Facilities Office Renovation – ‘To Be’ Mapping

Oversight Committee

From P1 A - Update/Update Project List
- Review/Update Valid Project (Y/N)
- Assign Project Lead
- Go To P1 B

Gather input:
- Physical Plant
- Vendor
- IT
- Space Planning

Create/Update RFP

From P3 H - Update Project List frm Exec Report
- Create Report For Exec Review
- Go To P3 G

E-mail Project List to Project Lead
- Go To P2 I

Review/Update Scope Form

Project Lead (Campus Planning, Space Planning or Phy Plant)

From P1 C - Review
- Meet w/Customer Fact Gathering
- Gather input: Physical Plant, Vendor, IT, Space Planning

Create Scope/Estimate Form

Fin Mngr Apprvd?
- YES - Email Approved Estimate-Scope
- NO - Notify Oversight Committee

Update Status WORQ Ticket
- Update ‘Deferred or Cancelled’ Attach Estimate
- Go To P3 J

Update/Close WORQ Ticket

Meet w/ Customers
- Fact Gathering

Meet w/ Customer
- Review Scope Timeline

Create/Update PO

Schedule the Work

Project In Progress
- Go To P3 K

Review/Update Estmate
- Attach Estimate

Valid Project (Y/N)
- Assign Project Lead
- Update Project List frm Exec Report
- Go To P1 B

From P1 A

From P1 C

From P2 I - Exec Approved?
- NO - Update Status WORQ Ticket
- YES - Update/Close WORQ Ticket

Update/Close WORQ Ticket

Email Approved Estimate-Scope

Review/Update Scope Form

Go To P1 B

Go To P3 G

Go To P2 I

Go To P3 J

Go To P3 K

10/2/2013
Note: On revisions some departments do not send form back to faculty for signature

Penultimate Semester: Contact faculty advisor for names of honors students

Rejected contracts may go to either rep for re-processing

Consider for Phase 2 implementation - Put on hold if waiting on Confirmation of final semester enrollment