



Quick Reference Guide

This QRG aligns with the Project Management Framework

Project and Contract Management System

Construction Contract Adjustment Claim

This guide provides instructions on how to enter, assess and approve an Adjustment/Variation claim of a Construction contract.

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Important Reminders

- To lodge an Adjustment, you will need to complete the Construction Contract Adjustment Process. If the process is not available, please contact your Contract Manager.
- If you have multiple Adjustments to lodge at one time, at your Contract Manager’s discretion, you may use a single process to do this. **If you do this, then ensure you rename the process to include the range of adjustment/variation numbers covered by the one process.**

Where to find the Adjustment Claim process

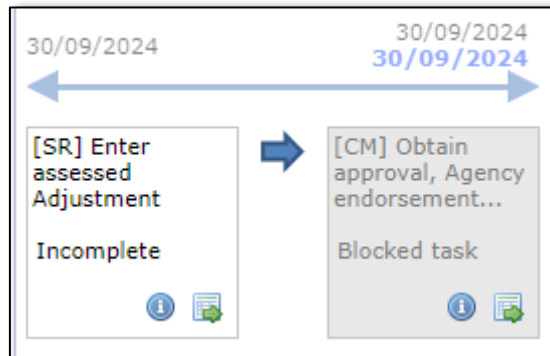
The Adjustment Claim process can be found in Contracts > Contract Dashboard > Linked Processes widget

Name	Description	Date Commenced	Progress
21595819 Var# V001 Baldvis Police Station Upgrade - Construction - Multiplex Construction	Supers Rep loads Contractors Adjustment claim in PACMan and gives preliminary approval to the variat...	30/09/2024	0%
15311	Construction Contract - Claim for First Payment **Process was AUTO-CREATED** The Payment Claim m...	30/09/2024	50%
DRAFT Construction Contract Practical Completion	Process for PRACTICAL COMPLETION. For each Separable Portion, please complete a new Practical Comple...	1/10/2024	0%

Click on the process to get started.

Note: The Contractor's claim MUST be loaded through this process.

You will notice that the Superintendent's Representative (SR) tasks are grouped. Some tasks will be marked Blocked.



[SR] Enter assessed Adjustment

1. Click on the task box, read instructions and *Go To Screen*

The screenshot shows the 'Process Task Details' for '[SR] Enter assessed Adjustment'. The status is 'Incomplete'. The responsibility is assigned to the Superintendent's Representative, Contract Manager (Simon Clarke). Under 'Available Actions', the 'Go To Screen' button is highlighted with a red box. The instruction section contains detailed steps for adding variations, including requirements for individual entries, supporting documents, and specific data entry instructions.

The Adjustments list screen will display

2. Select the [Click here to add a new Adjustment](#) link

The screenshot displays the 'Adjustments List' interface. At the top, it states: 'Below is a list of Adjustments for the selected Contract [Click here to add a new Adjustment](#), or you can select an Adjustment from the list below to modify it.' The 'Adjustments List' section includes a search bar, a table with columns for 'Var No.', 'Title', 'Total (ex. tax)', 'Date Actioned', 'Status', and 'Approve', and a message indicating 'No record found.'

3. Enter the following details for your Variation:

This is all 'header' information.

- Adjustment Type (usually variation)
- Name of Initiating Person (Defaults to your name)
- Date Raised (Defaults to today, but should be date raised by Contractor) • Brief Statement (Description)
- Adjustment Cause • Additional Information Cause and Additional Info if necessary.
- Attachments add documentation supporting the adjustment and Upload.

4. Complete the following fields

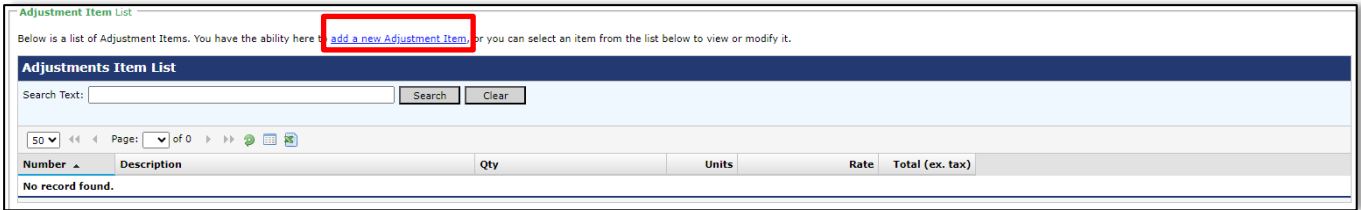
5. Click Add. Your Adjustment should now be visible in the Adjustment List.

6. Click on the Items icon to add a new Adjustment Item

Var No. ▲	Title	Total (ex. tax)	Date Actioned	Items	Status	Approve
V1	relocation of pit	\$0.00				

7. Enter the Adjustment Value:

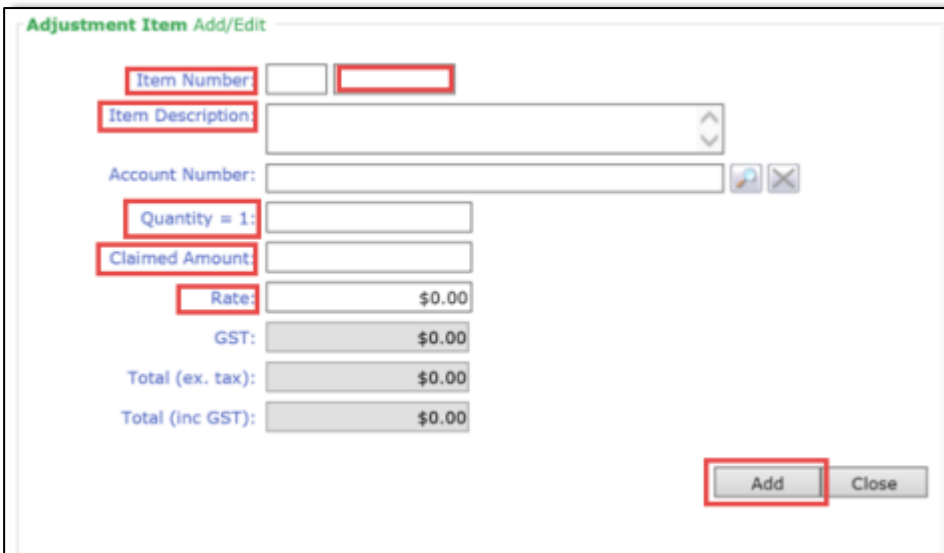
- a) Click the link to enter the variation value.



b) Enter the following details:

This is all 'Value' information.

- Item Number (this can be 1)
- Item description (brief description like the Brief Statement)
- Quantity (this should always be 1)
- Claimed Amount Contractors Original Claimed Total Value (for this item)
- Rate is Agreed Item Total Value (for this item)

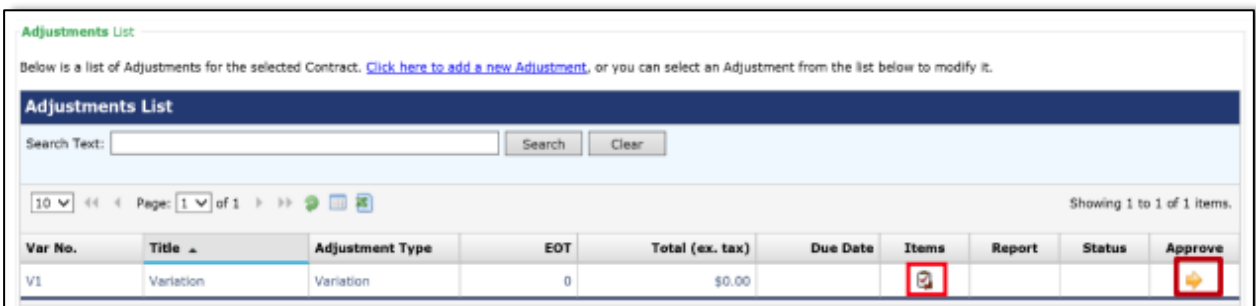


c) Click **Add**

Note: You can repeat the process to add successive line items if they are all sub items for the same adjustment.

8. Approve Adjustment

1. Select the Approve Arrow

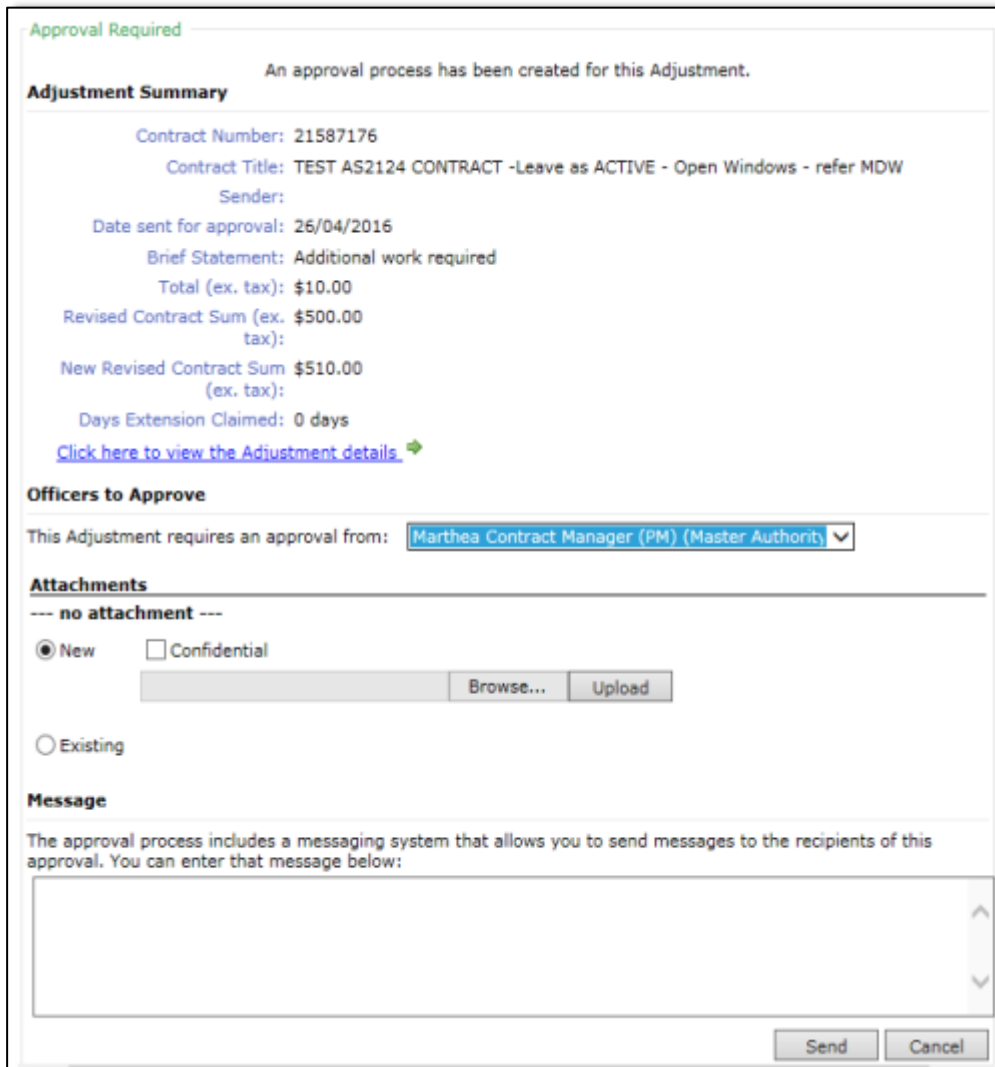


2. You can preview the Adjustment before you select **Approve**.



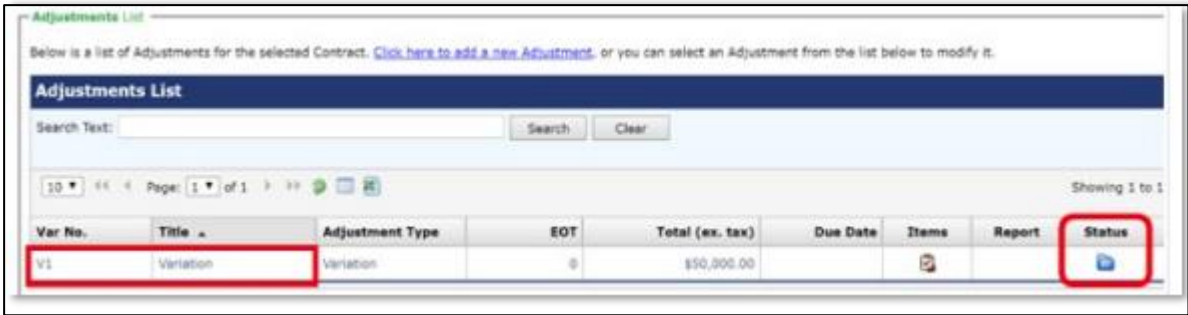
NOTE: If the Adjustment requires an extension of time (EOT) please see the Appendix for further instruction.

- 9. An Approval is Required from the CM
 - Contract Details - Check the following details
 - Officers to Approve (select the current Contract Manager from the dropdown list)
 - Attachments (can be added if appropriate)
 - Message (enter message for Contract Manager if required)



10. Forward to the CM – Click **Send**

A blue folder will display under status as shown in the screenshot below, indicating the adjustment is awaiting approval by the Contract Manager.



11. Click

Your task for the Adjustment is now complete.

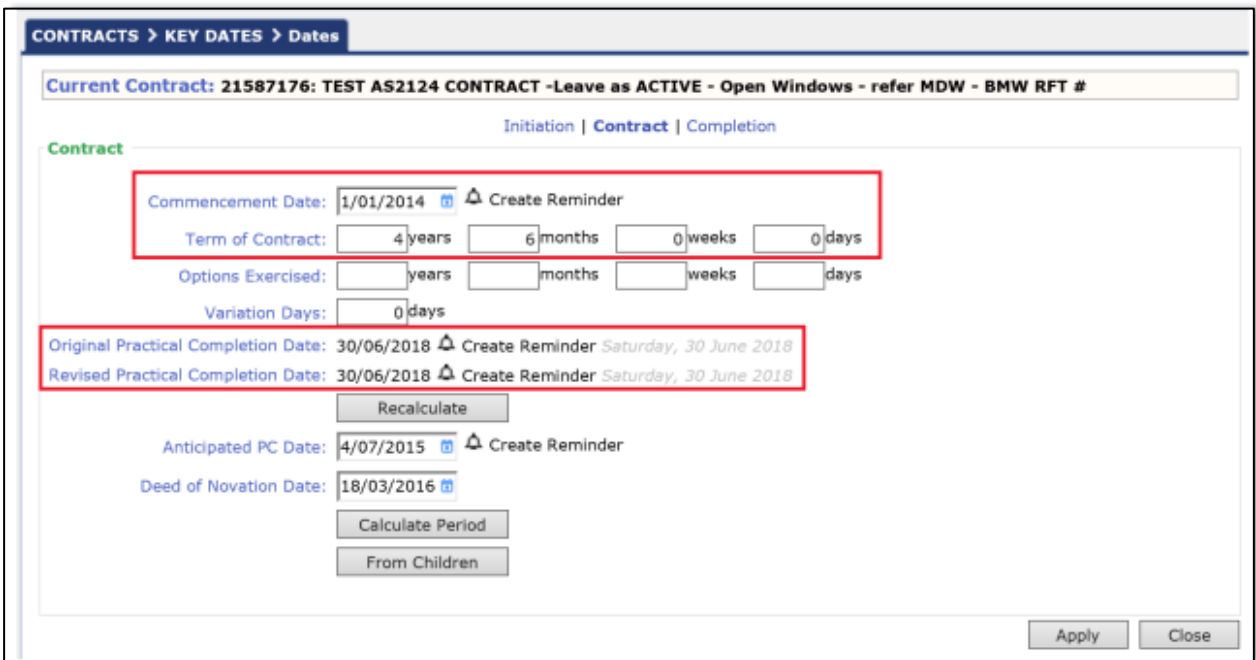
The Contract Manager will be notified that you have completed the tasks.

APPENDIX – EXTENSION OF TIME

This should be completed as part of the task '[SR] Enter Assessed Adjustment' if applicable.

Before attempting to enter an Extension of Time, check that your contract has valid dates. To do this, go to the Contract Management widget on the Dashboard and select Key Dates for Construction Contract. Check the contract has a Commencement Date, Term and Completion Dates.

Note: Once an Extension of Time has been approved it will be visible in the Variation Days field



Once you have checked the dates, navigate back to the Process to add an Extension of Time as part of the Adjustment task. Use the following instructions:

1. Click *Go To Screen*.

2. Select the Adjustment from the list (Note: These instructions assume you have entered the Adjustment Details (and Adjustment Value, if applicable). If you have not done this, please see step 2 to 5)
3. Select the Extension of Time tab

BUDGETS > Variations & Adjustments

Current Contract: 21587176: TEST AS2124 CONTRACT -Leave as ACTIVE - Open Windows - refer MDW - BMW RFT #

Status: This Adjustment is yet to be approved.

Adjustments Add/Edit

Adjustment | Quotation | **Extension of Time**

Adjustment Number: V 1

Adjustment Type: Variation

Name of Initiating Person: Melisa Perkins (OWAdmin)

N/A 901: -- Not Set --

Date Raised: 26/04/2018

Due Date: Create Reminder

Brief Statement: Removal of asbestos from site.

Adjustment Cause: Latent Condition

Adjustment Status: -- Not Set --

4. Enter the following details:
 - **Reason for EOT (Extension of Time):** Select an option from the available drop downs.
 - **Details:** Enter a short description of the extension of time.

Adjustments Add/Edit

Adjustment | Quotation | **Extension of Time**

Extensions of Time are calculated as calendar days. Please enter the number of days, the time period or the new contract completion date below. The Revised Completion Date for the Contract will be altered by the number of days specified for this Extension of Time only when the Adjustment has been approved.

Adjustment Number: V 1

Reason for EOT: -- Not Set --

Details:

Days Extension Claimed: 0

Days Calculator

Contract Finish Date:

From: To:

Calculate

Update Close Delete

5. Select the radio button **Contract Finish Date** in the **Days Calculator** panel

Adjustment Number: V

Reason for EOT: -- Not Set --

Details:

Days Calculator

Contract Finish Date: 30/06/2018

From: To:

Calculate

Days Extension Claimed:

Update Close Delete

- Change the date to reflect the new 'Revised Completion Date' for the contract. (Click in the date field to access the calendar)

Adjustments Add/Edit

Adjustment | Quotation | Extension of Time

Extensions of Time are calculated as calendar days. Please enter the number of days, the time period. The Revised Completion Date for the Contract will be altered by the number of days specified for this has been approved.

Adjustment Number: V

Reason for EOT: -- Not Set --

Details:

Days Calculator

Contract Finish Date: 30/06/2018

From: To:

Calculate

Days Extension Claimed:

Calendar: Jun 2018

Wk	Mo	Tu	We	Th	Fr	Sa	Su
22	28	29	30	31	1	2	3
23	4	5	6	7	8	9	10
24	11	12	13	14	15	16	17
25	18	19	20	21	22	23	24
26	25	26	27	28	29	30	1

Today is Thu, 26 Apr 2018

- Click the **Calculate** button to calculate the **Days Extension Claimed**. Click Update to save. Once the variation is approved, the 'Revised Completion Date' for the contract will automatically reflect the new **Contract Finish Date**

Days Extension Claimed:

Days Calculator

Contract Finish Date: 19/07/2018

From: To:

Calculate **Step 1**

Step 2 Close Delete

8. Approve the Adjustment using the yellow arrow and process described earlier in this document.
9. Click

Document control			
Approving Authority: Senior Project Advisor		Business Unit: Building and Contracts	
Effective Date		Review Date	19/11/2024
Replaces QRG	4.3.12 (SR) Construction Contract - Claim for Adjustment		
EDRMS File No.		Document No & Version	1.0
Scope	Project and Contract Management System Adjustment process		