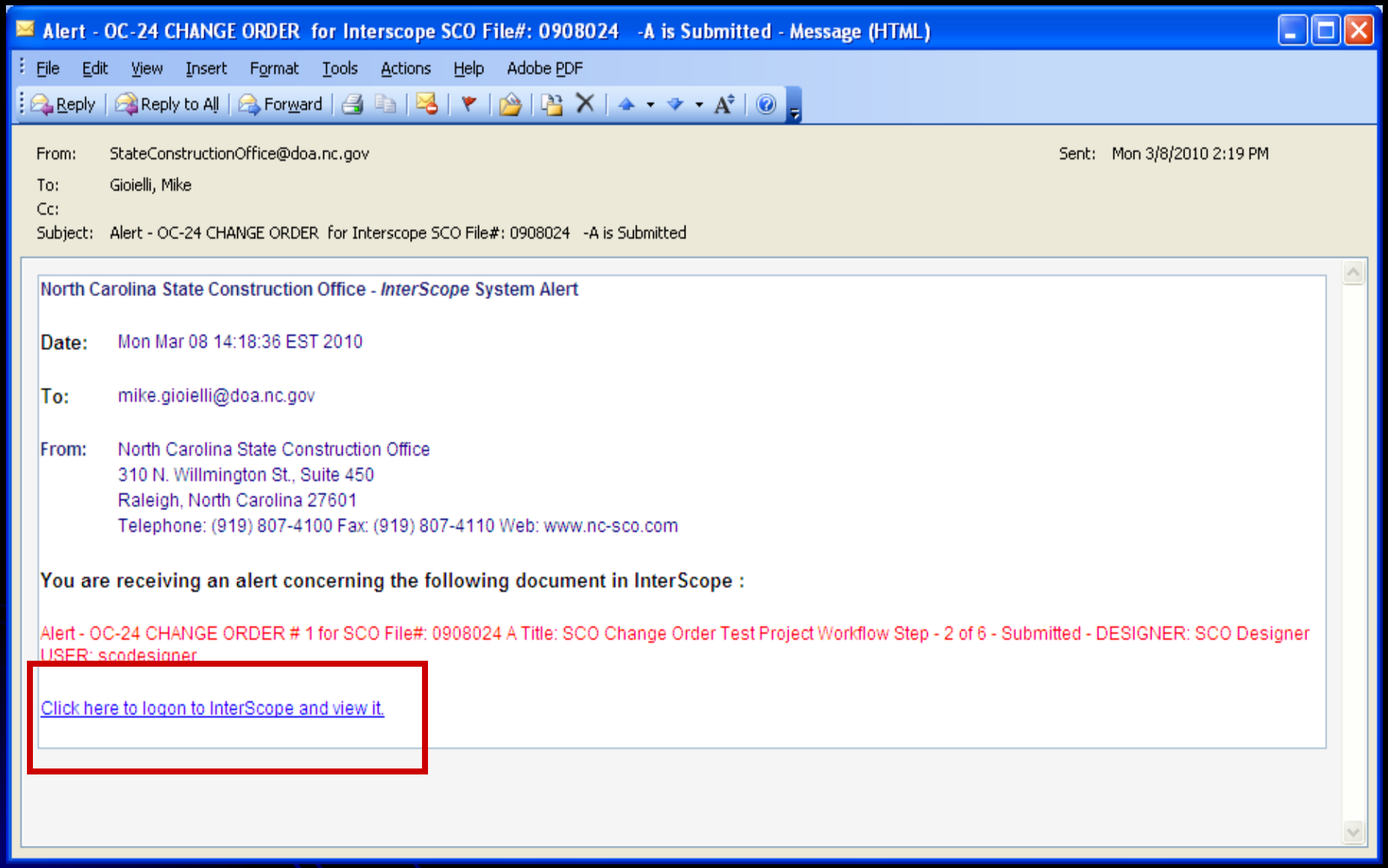

**Step 1 – Change Order Created**



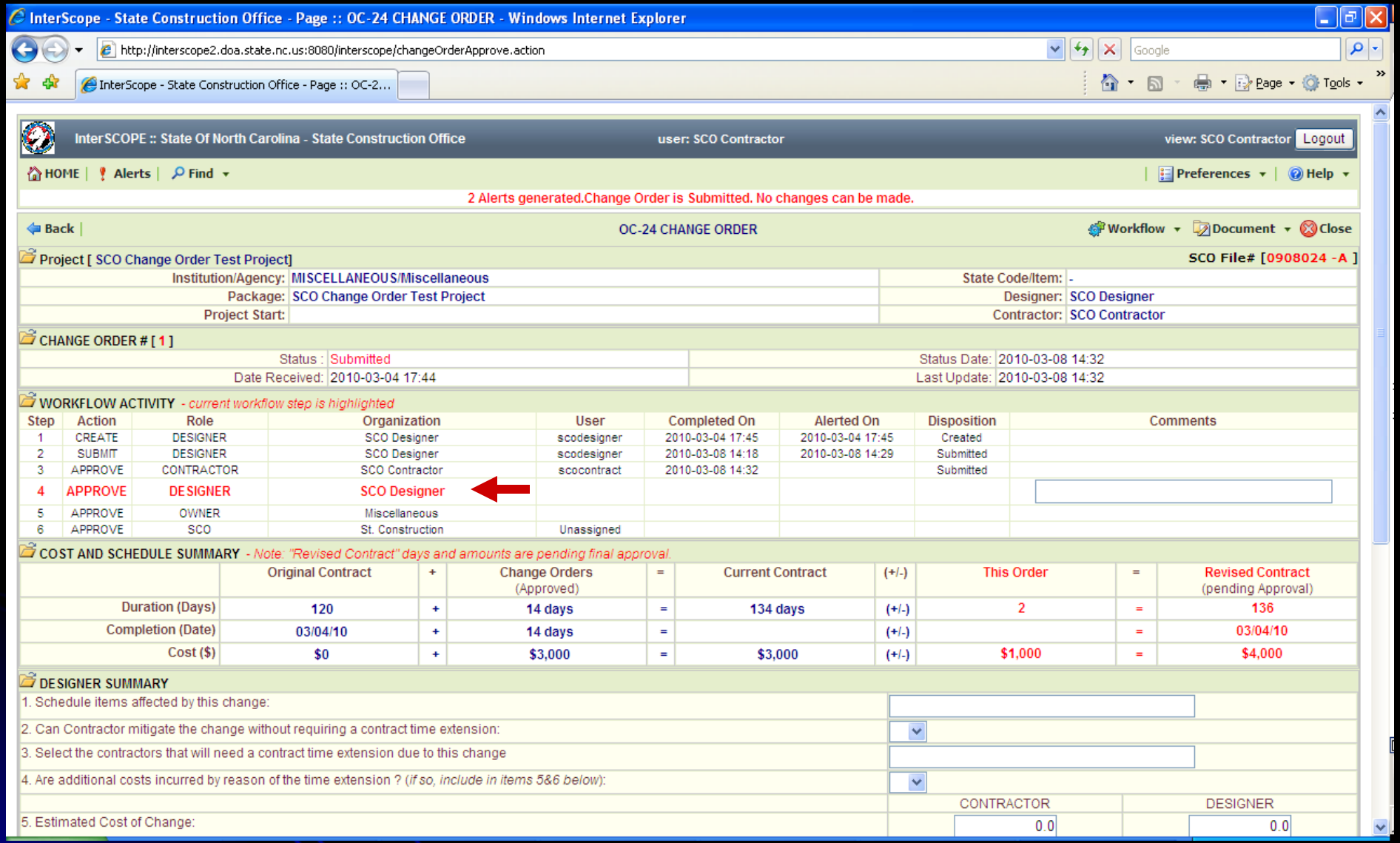

**Step 1 – Change Order Created**



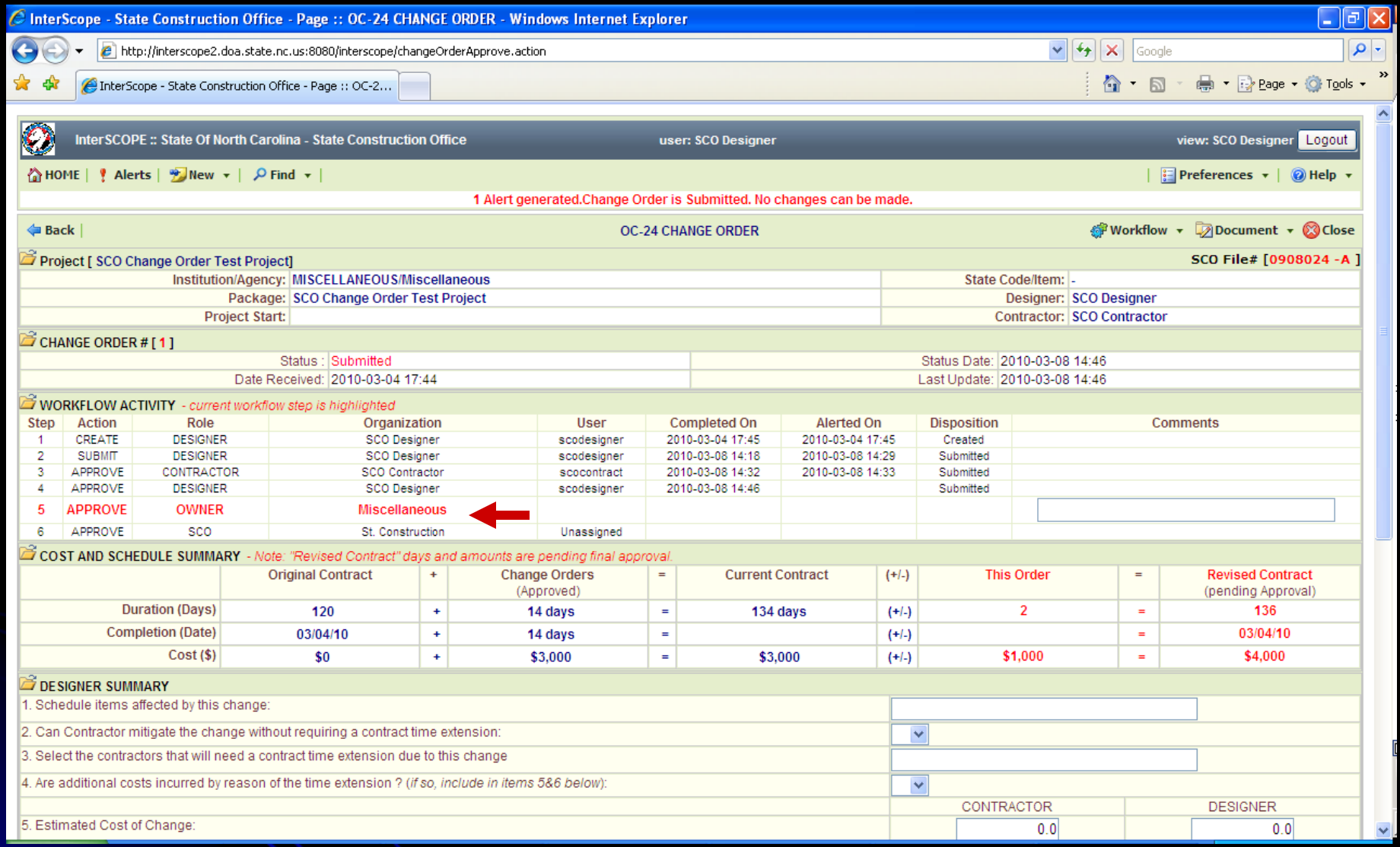

**Step 2 – Change Order Submitted**


Alert - OC-24 CHANGE ORDER for Interscope SCO File#: 0908024 -A is Submitted - Message (HTML)
File Edit View Insert Format Tools Actions Help Adobe PDF
Reply Reply to All Forward
From: StateConstructionOffice@doa.nc.gov
Sent: Mon 3/8/2010 2:19 PM
To: Gioielli, Mike
Cc:
Subject: Alert - OC-24 CHANGE ORDER for Interscope SCO File#: 0908024 -A is Submitted
North Carolina State Construction Office - InterScope System Alert
Date: Mon Mar 08 14:18:36 EST 2010
To: mike.gioielli@doa.nc.gov
From: North Carolina State Construction Office
310 N. Willmington St., Suite 450
Raleigh, North Carolina 27601
Telephone: (919) 807-4100 Fax: (919) 807-4110 Web: www.nc-sco.com
You are receiving an alert concerning the following document in InterScope :
Alert - OC-24 CHANGE ORDER # 1 for SCO File#: 0908024 A Title: SCO Change Order Test Project Workflow Step - 2 of 6 - Submitted - DESIGNER: SCO Designer USER: scodesigner
Click here to logon to InterScope and view it.

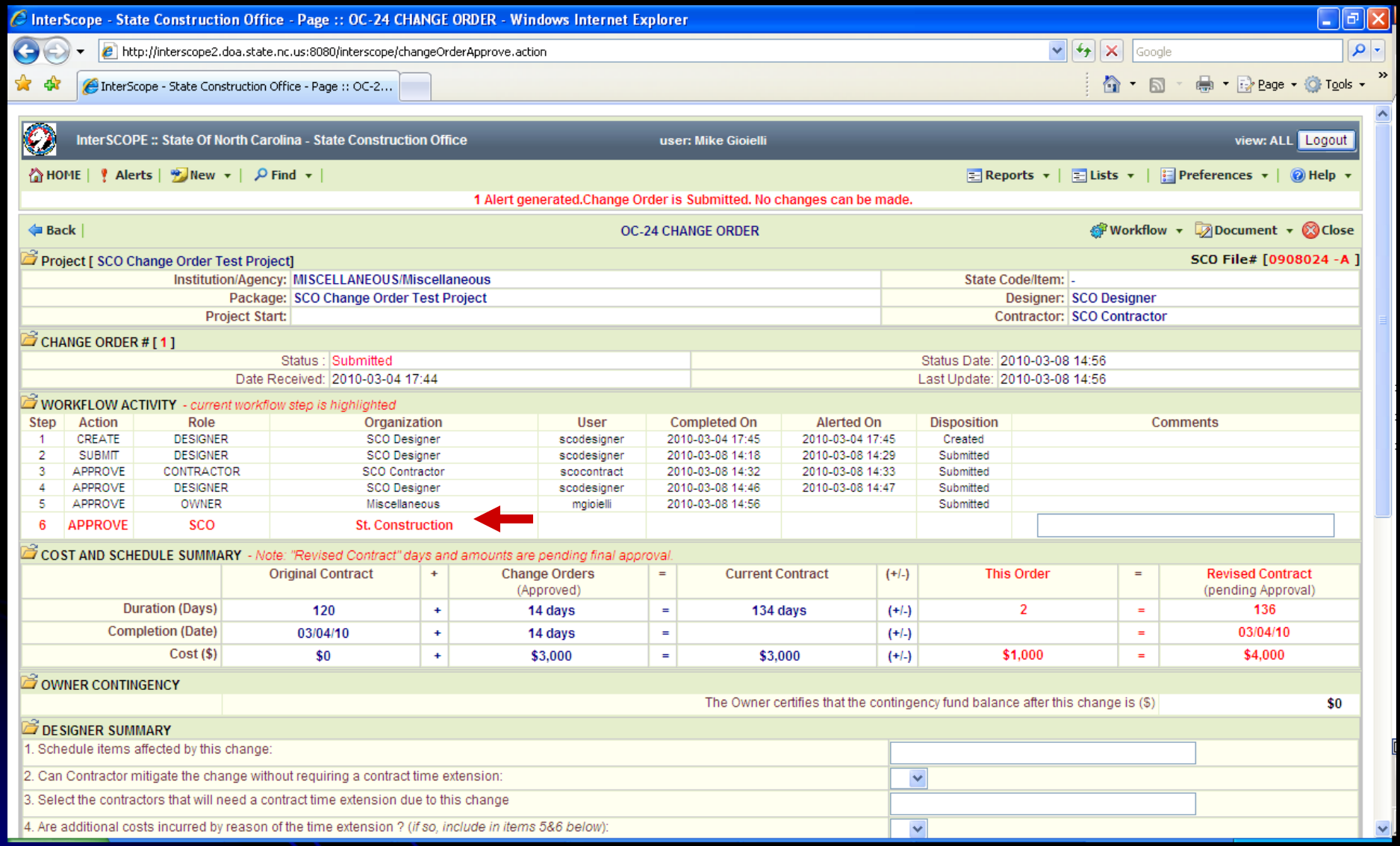
**Step 2 – Alert**



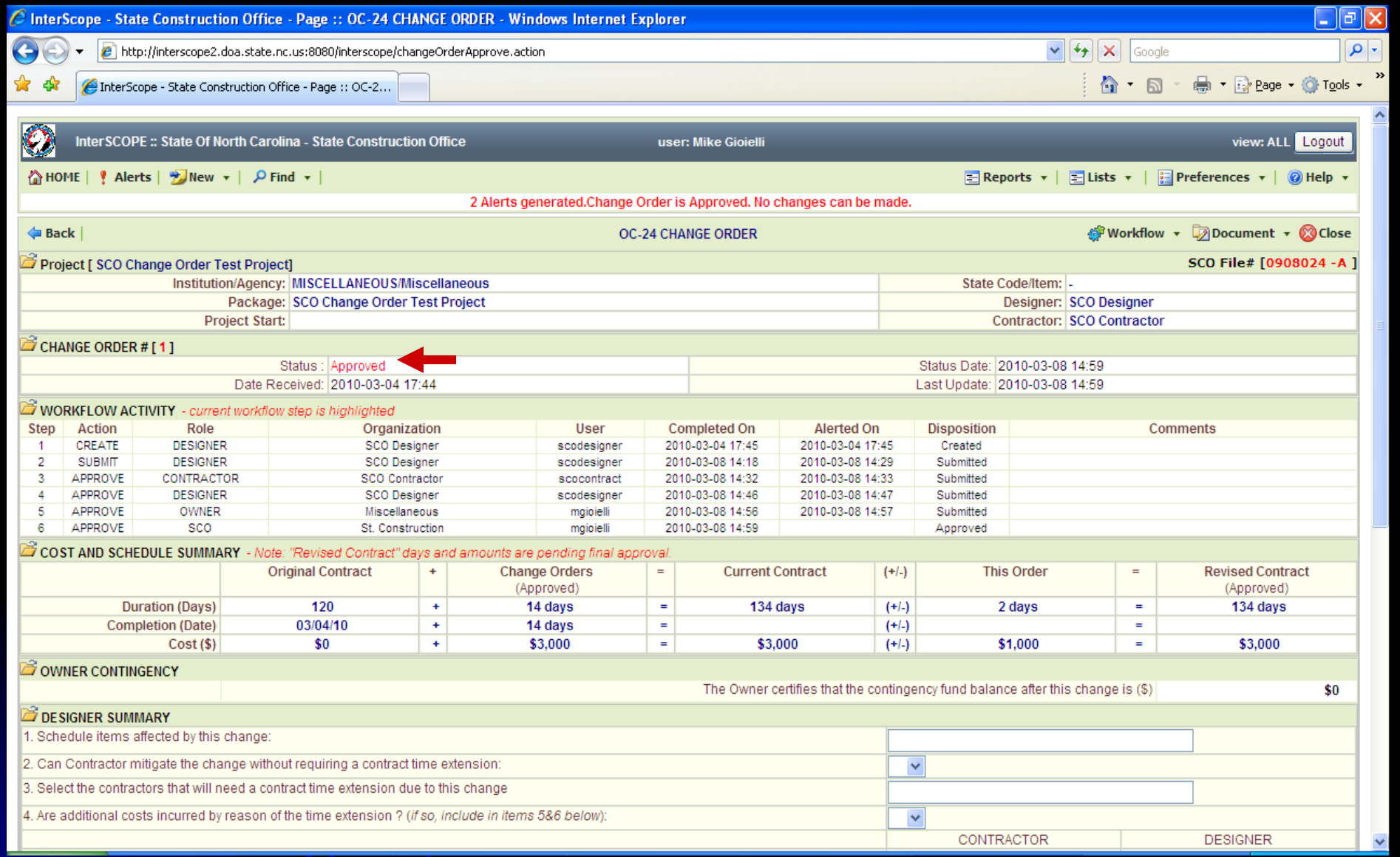

**Step 3 – Contractor approval**




**Step 4 – Designer approval**




**Step 5 – Owner approval**




**Step 6 – State Construction approval**