Director Planning Design & Construction (Dir PDC) receives Completed Project request Form verifies info and completes Project Initiation Form (PIF) and sends to AVP for approval.

AVP reviews PIF and sends to Facilities Administration and Planning Specialist (FAPS) for assignment of project number. Copy of completed PIF sent to Dir PDC and VP F&A.

Dir PDC assigns personnel to project to develop scope of work and budget estimate and also adds project to monthly construction report which begins the "Estimate" portion of the project.

Send memo to client outlining scope of work and budget cost and request account number for $5,000 to begin detailed design work. Client signs and returns memo approving scope of work and account number. Completes "Estimate"

Dir PDC sends approved memo to FAPS who prepares C1 for $5,000. Account number received from Business Office copy sent to Dir PDC & FAPS adds project to account summary for projects. Completes "POR Funding"

A/E Develops schedule for design and detailed cost estimate and begins design based upon the scope of work given by Dir PDC. Dir PDC meets with A/E as necessary to verify project in scope and on budget

Drawings approved by client & stamped by A/E for construction. A/E provides drawings & detailed cost estimate(Means). Dir PDC meets A/E and JOC to review project scope cost and construction. Complete "Design"

JOC develops cost proposal to do the scope of work and provides to Dir PDC for review. Dir PDC verifies cost as per JOC contract, and sends to FAPS for updated C1. Includes all costs for project. Send C1 to VP F&A thru AVP.

PO notice to proceed with contract days to complete sent to JOC to begin work. Any changes in budget or time must be addressed by change order to project. JOC provides construction schedule to Dir PDC.

C1 for additional funds approved. JOC proposal is signed and sent to purchasing. Purchasing issues PO for the project. Copy of PO to FAPS and Dir PDC. Completes "Construction Funding"

Construction schedule provided by JOC and materials ordered and work begins. Any changes in scope or time will require a change order. CO must be approved by AVP or if change in scope by VPFA.

JOC completes construction when work is accepted as complete by Dir PDC. All CO's are complete and no further funds will be needed on the project. Completes "Construction"

JOC provides warranty info and operations info as needed. FAPS prepares C30 to closeout project. Dir PDC completes IE survey on project. Data added to construction project database. Completes "Closeout"

C30 is approved and filed. All project data are scanned into PDF file and placed on the server under associated building along with all spreadsheet account data. Project Officially Complete.