



**Project:**  
**Employer:**  
**Consultant:**  
**Contractor:**

How to use the log

Create an ID (e.g., SC\_001) and fill Issued\_Date, Title, WBS/Area, Division, Originated\_By, Priority.

Set a realistic Needed\_By (matches your look-ahead).

Status = Submitted and send the SC (PDF) via CDE/email.

On reply, set Answer (e.g., Clarified or Instruction To Follow).

If change is expected, mark VO(Y/N) = Yes and log VO\_ID when issued.

Close when actions are complete: Status = Closed.

Turnaround (days) = Respond\_Date – Issued\_Date  
 % Overdue = items with Needed\_By < today and not Closed  
 Aging buckets = 0-7 / 8-14 / 15-21 / 21+ days