



Scenario Name

Scenario Summary (summarize the issue):

Contract Document References:

Resolution (memo to owner noting proposed solution):

Email to:

Problem Sponsor Acceptance / Response:

**SPONOR ONLY**

Schedule

Budget

Reputation

No Change

Float: \_\_\_\_\_ Days

Completion Adjustment: \_\_\_\_\_ Days

No Cost

Contingency: \$ \_\_\_\_\_

Change Order: \$ \_\_\_\_\_

**Sponsor Only**