

# RFIs Exercises

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## Instructor Setup

1. Create the projects needed for the exercises (see instructions [here](#)).
2. Assign students to project(s) (see instructions [here](#)). For instructions on creating a student permission template to assign them the correct permissions for the exercises, see instructions under 'Adding Students to Procore' section [here](#) (make sure that students have either 'Standard' or 'Admin' permissions for the RFIs and Change Events tools).

## 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 RFIs 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.

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 them from continuing work. Navigate to the RFI tool and create a new RFI. Fill out the required fields and request clarification in the Question field. (You will make up the question about the plans preventing you from completing work.)

Reference <https://en-ca.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 there is an existing tree shown on the plans to remain as-is, but it's 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? Use the RFI tool to create an RFI asking for guidance on how to proceed.

### **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 order from the RFI tool.