

# Funding Schedule (FS)

## Decision

Does the existing FS project have the Variation Workflows steps included in it?  
 (review the example project workflows – i.e. **Process** tab > **Workflow**)

The image displays two screenshots of the Queensland Government project workflow interface. The left screenshot shows a workflow for 'Project: prj\_13568 - Shelter - FS' with a red box around 'CONTRACT VARIATION' labeled 'NOT THIS' and a green box around 'Close Contract (Contract Renewal)' labeled 'Missing'. The right screenshot shows a workflow for 'Project: prj\_13454 - Shelter - FS' with a green box around the 'Variations' section.

## Outcome - NO

Perform:

- the following **Variation FS (Transitional)** instructional steps
- continue process from **Initial Variation (i.e. Amendment)** instructional steps

## Variation FS (Transitional)

Create a new TRANSITIONAL project (use template ... prj\_16399 (2026.03) Transitional Social Services Contract (Funding Schedule) Project (to vary existing contracts)

- **IMPORTANT:** Update the project attribute section (i.e. project > **Details** tab > **Settings**) with the original project number which contains the FS contract (e.g. prj\_xxxx).

In the ORIGINAL project:

Move the FS contract (e.g. con\_xxxx) to the newly created TRANSITIONAL project's workflow task: **Create, setup and approve variation 01**.

Complete the workflow task: **Manage Contract**.

**Set Task As Not Applicable** for the workflow task: **Close Contract (Contract Set-up)**.

**Start Task** for the workflow: **Prepare contract close out & send approval**.

- Send for senior director approval outlining the contract has been moved to a transitional project to enable variations.
- Gain approval.

**Set Task As Not Applicable** for the workflow task: **Create new contract on variation or renewal**.

**Stop Task** on the workflow task: **Close contract**.

**Set Task As Not Applicable** for the workflow task: **Close contract**.

**Stop Task** on the workflow task: **Close FSD**.

**Set Task As Not Applicable** for the workflow task: **Close FSD**.

➔ The project's **Status** will be **Completed**.

## Outcome - YES

Perform:

- the **Promote FS contract to project's Variation workflow step** instructions
- Continue process from **Initial Variation (i.e. Amendment)** instructional steps

### Promote FS contract to project's Variation workflow step

**Warning:** Ensure the FS contract is in workflow task: **Manage Contract**.

Navigate (via the contract's sidebar menu) to the project's workflow task.

**Complete Task** in project's workflow task: **Manage Contract**

In the **Promote To Task** dropdown, select **Create, setup and approve variation xx** option (where xx = 01 or the next variation number)

Click **Confirm**

Click **Confirm**

➔ The contract promotes to the selected workflow.

## ... CONTINUE WITH VARIATION STEPS

### Initiate Variation (i.e. Amendment)

These steps are performed from within the ORIGINAL (or TRANSITIONAL) project's workflow task: **Create, setup and approve variation xx**

Open the contract.

EITHER:

Click the **Create Amendment** button (top right of window)

OR

Click **Amendments** tab > **Create Amendment**

- Populate the **Title** and **Description**
- Leave ALL **Amendment Content** checkboxes checked by default

Click **Create Amendment**.

### FS Variation – details to be update

From the FS contract **Contents Management** tab > **MCD (Proposal Approved)**:

- Click **Create New Proposal**.
- Ensure **From Previous Proposals** is selected in the **Select Proposal Origin** dropdown list.
- (Optional) Click **Upload Annexes** hyperlink
  - Drag and Drop file/s into the **Attachments** box OR click **Select Files**
  - Click **Confirm**.
- Click **Create New Proposal**.

Navigate to the contract's **Contents Management** tab > **Clause Management**.

Click **Update Clause Versions** hyperlink against the **Obsolete Clauses** section (updates to formatting and layout in clauses in the MCD).

Check all the clause revisions listed.

Click **Update Clause Versions**.

Navigate to the Amendment created (on the **Amendments** tab, click the Amendment Title hyperlink).

Click Edit (i.e. Pencil icon - now available as contract in correct workflow task).

- Undertake amendments within Contract Duration, Contract Value, MCD, Price List, Additional Information sections.
- In Additional Information section consider:
  - adding a value in the **Contract Variation Number** field
  - a potentially deactivated value in **Service Outlet Region** field.

Click **Save**.

If applicable with the amendments requested **Go to Price List**:

- click **Create Price List**
- create additional and/or modify pricing table entries including Service Type/Service User combinations
- approve the pricing table once complete.

Click **Investment Framework Lookup**

- Select Load Latest Data (wait for IRF screen to load – fetching latest data please wait)
- Select **Catchment Area** and **SA 2**
- Click **Setup Measures**
  - Modify/verify all Measures and Targets
  - Click **Preview**
  - Verify all Measures and Targets
  - Click **Save**
  - Click **Close**.
- Click **Align Targets**
  - update targets if required
  - click **Preview**
  - click **Save**
  - click **Close**
  - Click **Submit**
  - Click **Close**.
- Close the IRF screen.

From the FS contract **Contents Management** tab > **MCD (To be Submitted)**:

- validate there are no unwanted tags in the contract (e.g. `<_DATA_ELEMENT_CTR.Contract.Variation.Number/>` or `<_DATA_ELEMENT_CTR.Service.Particulars.2/>`)
- Click **Confirm Final Approval**.

All variations are entered.

## REQUEST APPROVAL (includes auto promotion to workflow task: Sign and execute validation xx)

Navigate (via the contract's sidebar menu) to the project's workflow task.

Within the task, click **Request Approval**.

Request approval from the Senior Director.

Senior Director provides approval.

→ FS contract automatic promotes to workflow task: **Sign and execute validation xx**.

## SIGN, COMPLETE AND MANAGE VARIATION

When wet signatures for the contract:

Upload attachment (Tip: FS contract **Details** tab > **Attachments**).

Navigate (via the contract's sidebar menu) to the project's workflow task.

Click **Complete Task** in project's workflow task (Sign and execute variation xx)

Click **Confirm**

Click **Confirm**

→ FS contract automatic promotes to workflow task: **Complete variation xx**.

Open the FS contract.

Navigate to the Amendment created (on the **Amendments** tab, click the Amendment Title hyperlink)

Click **Complete**.

Click **OK**.

Click **Save**.

→ FS contract amendment is completed

Navigate (via the contract's sidebar menu) to the project's workflow task.

Click **Complete Task** in project's workflow task (Complete variation xx).

Click **Confirm**.

Click **Confirm**.

→ FS contract is promoted to workflow task: **Manage variation xx**.

## Review variation

Open the FS contract and confirm the **Status** is **Active** and all changes have been applied.

Login as the Contract Officer, select P2i Downstream, select Contract Management Hub, select Filter, search for the contract and then select the contract number

- Review and confirm that all changes made to the contract are as expected (i.e. funding amount, payments and reports)
- Open the Payment Allocation Tool, select the contract, review and confirm that all changes made to the contract are as expected

- Review and confirm all other changes as required