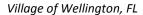| GENERAL INFORMATION	
Change Request # (CR)	CR01142019
Project	Wellington PFlow Migration/Implementation 2018
Requestor Name	Karyn Ahwai for the Village of Wellington
Description of Change	This change order addresses out of scope Building, Engineering, Utilities ProjectDox workflow configuration. The work detail is captured in table format at the bottom of this document. In general, this change order details how to configure the system to apply business rules should specified workflow activities/tasks expire.
Date Submitted	01/15/2019
Priority	Low ☐ Medium ☐ x High ☐ Required
Reason for Change Request	Karyn Ahwai has submitted this request. This work would be required to be completed prior to Go-Live (tentative April 30, 2019).
Project Artifacts Impacted	
Assumptions/Risks	• None identified at this time.
Comments/Considerations	
Attachments/References	
ESTIMATES	
Total Estimated Professional Services Hours	36 hours — It is estimated that the development work required to implement this work will take 36 hours.
Schedule Impact	None
Cost Impact	$8,100.00
Existing PO Funds	$0.00 — There are no existing funds for this work; a new purchase order would have to be generated.
Total Cost	$8,100.00
Comments/Recommendations	
Avolve PM Approval Signature	
Date Signed	
PM for Village of Wellington, FL – AUTHORIZATION	
Customer Approval Signature	
Date Signed	

For the 4 different workflow activities/tasks listed in column 1 (Task Name to Expire), the following logic would be applied:

- After the due date is reached, if the task is not completed within the time identified in column 2 (Expire when?)
- The task status should be set as indicated in column 3 (Task Goes to), and
- The actions identified in column 4 (Comments) should occur.

Task Name to Expire	Expire when?	Task Goes to	Comments
Applicant Upload	2 weeks	Applicant Upload Task Expired	Task would be assigned to the Permit Processing group with the ability to send the task back to applicant upload, send to Prescreen Review, or cancel the project.
Prescreen Corrections	2 weeks	Prescreen Corrections Task Expired	Task would be assigned to the Permit Processing group with the ability to send the task back to Prescreen Corrections, send it on to Prescreen Review, or cancel the project.
Applicant Resubmit	4 weeks	Applicant Resubmit Task Expired	Task would be assigned to the Permit Processing group with the ability to send the task back to Applicant Resubmit, send it on to Prescreen Review, or cancel the project.
Incomplete Items	2 weeks	Incomplete Items Task Expired	Task would be assigned to the Permit Processing group with the ability to send the task back to Incomplete Items, send it on to Final Check/Permit Issuance, or cancel the project.