Job Aid: CFA Workflow in eBuilder for Project Managers

Purpose

The purpose of this job aid is to provide guidance for Project Managers (PMs) on how to initiate and manage the paperless Client Funding Authorization (CFA) workflow in eBuilder.

Overview

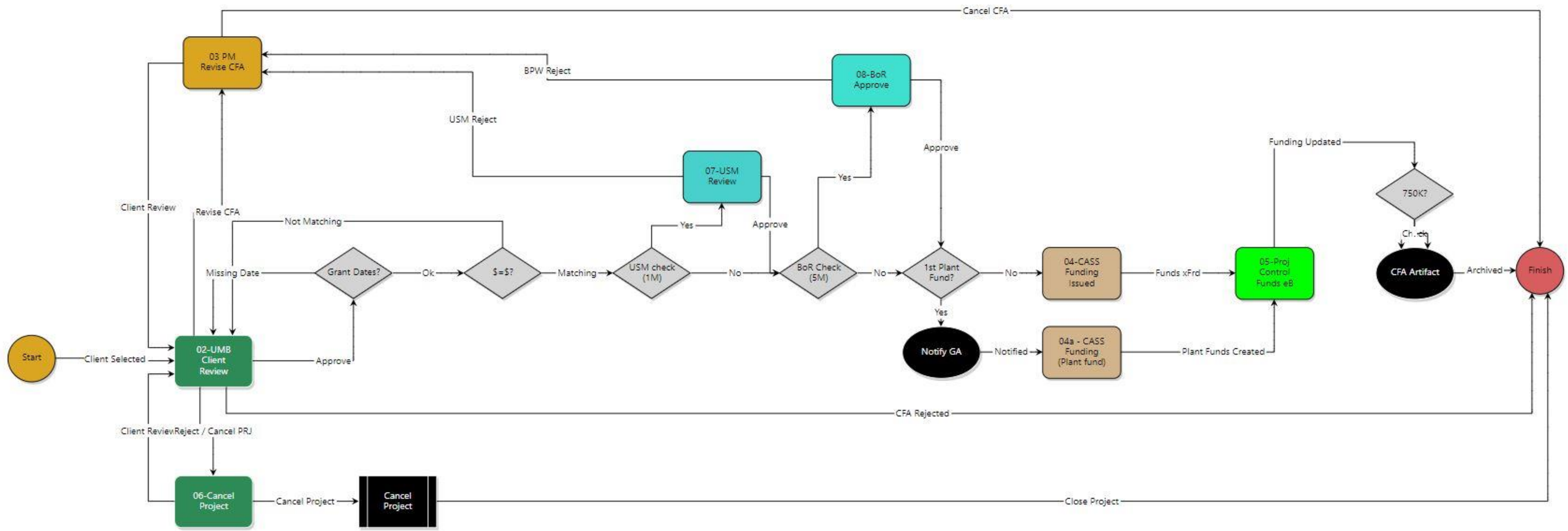
The CFA workflow in eBuilder replaces the paper-based Client Authorization form effective 19 February 2019. In addition to sunsetting the paper CA form, key changes were made to the existing process by the Kaizen 3 team (composed of D&C, CASS, and Client personnel). Process and procedure changes include:

- Removing the CFO approval for projects over $100,000
- Adding fields on the Details page to capture whether a project over $1m or $5m has received USM approval, and routing any CFA that pushes a project over these thresholds to a Real Estate Planning and Space Management (REPSM) step for action by REPSM in eBuilder
- An automatic follow-up message is sent to clients 5 days a CFA is submitted to them if they have not taken action on it (approve, reject, request revision)
- Sunsetting the Budget Initiation (BI) and Budget Change (BC) processes in eBuilder

The basic steps of the process are:

1. Step 0: PM starts the process by creating CFA
2. Step 1: PM assigns Client(s) to CFA
3. Step 2: UMB Client reviews CFA and takes one of the following actions:
    a. Approves the CFA
    b. Requests a revision to the CFA
    c. Rejects the CFA
    d. Cancels the project and rejects the CFA
4. Step 3: PM Revises the CFA (if necessary) and sends it back to the Client (back to Step 2)
5. Step 4: Real Estate Planning and Space Management takes action on projects requiring USM Chancellor or Board of Regents approval (if over $1m or $5m, respectively)
6. Step 5: If CFA has been approved, CASS transfers funds in eUMB, notes action accomplished in eBuilder
7. Step 6: UMB Project Control updates funding in eBuilder
8. Step 7: CFA closes and eBuilder notifies PM and Client

Process Flow: CFA Workflow in eBuilder



Key:

Actor	Color of Process Step
D&C Project Manager	Orange
Client	Green
Real Estate Planning and Space Management	Blue
CASS Accountant	Brown
D&C Project Controller	Green
eBuilder (logic gate)	Gray
eBuilder (automatic process)	Black

Job Aid: CFA Workflow in eBuilder for Project Managers

<table>
<tr><th>Steps</th><th>Visual</th></tr>
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1. **Launch new CFA process.**
   a. Navigate to the target project, then click on the “Processes” tab on the left nav.
   b. Select the CFA process from the drop-down and click the “Start Process” button. **Note** that the revised CFA process does NOT require that you do a Budget Initiation (BI) or Budget Change (BC) process first.

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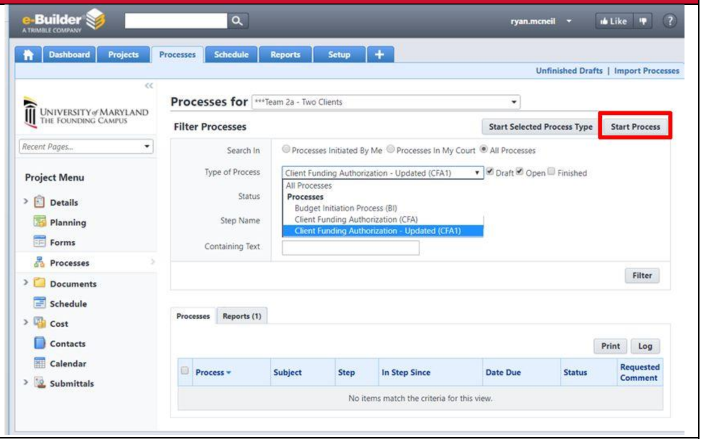

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2. **Complete Scope section.**
   a. The CFA requires a Project Schedule, a Scope of Work, and a brief reason for the CFA.
   b. The Project Schedule and Scope of Work may be uploaded by using the “Browse Computer” button, or selected from a previously uploaded file using the “Browse e-Builder” button. Uploading a new file will require you to specify the folder where you would like the file to be stored in the eBuilder file directory.
   c. In the CFA Reason field, explain in a phase or sentence what the CFA is for
   d. **Note**: Client requests for CFAs in advance of firm scope and schedule still require an uploaded file; this file should be a simple explanation of the circumstances for not submitting a proper scope and schedule (e.g. “Per client request…”)

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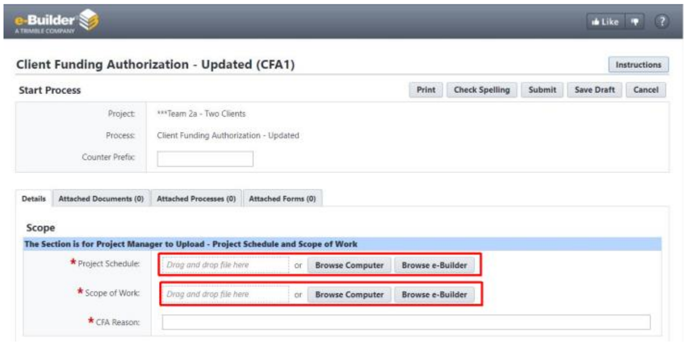

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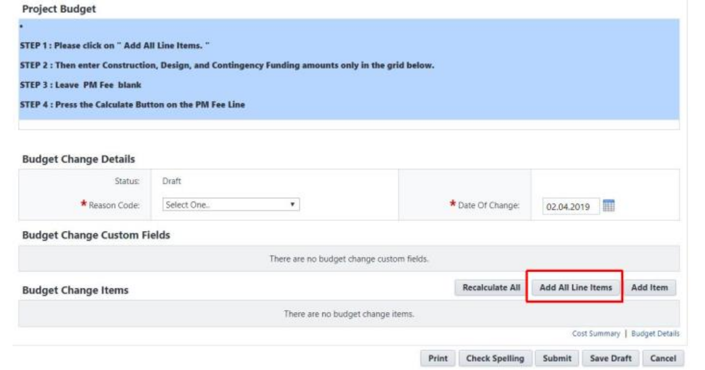
3. Add Project Budget Lines.

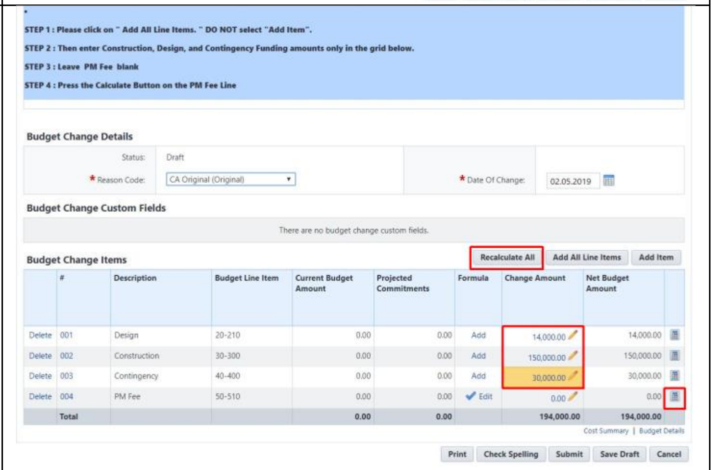
a. Following the step-by-step instructions in the blue box, first click the “Add All Line Items” button. This will populate the Budget Change section with four lines: Design, Construction, Contingency, and PM Fee.



4. Add Budget Change Details.

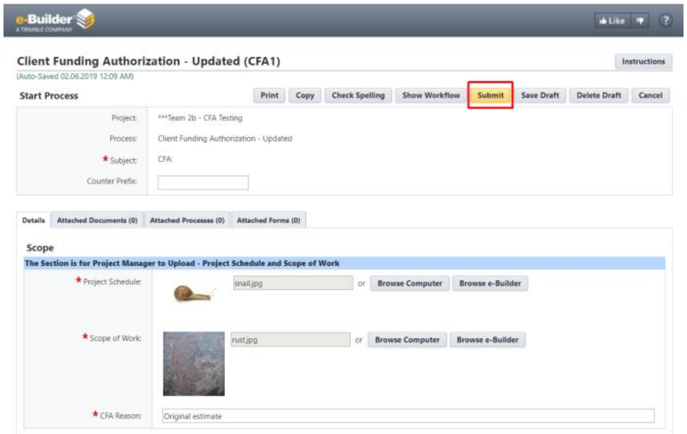
a. Fill out the CFA request by editing the line items for Design, Construction, and Contingency (do not enter a value for the PM Fee; this will be calculated automatically).

b. When you have entered all line item details, click the “Recalculate All” button or the calculator icon at the far right of the PM Fee line. The fee will automatically calculate at 4% or 8% based on the value of the project.



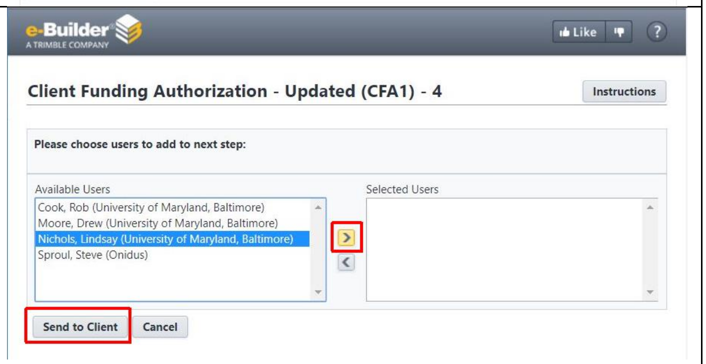
5. Send CFA to Client for Review.

a. Click the “Submit” button at the top or bottom of the form to send the CFA for client review.



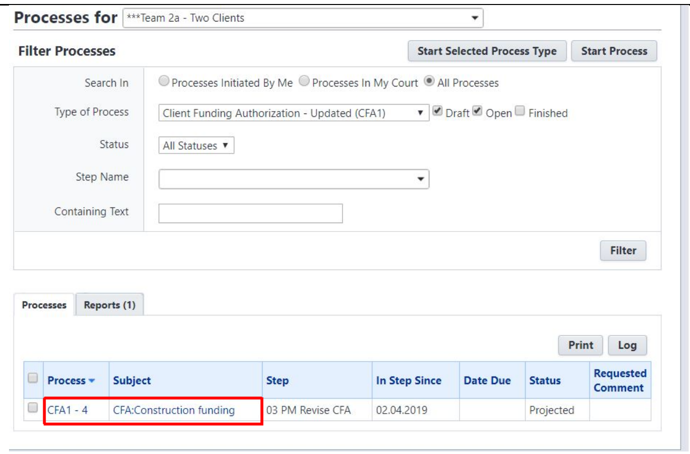
6. Select Client(s) to Receive CFA.

a. eBuilder will ask the PM to select which client(s) to send the CFA to, as there may be multiple individuals in the Client role on the project. Do NOT send a CFA to clients from different schools (e.g. Parking and O&M). Every client selected will be notified by email and will have the CFA in their court (if two clients receive the CFA, the first to act will clear the action for the other).

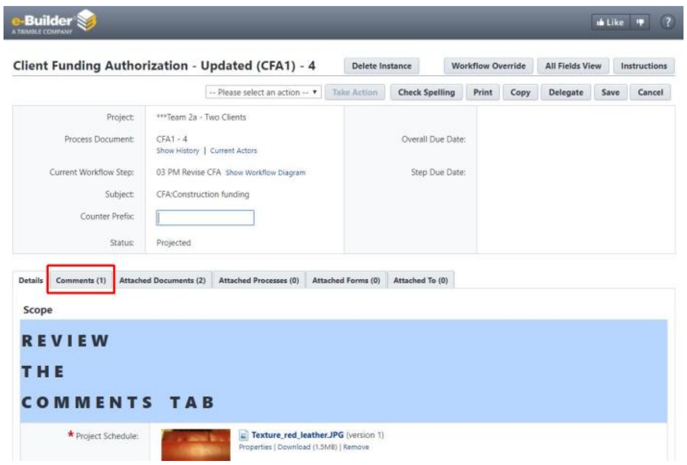


b. Select the desired recipient(s) and use the arrow to add them to the box on the right. Then click the "Send to Client" button.

7. **Open CFA (Client requested a revision).**
   a. Clients may send a CFA back to the PM for revision. eBuilder will notify the PM via email and the CFA will be in the PM's court.
   b. From the home screen in eBuilder, click the name of the CFA to open it.



8. **Review Client comments.**
   a. Clients are <u>required</u> to add a Comment when they send a CFA back to the PM for revision.
   b. Click on the Comments tab to find and review the client request.



9. Engage with Client if Revision Request is unclear.

a. There are multiple ways to engage with the client to understand the nature or scope of the revision request – eBuilder comment, email, phone, in-person, etc.

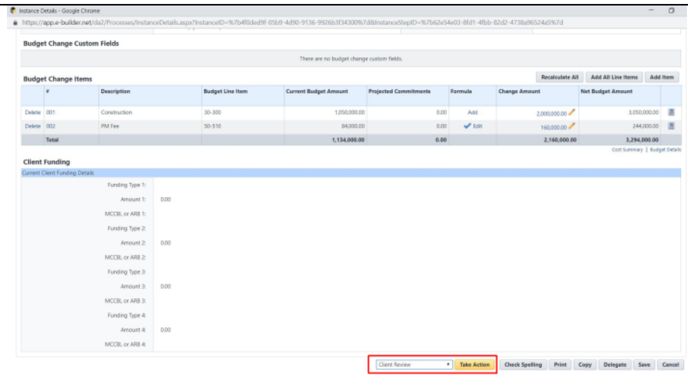
b. Once the PM and the client are clear, it is best practice to acknowledge the request by adding a comment using the "Comment" tab to document the understanding while the PM works on the revision.

10. Revise the CFA: Scope, Schedule, or Requested Amount.

a. Based on the client's feedback, the PM may adjust any part of the CFA – scope and/or schedule documents and/or the requested funding amount(s).

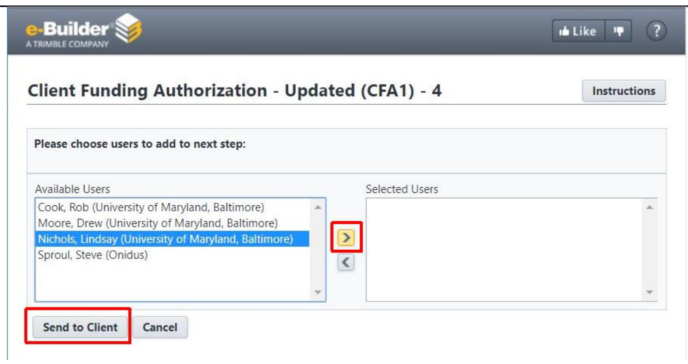
b. Make these changes. If changing the funding amounts, click the "Recalculate All" to update the PM Fee line.

c. When complete, select "Client Review" from the drop-down menu at the bottom or top of the page and click on "Take Action" to send the CFA on to the client.



11. Select Client(s) to Receive CFA.

a. Select the desired recipient(s) and use the arrow to add them to the box on the right. Then click the "Send to Client" button. Every client selected will be notified by email and will have the CFA in their court (if two clients receive the CFA, the first to act will clear the action for the other).



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12. Print CFA.

a. Once the basic required information is filled in, the PM can print the CFA to a soft copy file if desired.

b. From the top of the screen, click on the “Print” button and a dialogue box will appear. Choose the “Current View” option with the radio button and then click the “Print” button. You may choose to print the attachments with the CFA.

c. If you choose to print with attachments, eBuilder will print the entire package as a PDF file; otherwise, eBuilder will print the CFA form itself a Word file and it will download in your browser.

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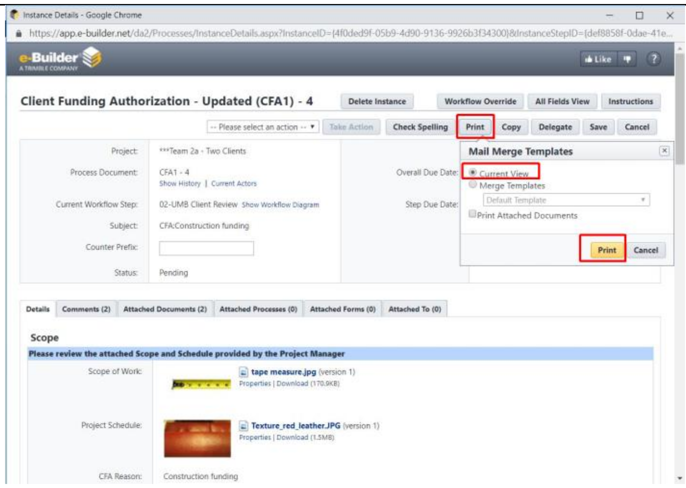

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