

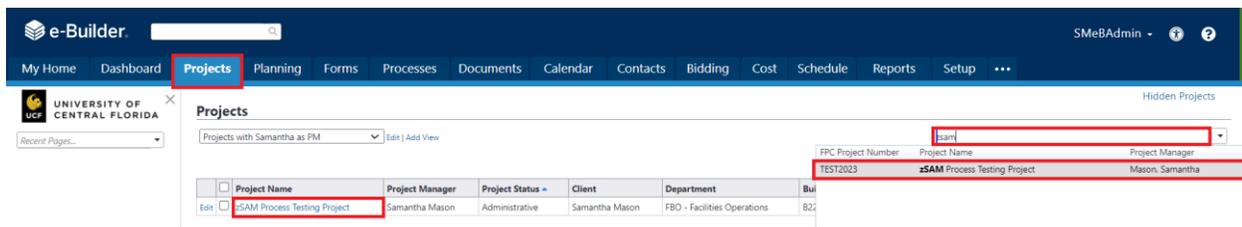
## e-Builder Standards Deviation Request (SDR) Process Guide

**Process Objective:** Request and adjudication for deviation from UCF Design and Construction Standards in relation to a specific project

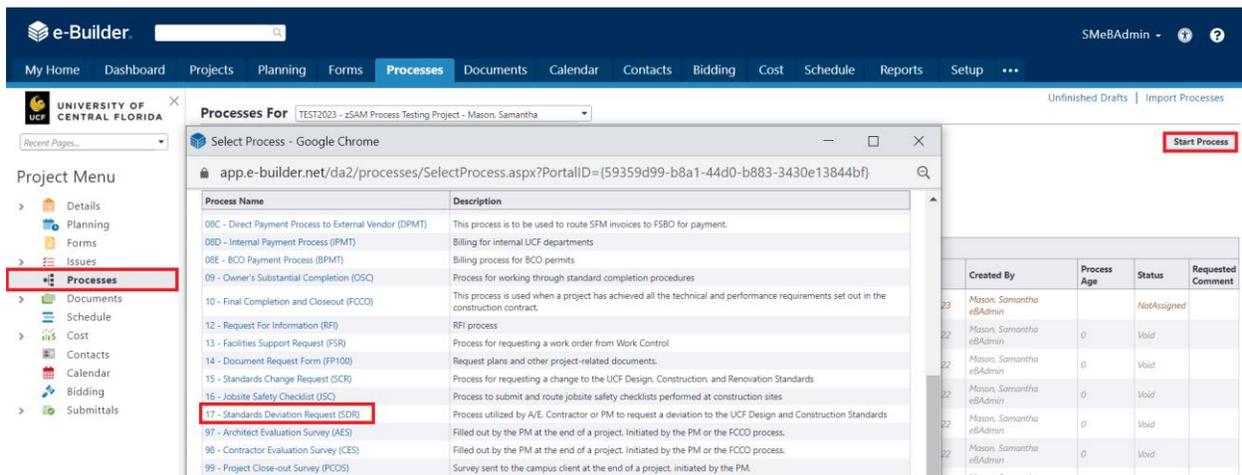
**Roles that may start process:** Architect, Engineer, Contractor, Commissioning Agent, Project Manager, or Client

**How to start a process instance:**

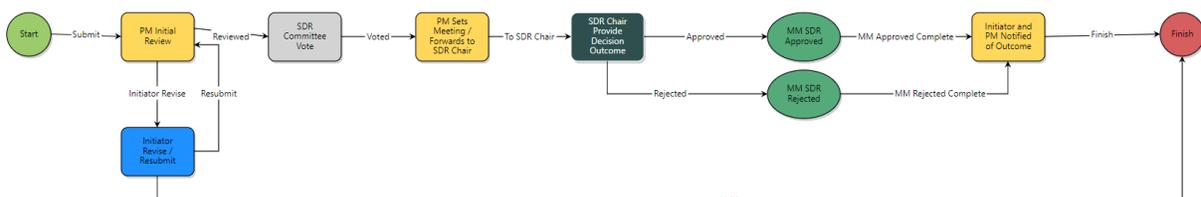
1. Log in to e-Builder
  - a. Non-UCF employees login via <https://e-builder.net/login-hub/> and then select Region 1
  - b. UCF employees use SSO credentials and login by clicking the yellow e-Builder button at <https://fp.ucf.edu/>
2. Select / search for the project for which you would like to request the deviation



3. Click "Process" from the Project Menu, click "Start Process" in the upper right-hand corner and Select process "17 – Standards Deviation Request" from the list.



### Workflow:



## Step 1: Start

Requestor reviews instructions, completes all data fields and uploads documentation that supports the request. Once complete, the requestor clicks the “Submit” button.

**17 - Standards Deviation Request (SDR)**

Start Process Print Check Spelling Submit Save Draft Cancel

Project: zSAM Process Testing Project  
Project Number: TEST2023  
Process: 17 - Standards Deviation Request

Details | Documents (0) | Attached Processes (0) | Attached Forms (0)

Expand All | Collapse All

**Requestor Information**

This form and process is utilized to request a deviation from the UCF Design and Construction Standards for a particular project. Each deviation should be submitted as a separate instance. The requestor should complete all fields below, provide any supporting documentation and then submit the form for review and adjudication. The process will route to the project's manager, the standards committee, and the committee Chair.

Reviewers may request comment from you or a meeting for clarification - the requestor should promptly respond requests for either to expedite adjudication of the request.

\* SDR Requestor Name: Minnie Mouse  
\* SDR Requestor E-mail: Minnie.Mouse@disney.com  
\* SDR Requestor Company: Disney Corporation  
\* SDR Requestor Phone: 407-123-5678

**Standards Information**

\* Standards Date and Version: August 10, 2022 Version 2  
\* Standards Page Number: 2  
\* Standards Reference Wording: "Segoe UI", A, 12px  
\* Standards Division Number: 23  
\* Standards Paragraph/Table/Note Number: 6

## Step 2: PM Initial Review (Target Duration < 2 days)

The Project Manager (PM) will review the request. If the request is sufficient, the PM will select “Reviewed” from the drop-down menu and click the “Take Action” button. If the request requires revision, the PM may either edit the language or return the request to the requestor for revision. To return the request to the requestor for revision, the PM will select “Init. Revise” from the drop-down menu and click the “Take Action” button. The PM will be required to comment to provide instructions related to the requested revisions.

**17 - Standards Deviation Request (SDR) - 4**

Workflow Override | All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

-- Please select an action --  
Reviewed  
Init. Revise

Project: zSAM Process Testing Project  
Process Document: SDR - 4  
Current Workflow Step: PM Initial Review Show Workflow Diagram  
Subject: Standards Deviation Request -TEST2023 - Division23 - Page2 - Paragraph/Table 6-Minnie Mouse  
Status: Submitted

Project Number: TEST2023  
Overall Due Date:  
Step Due Date: 11.20.2023 02:01PM

Details | Comments (0) | Documents (1) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

Expand All | Collapse All

**Project Information**

**Step Target Duration < 2 days**

A project participant has requested a deviation to the UCF Design and Construction Standards related to one of your assigned projects. Please review the request and make edits where needed or return to the requestor with comment before forwarding this request to the Standards Committee for adjudication. The committee will review, vote, and forward on to the Chair for final approval. In some instances, the committee will require clarification and may request comment or a meeting. The Project Manager should be prepared to collaborate in both instances.

Project Name: zSAM Process Testing Project

## Step 3: SDR Committee Vote (Target Duration < 5 days)

The SDR committee members will review instructions, review the SDR submission and cast their vote in the dynamic grid. Committee members may use the request comment function or otherwise reach out to other campus stakeholders, the requestor, or PM for clarification or input. Once a committee member makes their decision, the committee member will select their name, their title, their vote, and provide comment. Once all selections have been made, the committee member will add their vote to

the grid by clicking “add.” Next the committee member will click the “Take Action” button to cast their vote and “vote for voted” to confirm their vote.

#	SDR Committee Member Name	SDR Reviewer Title	SDR Vote Response	Standards Deviation Comment
Delete	Bill Martin	University Architect	Approved w/ Comment	Committee Member Comment
<b>Grand Totals (1 items)</b>				

**Add New Item for Standards Deviation Committee Voting Grid**

\* SDR Committee Member Name:

\* SDR Reviewer Title:

\* SDR Vote Response:

\* Standards Deviation Comment:

Voted

Action will proceed when voted on by all actors.

#### Step 4: PM Sets Meeting / Forwards to SDR Chair (Target Duration < 2 days)

Once all committee members have cast their vote, the process will route to the PM. The PM will review the voting grid. If a meeting has been requested the PM will click “Print” in the upper right corner to create a PDF of the process and email the PDF along with a list of project stakeholders who need to be added to the standing committee meeting to the PDC AVP Admin. The PDC AVP Admin will add the PDF and the request-related people to the next available committee meeting invite and then respond to the PM with the confirmed meeting time. The PM will select “Meeting Scheduled”, provide the time of the meeting in the process, then select “Take Action” to forward the process to the SDR Chair.

If no meeting was requested by the committee; the PM will select “No Meeting Scheduled – No Meeting Requested” and then click the “Take Action” button to forward the process to the SDR Chair.

#### 17 - Standards Deviation Request (SDR) - 4

To SDR Chair

<p>Project: zSAM Process Testing Project Process Document: SDR - 4 Current Workflow Step: PM Sets Meeting / Forwards to SDR Chair Subject: Standards Deviation Request - TEST2023 - Division23 - Page2 - Paragraph/Table 6-Minnie Mouse Status: Under Review</p>	<p>Project Number: TEST2023 Overall Due Date: Step Due Date: 11.20.2023 02:42PM</p>
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**Mail Merge Templates**

Current View

Merge Templates

Print Attached Documents

**Details** | Comments (0) | Documents (1) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

Expand All | Collapse All

**SDR Meeting Information**

Step Target Duration < 2 days

The Standards Committee has voted on this request to deviate from the UCF Design and Construction Standards. Please review the voting grid.

If one of the committee members has requested a meeting, please identify project team members that should be added to the next Standards Committee meeting (Standing Meeting Time, Thursdays @ 1:30pm) Send an email with a printed version of the process with attachments to the PDC AVP Admin communicating additional stakeholders of this request be added to the next available meeting. Once the meeting has been confirmed, select the "Meeting Scheduled, and provide the date in the field provided, then forward the process to the SDR Committee Chair for further review / adjudication by clicking the "Take Action" button.

If none of the committee members requested a meeting, select "No Meeting Scheduled - Meeting Not Requested" and forward the process to the SDR Committee Chair by clicking the "Take Action" button.

\* PM Confirms Meeting:  Meeting Scheduled

No Meeting Scheduled - Meeting Not Requested

SDR Committee Meeting Date:

Show Filter Row Height: 1X

#	SDR Committee Member Name	SDR Reviewer Title	SDR Vote Response	Standards Deviation Comment
1	Justin Wisor	AVP, FO	Request Meeting	Would like meeting to discuss the following concerns...
2	Bill Martin	University Architect	Approved w/ Comment	Committee member's comment
3	Duane Siemen	AVP, UES	Request Meeting	Would like to discuss the following concerns...

## Step 5: SDR Chair Provides Decision Outcome (Target Duration < 7 days)

If a meeting has been set to discuss the SDR, the SDR Chair will hold the process until the committee convenes. During the meeting, the SDR Chair has the ability to modify the votes of the committee to reflect their final votes and comments. If no meeting has been requested, the SDR Chair will review the voting grid and select the committee's final decision and provide any comments that must be considered with the approved with comment decision outcome. Once complete the SDR Chair will either select "Approved" or "Rejected" from the drop down and then click the "Take Action" button.

The screenshot shows a web application interface for SDR management. At the top, there's a table with columns: #, SDR Committee Member Name, SDR Reviewer Title, SDR Vote Response, and Standards Deviation Comment. Three rows are visible, each with a 'Delete' link. Below the table, there are fields for 'PM Confirms Meeting' and 'Meeting Scheduled' (11.18.2023). A section titled 'SDR Final Decision Outcome' contains radio buttons for 'Approved', 'Approved w/ Comment', and 'Rejected' (which is selected). There is also a 'Decision Comment' field. At the bottom right, there are buttons for 'Rejected' (selected in a dropdown), 'Take Action', 'Check Spelling', 'Print', 'Copy', 'Delegate', 'Save', and 'Cancel'.

**Step 6: A mail merge will emit from the system that will record the SDR Request and the outcome. The PDF document will be stored in folder 3.07 Standards Deviations Request of the related project.**

zSAM Process Testing Project - SDR-4 - Rejected

Project Name	zSAM Process Testing Project	Project Manager	Mason, Samantha
Requestor Name	Minnie Mouse	Requestor Company	Disney Corporation
Requestor E-mail	Minnie.Mouse@disney.com	Requestor Phone	407-123-5678
Standards Date	August 10, 2022 Version 2	Standards Div. #	23
Standards Page #	2	Standards Paragraph #	6

### Standards Reference Wording:

Standards Reference Wording

### Description of Deviation:

Description of Deviation (Test)

### Justification of Deviation:

Justification of Deviation (Test)

**Final Outcome: Rejected**

**Comments:**

zSAM Process Testing Project - SDR-4 - Approved w/ Comment

Project Name	zSAM Process Testing Project	Project Manager	Mason, Samantha
Requestor Name	Minnie Mouse	Requestor Company	Disney Corporation
Requestor E-mail	Minnie.Mouse@disney.com	Requestor Phone	407-123-5678
Standards Date	August 10, 2022 Version 2	Standards Div. #	23
Standards Page #	2	Standards Paragraph #	6

### Standards Reference Wording:

Standards Reference Wording

### Description of Deviation:

Description of Deviation (Test)

### Justification of Deviation:

Justification of Deviation (Test)

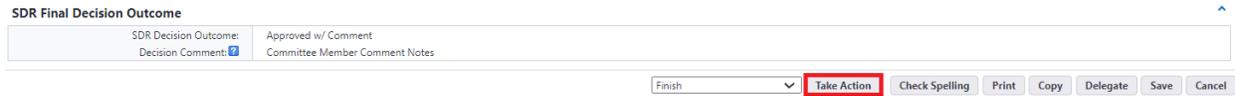
**Final Outcome: Approved w/ Comment**

**Comments:**

Committee Member Comment Notes

## Step 7: Requestor and PM Notified of Decision (Target Duration < 1 day)

The process will return to the requestor and the PM to notify them of the results. One of them must select the “Take Action” button to finish the process.



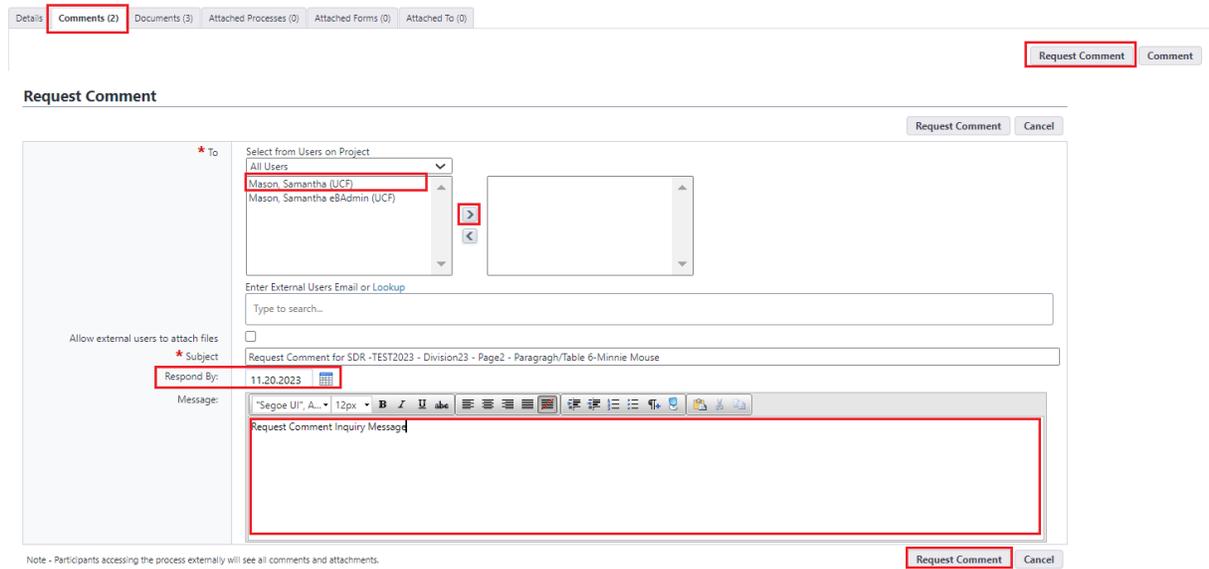
SDR Final Decision Outcome

SDR Decision Outcome:	Approved w/ Comment
Decision Comment:	Committee Member Comment Notes

Finish [v] **Take Action** Check Spelling Print Copy Delegate Save Cancel

### To Request Comment:

If a step actor would like to request comment from another stakeholder, the requestor or the PM, click the “comment” tab and click the “request comment” button. Another window will open with a list of all project participants. Select the person / people from who you request comment, select a respond by date, and pose your question in the box. The people from who you requested comment will receive an email notification communicating that you have requested comment. The SDR process will appear in their e-Builder home screen under “my processes” for easy access.



Details: **Comments (2)** Documents (3) Attached Processes (0) Attached Forms (0) Attached To (0)

**Request Comment** Comment

### Request Comment

Request Comment Cancel

\* To: Select from Users on Project

- All Users
- Mason, Samantha (UCF)**
- Mason, Samantha eBAdmin (UCF)

Enter External Users Email or Lookup

Type to search...

Allow external users to attach files

\* Subject: Request Comment for SDR - TEST2023 - Division23 - Page2 - Paragraph/Table 6-Minnie Mouse

Respond By: **11.20.2023**

Message: "Segoe UI", A... 12px B I U abc [Rich Text Editor]

Request Comment Inquiry Message

Note - Participants accessing the process externally will see all comments and attachments.

**Request Comment** Cancel