

15 - Standards Change Request (SCR)

Start Process

PrintCheck SpellingSubmitSave DraftCancel

Project:Standards Request RepositoryProject Number:SRRProcess:15 - Standards Change Request

DetailsDocuments (0)Attached Processes (0)Attached Forms (0)

Expand All | Collapse All

Please complete the form below and provide any supporting material. Your request will be forwarded to the Standards Change Committee and the VP of FBO for adjudication.

* Requestor Name:Homer Simpsons

* Requested On Behalf Of:Marge Simpson

* Standards Revision Number/Date:August 10, 2023 Version 2023.2

* Paragraph/Note/Table Number:8

* Date SCR Requested:11.18.2023

* Standards Division Number:23

* Standards Page Number:2

Change Requested

* Change Requested:

Intent of change, include application (new construction, renovation, etc), or other information explaining intent. Include pertinent information such as justification, example, change driver, implication, etc.

Explanation of Change Requested Test

Mail Merge: Original Submission

The process will emit a PDF document of the standards change request and store it within the Original Submissions folder of the Standards Request Repository project.

Original Version of Standards Change Request for SCR - 226

Original Request for UCF Design and Construction Standards Change Pertaining to Division 23; Page 2; Paragraph 8, requested on 11.18.2023 by Homer Simpsons on behalf of Marge Simpson

Change Requested:

Explanation of Change Requested Test

Cost / Benefit Analysis:

Explanation of Cost / Benefit Analysis of Change Requested

Current Standards Language:

Wobble Wobble Wobble

New Proposed Standards Language:

Gobble Gobble Gobble

Step 2: SCR Chair Reviews the Request / Selects Ad hoc Committee Members

The SCR Chair will review the request and may return the request to the requestor with comment for modifications. To return the process to the requestor, the SCR Chair will select “Revise / Resubmit” from the drop-down box, and then select the “Take Action” button. The SCR Chair will be required to provide comment and click “Revise / Resubmit” again.

15 - Standards Change Request (SCR) - 226

Project:Standards Request RepositoryProcess Document:SCR - 226Show History | Current ActorsCurrent Workflow Step:SCR Chair Reviews / Selects Committee Show Workflow DiagramSubject:Standards Change Request - Division23 - Page2 - Paragraph/Table 8-Homer Simpsons-11/18/2023Status:Submitted

-- Please select an action -- -- Please select an action -- ReviewedRevise/Resubmit

Take ActionCheck SpellingPrintCopyDelegateSaveCancel

Step Due Date:

* Add Comment

☐ Private

Provide comment regarding the requested revisions

Check SpellingRevise/ResubmitCancel

To forward the request to the committee for vote, the SCR Committee Chair will select “Reviewed” from the drop-down menu and click the “Take Action” button. The process will forward to the standing committee members for vote. The SCR Chair will have the option to select additional ad hoc members from a list and should select them if the scope of the change requires it. If additional reviewers are required, select them from the available users list and then click the “>” to move them to the selected users list. Once complete, click “Reviewed.” If no additional reviewers are required, only click “Reviewed.”

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Project: Standards Request Repository	Process Document: SCR - 226	Current Workflow Step: SCR Chair Reviews / Selects Committee	Subject: Standards Change Request - Division23 - Page2 - Paragraph/Table 8-Homer Simpsons-11/18/2023	Status: Submitted
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Step Due Date:

Take Action Check Spelling Print Copy Delegate Save Cancel

Please select an action --> Reviewed Review/Resubmit

Please choose users to add to next step:

Available Users: ArR, Nicole (UCF) Freund, Steven (UCF) Garey, Bryan (UCF) Thalheimer, Joseph (UCF) Michel, Renee (UCF)

Selected Users:

Reviewed Cancel

Action will proceed when voted on by all actors.

Vote for Voted No, Cancel

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

Members of the SCR Committee will review the requested change to the UCF Design and Construction Standards and cast a vote to approve, reject or request a meeting. Any member of the committee may request further input from the requestor or other UCF stakeholders by using the request comment function prior to casting their vote (See request comment instructions on Page 8). Once a committee member makes their decision, the committee member will select their name, title, 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.

Add New Item for SCR Committee Vote Record

* SCR Reviewer	Bill Martin
* Reviewer Title	University Architect
* Reviewer Response	Approve
* Reviewer Comment	Approved

Clear Add

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Voted Take Action Check Spelling Print Copy Save Cancel

Project: Standards Request Repository	Process Document: SCR - 226	Current Workflow Step: SDR Committee Vote	Project Number: SRR	Overall Due Date:	Step Due Date:
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Action will proceed when voted on by all actors.

Vote for Voted No, Cancel

Step 4: SCR Admin Meeting Set-Up (Target Duration < 2days)

The SCR Admin reviews the SCR Committee Vote Record Grid.

SCR Committee Vote Record				
Show Filter Row Height: 2X				
#	SCR Reviewer	Reviewer Title	Reviewer Response	Reviewer Comment
1	Ben Davis	AVP, PDC	Approve	Approved
2	Bill Martin	University Architect	Approve	Approved
3	Duane Siemen	AVP, UES	Approve	Approved
4	Justin Wisor	AVP, FO	Approve	Approve

If no meeting has been requested, the SCR Admin will select “Meeting not required, no meeting was requested” and click the take action button.

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To SCR Chair

Take Action

Check Spelling

Print

Copy

Delegate

Save

Cancel

Project: Standards Request Repository

Process Document: SCR - 226

Current Workflow Step: SCR Admin Meeting Set Up

Subject: Standards Change Request - Division23 - Page2 - Paragraph/Table 8-Homer Simpsons-11/18/2023

Status: Under Review

Project Number: SRR

Overall Due Date:

Step Due Date:

Details

Comments (3)

Documents (2)

Attached Processes (0)

Attached Forms (0)

Attached To (0)

Expand All | Collapse All

SCR Admin Meeting Information

The SCR Admin reviews the SCR Committee Voting Grid. If any of the committee members requested a meeting, the SCR Admin will notify all voting committee members that this SCR will be discussed at the next standing standards meeting, add the SCR requestor to the meeting invite, and provide the date of the meeting in the space provided. Once complete, click the "Take Action" button to move the process to the SCR Chair.

If no meeting is requested, the SCR Admin will simply click the "Take Action" button to move the process to the SCR Chair.

*To create a .pdf of the process contents to add to the notification of meeting participants, you may select print and a copy of the process will download for your use.

SCR Confirms Meeting:

Meeting scheduled

Meeting not required, no meeting was requested.

SCR Meeting Date:

If any of the committee members requested a meeting, the SCR Admin will notify all committee members and the Requestor that this Standards Change Request will be discussed and the next available Standards Committee meeting. The related outlook meeting invite will be forwarded to the requestor and a PDF Print of the process will be added to the meeting invite. Once the meeting is confirmed, the SCR Admin will select “Meeting Scheduled,” provide the date of the meeting in the space provided, and click the take action button to move the process forward to the SCR Chair.

15 - Standards Change Request (SCR) - 226

To SCR Chair

Take Action

Check Spelling

Print

Copy

Delegate

Save

Cancel

Project: Standards Request Repository

Process Document: SCR - 226

Current Workflow Step: SCR Admin Meeting Set Up

Subject: Standards Change Request - Division23 - Page2 - Paragraph/Table 8-Homer Simpsons-11/18/2023

Status: Under Review

Project Number: SRR

Overall Due Date:

Step Due Date:

Details

Comments (1)

Documents (1)

Attached Processes (0)

Attached Forms (0)

Attached To (0)

Expand All | Collapse All

SCR Admin Meeting Information

The SCR Admin reviews the SCR Committee Voting Grid. If any of the committee members requested a meeting, the SCR Admin will notify all voting committee members that this SCR will be discussed at the next standing standards meeting, add the SCR requestor to the meeting invite, and provide the date of the meeting in the space provided. Once complete, click the "Take Action" button to move the process to the SCR Chair.

If no meeting is requested, the SCR Admin will simply click the "Take Action" button to move the process to the SCR Chair.

*To create a .pdf of the process contents to add to the notification of meeting participants, you may select print and a copy of the process will download for your use.

SCR Confirms Meeting:

Meeting scheduled

Meeting not required, no meeting was requested.

SCR Meeting Date: 11.30.2023

Mail Merge Templates

Current View

Merge Templates

Default Template

Print Attached Documents

Print

Cancel

Step 5: SCR Chair Records Results / Makes Recommendation (Target Duration < 7 days)

If a meeting has been set to discuss the SCR, the SCR Chair will await the meeting outcome to take further action. During the meeting, the SCR Chair has the ability to modify the votes / comments of the committee to reflect their final votes and comments. In addition, the SCR chair has the ability to modify the language of the proposed standards language to accommodate feedback from the committee.

If no meeting has been requested, the SCR Chair will review the vote record grid, provide the committee's recommendation for approval or rejection and provide a summary of the justification for the recommendation. The SCR Chair will then select the "Take Action" button to forward the process to the Vice President of Facilities and Business Operations (VP) for final approval.

15 - Standards Change Request (SCR) - 226			
Project Process Document Current Workflow Step: Subject: Status:	Standards Request Repository SCR - 226 Show History Current Actions SCR Chair Records Results Show Workflow Diagram Standards Change Request - Division23 - Page2 - Paragraph/Table 8-Homer Simpsons-11/18/2023 Under Review		VP Approval: Take Action Check Spelling Print Copy Delegate Save Cancel
		Project Number: Overall Due Date: Step Due Date:	SRR

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

[Expand All](#) | [Collapse All](#)

SCR Chair Adjudicate

SCR Chair will review voting record and meeting information. If committee members have requested a meeting, the SCR chair will await the meeting outcome to take further action.

The SCR Chair will record the outcome of the committee's decision and provide a narrative regarding approval or rejection in the box provided. The SCR Chair will forward the process to the VP for final approval by clicking the "take action" button.

In the case that the committee would like to accept the change with slight modification to the language, the SCR Chair may revise the language in this step and then proceed.

* Committee Vote Outcome:

* Summary of Decision Outcome for VP / Requestor:

☒ Recommend to Approve
☐ Recommend to Reject

"Sege U". A... | 12px | B | I | U | ...

All committee members agree that the proposed change to the UCF Design and Construction Standards is in the best interest of the University.

Step 6: VP Final Approval of Committee Decision

The VP will review the request and the recommendation of the Standards Change Committee.

If the VP concurs with the committee's recommendation, the VP will select "Concur w. Cmte." from the drop-down and the "Take Action" button. The VP may opt to provide comment or not, then will click "Concur w/ Cmte." again. If the change was approved, the process will route for standards change implementation. If the change was rejected, the process will route to notify the requestor that the proposed change was rejected.

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Concur w/ Cmts.

Take Action

Check Spelling

Print

Copy

Delegate

Save

Cancel

Project: Standards Request Repository

Process Document: SCR - 226

Current Workflow Step: VP Concur with Committee Decision Show Workflow Diagram

Subject: Standards Change Request - Division23 - Page2 - Paragraph/Tabie 8-Homer Simpsons-11/18/2023

Status: Under Review

Project Overall

Step Due Date

Concur w/ Cmts.

Please select an action --

Concur w/ Cmts.

Revises to Cmts.

Add Comment

Optional Comment

Check Spelling

Concur w/ Cmts.

Cancel

If the VP does not concur with the committee's recommendation, the VP will select "Revise to Cmte." from the drop-down and the "Take Action" button. The VP will be required to provide comment, then will click the "Revise to Cmte." again. The process will return to the SCR Chair to act per the VP's direction. The SCR Chair can reject directly to the requestor or revise the request and resubmit to the VP.

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Delete Instance
Workflow Override
All Fields View

<div> <div>Project:</div> <div>Standards Request Repository</div> </div> <div> <div>Process Document:</div> <div>SCR - 226</div> </div> <div> <div>Current Workflow Step:</div> <div>VP Concur with Committee Decision</div> </div> <div> <div>Subject:</div> <div>Standards Change Request - Division23 - Page2 - Paragraph/Table 8-Homer Simpsons-11/18/2023</div> </div>	<div> <div>Project Overall:</div> <div> <div>Concur w/ Cmte.</div> <div> Please select an action... </div> <div> Concur w/ Cmte. Revoke to Cmte. </div> </div> </div> <div> <div>Step Due Date:</div> <div></div> </div>	<div> Take Action Check Spelling Print Copy Delegate Save Cancel </div>
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* Add Comment

Required Comment - Direction to committee Chair about revisions requested

[Check Spelling](#) [Revise to Cmte.](#) [Cancel](#)

Step 8: Office Technology Manager (OTM) Updates Standards

The OTM will update the standards, upload a PDF version to the process, and click “Take Action” to send the updates to the SCR Chair for review.

Step 8a: Requestor Notified Request Rejected

If the committee and the VP have elected to reject the change to the Standards, the process will return to the requestor to notify them. The requestor should review the comments, then select the “Take Action” button to finish the process.

Step 9: SCR Chair Reviews Updated Document

The SCR Chair will review the updated document.

To approve publication, the SCR Chair will select “Approved” from the drop-down menu and the “Take Action” button.

15 - Standards Change Request (SCR) - 226

Project:	Standards Request Repository	Approved	Take Action	Check Spelling	Print	Copy	Delegate	Save	Cancel
Process Document:	SCR - 226	-- Please select an action --							
	Show History Current Actors	Approved							
Current Workflow Step:	SCR Chair Reviews Document Show Workflow Diagram	Needs Revisions							
Subject:	Standards Change Request - Division23 - Page2 - Paragraph/Table 8-Homer Simpsons-11/18/2023								
Status:	Pending								
		Project Number:	SRR						
		Overall Due Date:							
		Step Due Date:							

To return to the OTM for revisions, the SCR Chair will select “Needs Revisions” from the drop-down and click the “Take Action” button. A comment will be required. Use the comment box to provide direction for the revisions and click the “Needs Revision” button again.

15 - Standards Change Request (SCR) - 226

Project:	Standards Request Repository	Needs Revisions	Take Action	Check Spelling	Print	Copy	Delegate	Save	Cancel
Process Document:	SCR - 226	-- Please select an action --							
	Show History Current Actors	Approved							
Current Workflow Step:	SCR Chair Reviews Document Show Workflow Diagram	Needs Revisions							
Subject:	Standards Change Request - Division23 - Page2 - Paragraph/Table 8-Homer Simpsons-11/18/2023								
Status:	Pending								
		Project Number:	SRR						
		Overall Due Date:							
		Step Due Date:							

* Add Comment

Required Comment - Provide Direction for Revisions

[Check Spelling](#) [Needs Revisions](#) [Cancel](#)

Step 9: OTM Updates Standards

Once the updated standards publication has been approved by the SCR chair, the process will route to the OTM for quarterly publication to the UCF Design and Construction Standards. Once the Standards

have been updated, the OTM will email a link to the modified Standards the SCR Committee with copy to all staff of Planning, Design and Construction.

Mail Merge – Final Record of Standards Change Request

Upon completion of the SCR Process, a mail merge will be emitted that provides the final record of the Standards Change Request.

Final Record of Standards Change Request for SCR - 226

Original Request for UCF Design and Construction Standards Change Pertaining to Division 23; Page 2; Paragraph 8, requested on 11.18.2023 by Homer Simpsons on behalf of Marge Simpson

Change Requested:

Explanation of Change Requested Test

Cost / Benefit Analysis:

Explanation of Cost / Benefit Analysis of Change Requested

Current Standards Language:

Wobble Wobble Wobble

New Proposed Standards Language:

Gobble Gobble Gobble

Committee Vote Date: 11.20.2023

VP Consensus Date: 11.20.2023

To Request Comment:

If a step actor would like to request input from a UCF Stakeholder or the Requestor 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

To Select from Users on Project
All Users
Mason, Samantha (UCF)
Mason, Samantha eAdmin (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:

Request Comment Inquiry Message

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

Request Comment Cancel

