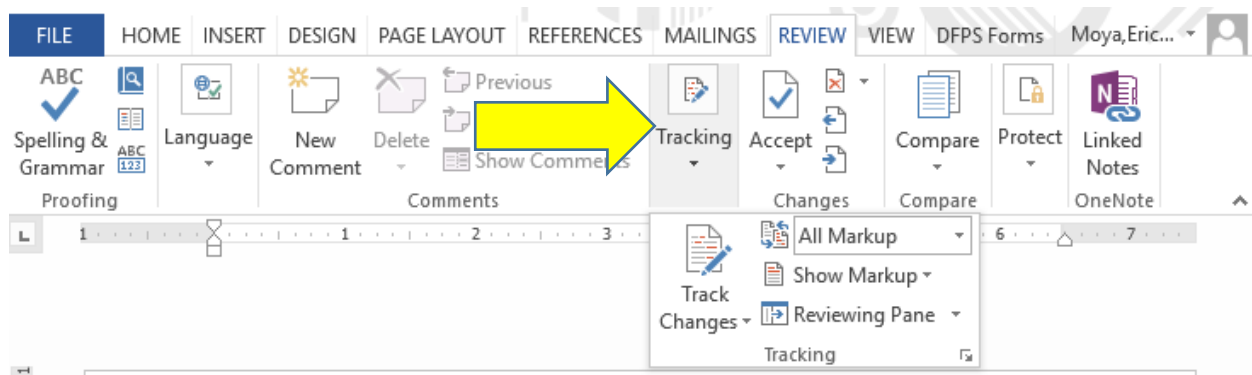


Guide for Making Project Work Plan Changes

The following guide outlines the process for requesting changes to your CYD Project Work Plan. Reasons for requesting a change to your project work plan could include updating Program contact information, services, locations, schedule or other minor program changes.

Step 1

Open your most current Project Work Plan in Microsoft Word, and turn on "track changes", found in the Review Tab.



Step 2

With track changes on, make your desired updates to the Project Work Plan.

Step 3

Once you have made your updates, save changes and email your Program Specialist (cc: your Contract Manager) with your Project Work Plan attached.

Step 4

Your Program Specialist will review your changes. Upon approval, your Program Specialist will accept and highlight all changes made, record changes in the table on Page 1, and send the approved document back to you noting your change request is approved, cc'ing the Contract Manager.

Step 5

After sending the approved Project Work Plan change request back to the contractor, PEI will upload this updated Project Work Plan to the SCOR Contracting System, with the approval date included in the file name.

If you have any questions or concerns about the process for requesting changes to your Project Work Plan, please do not hesitate to contact your Program Specialist.