

**TRI-AGENCY CHANGE PROCESS IN AGILE**

<b>PROCES S STEP</b>	<b>RESPONSIBLE ACTIVITY</b>	<b>REQUIRED ACTION</b>
1	CCR Originator	(1) Launch Agile Configurator or jWorkplace (2) Create New CCR (File/New/CCR) (3) Complete Cover Page tab & User/CM Info tab (4) Attach electronic attachments (RC, Case File, etc.)
2	CCR Originator	Submit for Approval (Action/Submit)
3	CM Analyst	(1) Verify Cover Page tab & User/CM Info tab are complete (2) Ensure necessary electronic attachments are included (3) Route for CCB Approval (Action/Route)
3a	CCB Members	(1) Launch Agile Configurator or jWorkplace (double-click on Agile Icon in e-mail) (2) Approve, Reject, or Comment (Signoff/Approve, Reject, or Comment)
4	CM Analyst	(1) Verify CCB approval (view signoff tab of CCR) (2) Release CCR (Action/Release)
5	OSF Engineering	(1) Launch Agile Configurator or jWorkplace (2) Create New ECP (File/New/ECP) (3) Complete Cover Page tab and Detail tab (4) Attach electronic attachments (DD 1692, Gantt Chart, Cost spreadsheet, etc.) (5) Attach redlined documents/drawings (6) Validate Affected Items tab with CM (Configuration & Drafting)
6	OSF Engineering	Submit for Approval (Action/Submit)
7	CM Analyst	(1) Verify Cover Page tab and Detail tab are complete (2) Ensure necessary electronic attachments are included (3) Verify Affected Items is complete (4) Route for TRC Approval (Action/Route)
7a	TRC Members	(1) Launch Agile Configurator or jWorkplace (double-click on Agile Icon in e-mail) (2) Send comments to CM Analyst (File/Send)

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8	CM Analyst	Return to originator to ameliorate comments or for submission to CCB (Action/Return to Originator)
9	OSF Engineering	After all dissenting TRC comments have been resolved: Submit for CCB Approval (Action/Submit)
10	CM Analyst	(1) Verify Cover Page tab and Detail tab are complete (2) Ensure necessary electronic attachments are included (3) Verify affected items is complete (4) Verify TRC approval (4) Route for CCB Approval (Action/Route)
10a	CCB Members	(1) Launch Agile Configurator or jWorkplace (double-click on Agile Icon in e-mail) (2) Approve, Reject, or Comment (Signoff/Approve, Reject, or Comment)
11	CM Analyst	(1) Verify CCB approval (view signoff tab of CCR) (2) Release CCR (Action/Release)
12	OSF Engineering	(1) Launch Agile Configurator or jWorkplace (2) Create New ECP (File/New/ECP) (3) Complete Cover Page tab and Detail tab (4) Attach electronic attachments (DD 1692, Gantt Chart, Cost spreadsheet, etc.) (5) Attach redlined documents/drawings (6) Validate Affected Items tab with CM (Configuration & Drafting)
13	OSF Engineering	Submit for Approval (Action/Submit)
14	CM Analyst	(1) Verify Cover Page tab and Detail tab are complete (2) Ensure necessary electronic attachments are included (3) Verify affected items is complete (4) Verify TRC approval (4) Route for CCB Approval (Action/Route)

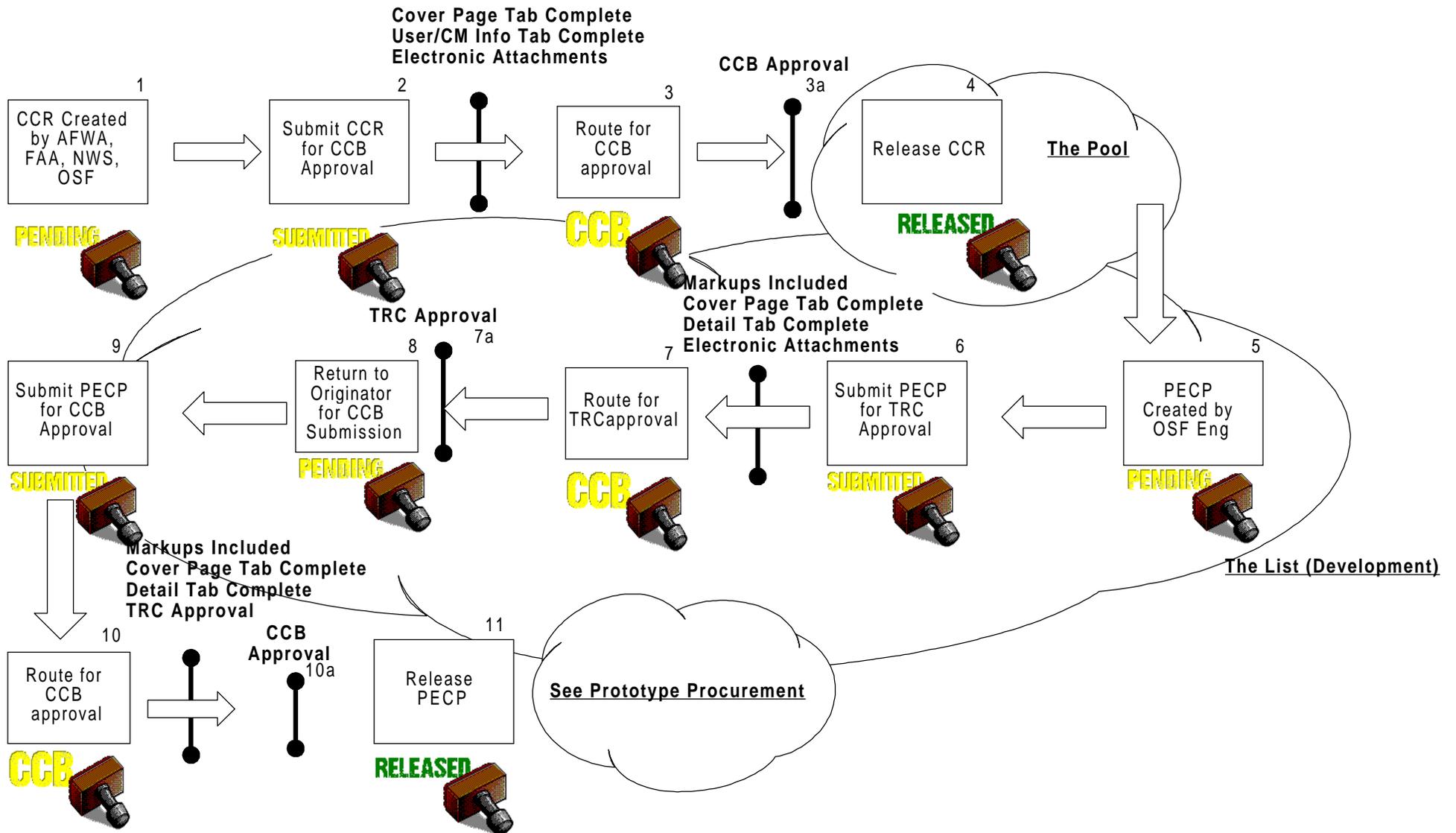
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<b>PROCES S STEP</b>	<b>RESPONSIBLE ACTIVITY</b>	<b>REQUIRED ACTION</b>
14a	TRC Members	(1) Launch Agile Configurator or jWorkplace (double-click on Agile Icon in e-mail) (2) Send comments to CM Analyst (File/Send)
15	CM Analyst	Return to originator to ameliorate comments or for submission to CCB (Action/Return to Originator)
16	OSF Engineering	After all dissenting TRC comments have been resolved: Submit for CCB Approval (Action/Submit)
17	CM Analyst	(1) Verify Cover Page tab and Detail tab are complete (2) Ensure necessary electronic attachments are included (3) Verify affected items is complete (4) Verify TRC approval (5) Route for CCB Approval (Action/Route)
17a	CCB Members	(1) Launch Agile Configurator or jWorkplace (double-click on Agile Icon in e-mail) (2) Approve, Reject, or Comment (Signoff/Approve, Reject, or Comment)
18	CM Analyst	(1) Verify CCB approval (view signoff tab of CCR) (2) Release CCR (Action/Release)
19	CM Drafting	For each Agile Document, add completed drawings to Attachments tab (Click Add Attachments Icon) 
19a	CM Drafting	(1) Incorporate the drawings (Click Incorporate Icon)  (2) Notify CM Analyst that FECP is ready for Implementation
20	CM Analyst	Implement the FECP (Action/Implement)

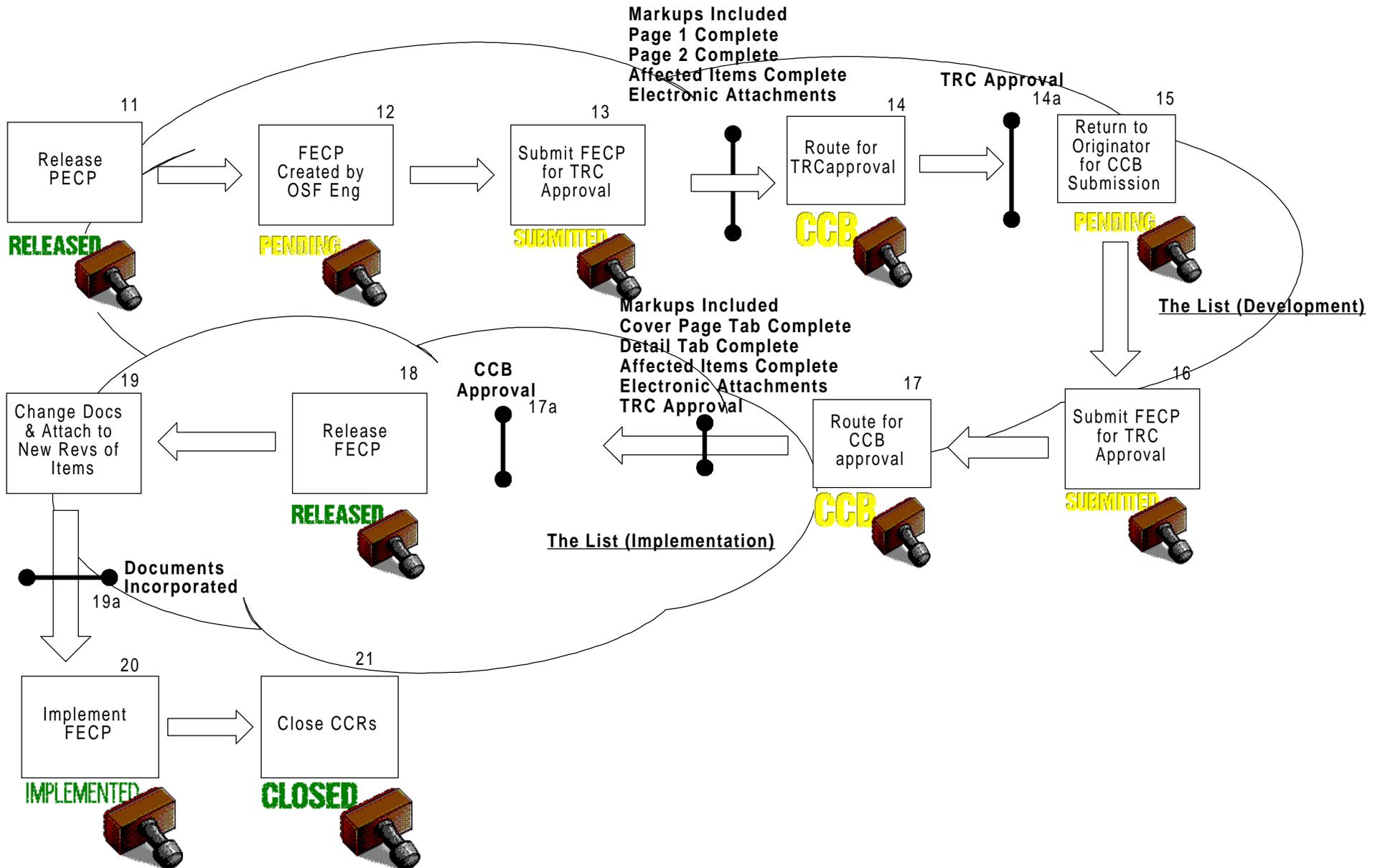
**TRI-AGENCY CHANGE PROCESS IN AGILE**

<b>PROCES S STEP</b>	<b>RESPONSIBLE ACTIVITY</b>	<b>REQUIRED ACTION</b>
21	CM Analyst	Close each CCR satisfied by FECP. (1) Identify CCRs from Page 2 of FECP (2) Open each CCR (3) Close each CCR (Action/Close)
<b>Prototype Procurement</b>		
11a	CM Drafting	For each Agile Document, add completed drawings to Attachments tab (Click Add Attachments Icon) 
11b	CM Drafting	(1) Incorporate the drawings (Click Incorporate Icon) (2) Notify CM Analyst that PECP is ready for implementation 
11c	CM Analyst	Implement the FECP (Action/Implement)
11d	Logistics	Use final drawings for procurement action
<b>ECP Changes and Revisions</b>		
18a	OSF Engineering	Create Change or Revision ECP: (1) Open Existing ECP (2) From Cover Page (File/Save As) Use name like F0090C1, F0090R1 (3) Cull items in Affected Items tab (4) Add item deltas to Affected Items tab (5) Cull attachments in Attachments tab (6) Add attachment deltas to Attachments tab
The remaining steps for Changes or Revisions picks up at Process Step 13 and concludes at process step 21.		

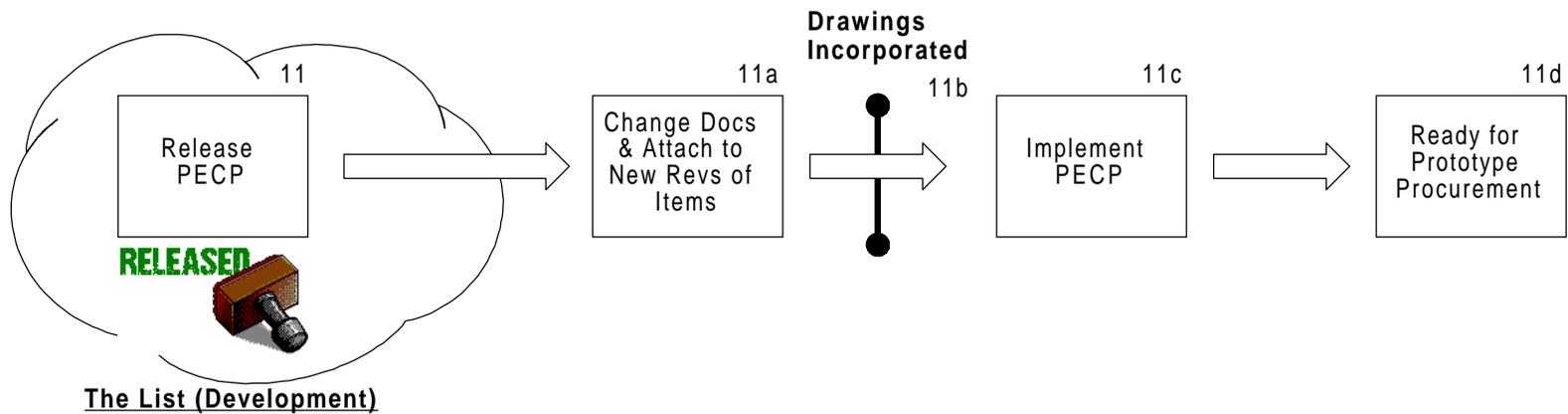
# CCR Thru PECP Release



# PECP Release Thru FECP Implementation



# Prototype Procurement



# ECP Changes and Releases

