PROJECT MANAGEMENT PROCESS - DESIGN

(PROJECTS > $50K)

PROCESS STEPS	PROGRAMMING	DESIGN PROCESS	COMMIT FUNDS	PROCUREMENT	CONSTRUCTION	TRANSITION TO OPS	PROJECT COMPLETE
	ASSESSMENTS (ON OR OFF CYCLE) • CONDITION • FUNCTIONALITY ↓ BACKLOG • REPAIR NEEDS • DEFERRED MAINT. • MODERNIZATION ↓ PROJECT FORMULATION • PACKAGING • PROJECT SCOPE DOCUMENTATION (PSD) ↓ FY PROJECT LIST FORMULATION ↓ BUDGET APPROVAL	SEE BELOW	• DAVIS BACON • SUBMIT PURCHASE REQ. • PURCHASE REQ. APPROVED • SUBMIT A/E CONSTRUCTION SUPPORT PURCHASE REQ., IF NEEDED • PURCHASE REQUEST FOR SUBMITTAL EXCHANGE		PROJECT DOCUMENTATION • PRECON MEETING • SUBMITTALS • SAFETY • RFI & SUBSTITUTIONS • FIELD & CONTRACT CHANGES • QA / QC • SECURITY • WEATHER • INVOICING • FINAL INSPECTION & ACCEPTANCE	• UP LOAD AS-BUILTS • WARRANTIES • O&M MANUALS • TRANSFER PROJECT FILES TO COMPLETED PROJECTS FOLDER • UPDATE MAXIMO ASSETS • LOAD PMs IN MAXIMO • LESSONS LEARNED	
RESP	PLM	DM	CM	SCO	CM	EM	

ABBREVIATIONS:

A/E	ARCHITECT / ENGINEER
BOD	BASIS OF DESIGN
CM	CONSTRUCTION MANAGER
CMMS	COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM
CPM	CONSTRUCTION PROJECT MANAGER
DCS	DOCUMENT CONTROL SPECIALIST
DM	DESIGN MANAGER
DPM	DESIGN PROJECT MANAGER
EM	ENGINEERING MANAGER
FD	FACILITIES DIRECTOR
FY	FISCAL YEAR
I/H	IN HOUSE
PLM	PLANNING MANAGER
PSD	PROJECT SCOPE DOCUMENT
RESP	RESPONSIBLE GROUP
SCO	SUBCONTRACTING OFFICER
TR	TECHNICAL REPRESENTATIVE

TO COMMIT FUNDS

DESIGN PROCESS

PROCESS STEPS	PHASE I - CONCEPTUAL DESIGN				PHASE II - PRELIMINARY DESIGN			PHASE III - FINAL DESIGN				
	SCOPE VALIDATION	STRATEGY MEETING	A/E TASK ORDER or I/H DESIGN		PRELIMINARY DESIGN	35% DESIGN	REVIEW & COMMENTS	60% DESIGN	REVIEW & COMMENTS	100% DESIGN	REVIEW & COMMENTS	PROJECT DM REVIEWS
	VALIDATE PSD WITH PLM • SCOPE • COST • SCHEDULE	• DESIGN STRATEGY • ACQUISITION STRATEGY • PROJECT SCHEDULE INITIATED	I/H DESIGN • SKETCHES or DRAWINGS • PRELIMINARY BOD • BUDGETARY COST ESTIMATE	A/E TASK ORDER • A/E PROPOSAL - MAY INCLUDE SITE VISIT FOR SCOPE • PROPOSAL REVIEWED & APPROVED • AWARD ASSIGNMENT TO SUBMITTAL EXCHANGE	DELIVERABLES • PRELIMINARY DRAWINGS • PRELIMINARY BOD • COST ESTIMATE <20%>	DELIVERABLES • DRAWINGS • BOD • SCHEDULE • COST ESTIMATE <10%> • LIST OF SPECIFICATION SECTIONS • DESIGN CHECKLIST	• COST ESTIMATE • CUSTOMER ALIGNMENT • COMMENTS ADJUDICATION • DESIGN CHECKLIST • DESIGN MEETING • PROJECT BASELINE APPROVAL (ROUTED)	DELIVERABLES • DRAWINGS • BOD • SCHEDULE • COST ESTIMATE <5%> • SPECIFICATIONS INCLUDING DIV. 1 SPECS. • DESIGN & CONSTRUCTABILITY REVIEW CHECKLISTS • PROJECT BASELINE APPROVAL (APPROVED)	• COST ESTIMATE vs FUNDING • CUSTOMER ALIGNMENT • COMMENTS ADJUDICATION • CONSTRUCTABILITY REVIEW • DESIGN MEETING	DELIVERABLES • DRAWINGS • BOD • SCHEDULE • COST ESTIMATE (0% CONTIGENCY) • SPECIFICATIONS INCLUDING DIV. 1 SPECS.	• COST ESTIMATE vs FUNDING • CUSTOMER ALIGNMENT • COMMENTS ADJUDICATION • DESIGN MEETING	• A/E SIGNS DRAWINGS • SPECS. & DIV. 1 FINALIZED • JLAB SIGNS DRAWINGS • FINAL DESIGN
WHO	PLM, DPM, ES&H & TR CONSULTED	DPM, EM, DM & CM CONSULTED	DPM, DM, A/E & EM	DPM, DM & EM	DPM, FM DESIGNERS, CUSTOMER, A/E, ES&H, EM, TR/CPM & FD		DPM, FM DESIGNERS, CUSTOMER, A/E, ES&H, EM, TR/CPM & FD		DPM, FM DESIGNERS, CUSTOMER, A/E, ES&H, EM, TR/CPM & FD		DPM, FM DESIGNERS, CUSTOMER, A/E, ES&H, EM, TR/CPM & FD	DPM, DM, ES&H, FM&L & EM

OR OR OR

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