

Project Management – WIND Integration Approach and Roll Out Calendar – Updated 9-29-08

	Preplanning	Planning	Pre- Design	Design	Pre-Construction	Construction	Close-Out
Time Frame for Community Building Type Projects	1-3 yrs	1-3 yrs	1- 3 months	6 months – 1 yr	1-3 months	6 months – 2yrs	3-6 months
Responsible Department	LGSC/ Chapters/ Programs	LGSG/ CIO/ Consultants	DES/ Consultants	DES/ Consultants	DES/ Consultants	DES/ Consultants/ Licensed Contractor	CIO/ LGSC
Job Titles of Responsible Department to do the work	Chapter Service Coordinators	Planners Program & Project Specialists	Architects, Engineering Technicians, Planner Estimator	Architects, Engineering Technicians, Planner Estimator	Architects, Engineering Technicians, Planner Estimator	Architect, Engineering Technician, Inspector	Program & Planning Specialists
Standardized Checklist Available?	Need to Develop	See Example Planning Checklist	See Example Design Checklist	See Example Design Checklist	Need to Develop	Need to Develop	Need to Develop
Required Deliverables to Move to Next Phase	<ul style="list-style-type: none"> - Inventory of Existing Plans (USGS, IHS, NHS, NTUA, Land Use Plans) - Home Sites - Review of Master Plan 	<ul style="list-style-type: none"> - Boundary Survey Available - Topo Available - EA Started - Pre-Program (?) - EA Completed (Includes NEPA, NHPA, End Spec) - FONSI signed 	<ul style="list-style-type: none"> - SOW for Design Approved/ Requisition Submitted - Contract Awarded - Geo Tech Available 	<ul style="list-style-type: none"> - Contract Awarded (when applicable) - 20% Solutions - 40% Design - 60% CD Design - 75%-90% CD 	<ul style="list-style-type: none"> - SOW for Construction Approved/ Requisition Submitted - Contract awarded 	<ul style="list-style-type: none"> -Contract Awarded - Owner Acceptance Plan Defined - 25% site work - 50% Building Complete - 75% Building Complete - BOD - Owner Acceptance Plan Executed 	<ul style="list-style-type: none"> - Asset & maintenance systems updated (CIO)

Project Management – WIND Integration Approach and Roll Out Calendar – Updated 9-29-08

	Preplanning	Planning	Pre- Design	Design	Pre-Construction	Construction	Close-Out
Project Document Requirements	<ul style="list-style-type: none"> - Project Plan (1 page format) identifying stakeholders, assumptions & constraints - High level schedule for all phases 	<ul style="list-style-type: none"> - 1 Page Project Assessment updated - High Level Schedule for all phases updated - Project Manager for Pre-Design to Close Out Identified 	<ul style="list-style-type: none"> -- Project Plan - Update High Level Schedule - Detailed Schedule for Design Phase - Detailed Spending plan aligned with funding agreement 	<ul style="list-style-type: none"> - Update Project Plan - Update High Level Schedule - Update Detailed Schedule for Design - Update Spending Plan 	<ul style="list-style-type: none"> - Update Project Plan - Update High Level Schedule - Detailed Schedule for Construction - Detailed Spending Plan aligned with funding agreement 	<ul style="list-style-type: none"> - Update Project Plan - Update High Level Schedule - Detailed Schedule for Construction - Detailed Spending Plan aligned with funding agreement - Lessons learned documented - Contracts closed out -Contractor evaluations submitted to DES Program Manager 	-
Naming Convention	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Project Status and Monitoring Requirements	Report Status to ?	Report Status to ?	Monthly Assessment with Sr Proj Specialist (Scott) & Program Manager	Monthly Assessment with Sr Proj Specialist (Scott) & Program Manager	Monthly Assessment with Sr Proj Specialist (Scott) & Program Manager	Monthly Assessment with Sr Proj Specialist (Scott) & Program Manager	Report status to ?
WIND Requirements Project Proposal	- Identify funds available	- Reconfirm Funds	?	?	?	?	?
WIND Requirements Project Authorization	?	<ul style="list-style-type: none"> - Input required information - Identify required project manager - Upload funding agreement 	?	?	?	?	?

Project Management – WIND Integration Approach and Roll Out Calendar – Updated 9-29-08

	Preplanning	Planning	Pre- Design	Design	Pre-Construction	Construction	Close-Out
WIND Requirements Project Administration 1. Project Docs 2. Add New RFP's 3. Procurement Methods 4. Contract Information 5. Contract SOW 6. Invoices 7. Close-Out	1. Load Assessment and schedule to project docs	1. Load Updates	1. Load Updates 2. Add RFPs 3. Update Procurement Data 4. Enter Contract info/ prepare vendor for invoicing 5. Enter Contract SOW Info	1. Load Updates 2. No Data 3. Update Procurement Data 4. Enter Contract info/ prepare vendor for invoicing 5. No Data 6. Vendor submits invoices 6. Inspect and authorize payments	1. Load Updates 2. Add RFPs 3. Update Procurement Data 4. Enter Contract info/ prepare vendor for invoicing 5. Enter Contract SOW Info	1. Load Updates 2. No Data 3. Update Procurement Data 4. Enter Contract info/ prepare vendor for invoicing 5. No Data 6. Vendor submits invoices 6. Inspect and authorize payments	?

Project Management – WIND Integration Approach and Roll Out Calendar – Updated 9-29-08

WIND Roll out & PM Integration Calendar

Area	WIND Development	Reporting	WIND Training	PM Integration Training	
Lead					
Measure					
July					
August					
September					
October					
November					
December					