

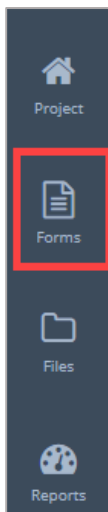
Basic Change Directives (BCD)

The Basic Change Directive (BCD) form will be used to capture basic change directives issued by Contracts & Procurement. This form is created by the Project Manager or Assistant Project Manager and is a DGS internal form and viewed by the vendors and project staff.

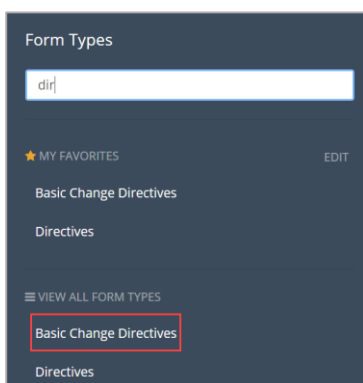
The Basic Change Directive process is initiated and performed outside of ProjectTeam and is managed through the procurement system. This information will be captured in ProjectTeam after it is complete.

Create a new Basic Change Directive (BCD)

1. Within the project, click the **Forms** icon on the left navigation pane or if you have set up your Favorite Form Types to include the Basic Change Directives from, you may select it on the Project Home page.



2. Use the Search box to type dir to easily locate the Basic Form Directives form. Click the form title to open the form log.



- The **Basic Change Directives** shared with me log opens. Click the **New** button located on the top right corner of the pane to create a new record.



- Enter the title of the document in the **Title** field.

Title	* Required
Type the Title	

- Click the **Get Next** number to automatically assign a number to the document.

BCD Number
Get Next


- Click inside the **Date Issue** field to open the calendar utility. Click a date to select.

Date Issued																																																							
<div>< February 2020 ></div> <table border="1"><thead><tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr></thead><tbody><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>01</td></tr><tr><td>02</td><td>03</td><td>04</td><td>05</td><td>06</td><td>07</td><td>08</td></tr><tr><td>09</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>01</td><td>02</td><td>03</td><td>04</td><td>05</td><td>06</td><td>07</td></tr></tbody></table>							Sun	Mon	Tue	Wed	Thu	Fri	Sat	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	01	02	03	04	05	06	07
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- Enter the **NTE Amount**.


NTE Amount
\$0.00

8. To add Associated PCO(s), click the **Add Existing** button.

Associated PCO(s) ?						Add Existing
	PCO #	Description	From Business	Proposed Schedule Impact (Days)	Do Not Use	

- a. You may use the **search feature** to quickly find a PCO. Click the **checkbox** beside each **PCO** you wish to add to the Basic Change Directive and click the **Add** button.

Add Associated PCO(s) ×














	PCO #	Description	From Business	Proposed Schedule Impact (Days)	Do Not Use
<input checked="" type="checkbox"/>	001	Additional Work	DGS	5	\$0.00

Cancel

Add

9. Enter any applicable information in the **Notes** field.

Notes/Comments

10. Press the **Save & Share** button located in the top right corner.

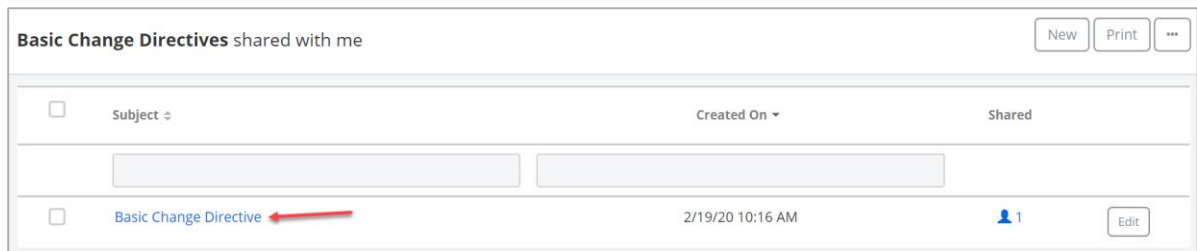
Cancel

Save & Share 

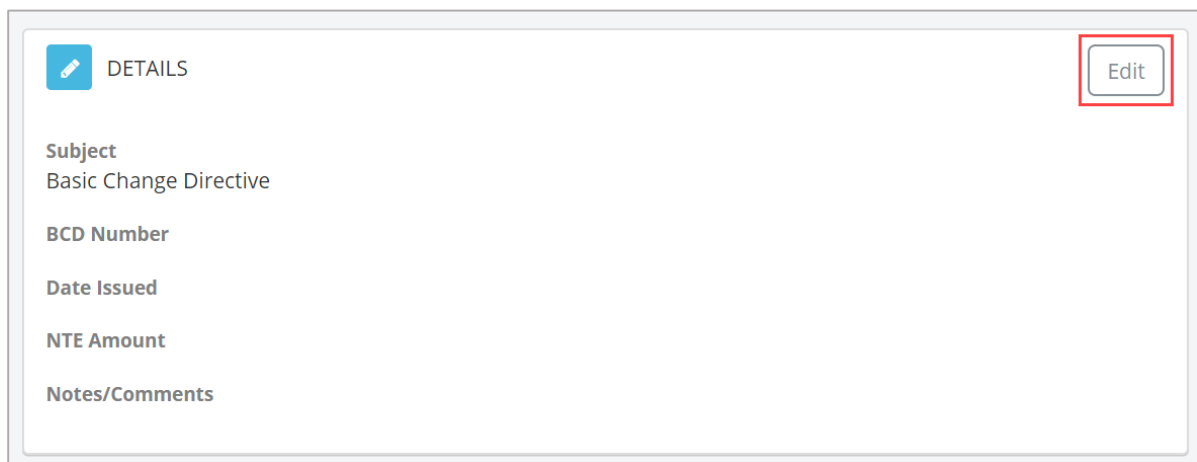
11. Share this document with Finance, Budget, Awarded Vendor and any other relevant groups.

Edit a Basic Change Directive

1. Open the Basic Change Directive log and click the **title of the record** you wish to edit or review.



2. Click the **Edit** button in the Details section.



3. Add information or make the appropriate changes. Once the edits are complete, click the **Save** button to save the document without sharing or click the **Save & Share** to share the document.

