RFIs

Instructor Setup

1. Create the projects needed for the scenarios
2. Assign student(s) to project(s).
3. Encourage students to complete the survey once they have completed the required scenarios. *(QR code to survey included on last page)*

Things to Consider

- This exercise can be completed in Procore on the web or on a mobile device.
- Decide if you will want students to assign RFI's to one another or create draft RFIs which they will submit directly to the instructor.
  - If they will only create draft RFIs to submit to the instructor, consider setting the default RFI Manager in the tool configurations to the instructor name.
- When giving students standard level permission to the RFI tool, think about enabling the "Private by Default" setting to prevent students from seeing each other's RFIs.
- Scenario 3 asks students to create a Change Event from the RFI
- Times listed are estimates and can vary depending on student groups.

Recommended Student Permissions

RFI: Standard or Admin

Standard level users can create draft RFIs only. Draft RFIs can only be sent to RFI Manager (Admin).

Admin level users can create draft or open RFIs and assign to Standard or Admin users.

Change Events: Standard or Admin

Roles Involved- Optional :
General Contractor - Project Manager
General Contractor - Project Engineer
Specialty Contractor - Project Manager
Design Team - Architect

Scenario 1| Let's Keep it Moving! (~ 5 min)

You are a site superintendent on your project in the middle of construction. A specialty contractor comes to you with a question about the plans that are preventing her from continuing work. Request clarification from the appropriate party.

Reference support.procore.com if you get stuck to find support articles that will help walk you through processes in Procore.

Scenario 2 | Roots Run Deep (~10 min)

You are a superintendent on site at your project. While excavating, your grading contractor, let you know that an existing tree that was shown on the plans to remain as-is, is actually too close to the parking lot. The tree and its roots are preventing them from completing the required excavation and compaction. The tree will need to be either removed or an extra delicate excavation will have to take place. In either case, this was not the plan! What now?

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Scenario 3 | Standing Tall (~10 min)

The RFI from the previous scenario was answered by the Architect, and the tree must stay in place and be protected during excavation. There will likely be cost implications, because the excavation will be by hand rather than a machine. Create a record of this change from the RFI.

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