

Regional Process Manual

Introduction

The Regional Process Manual; adopted June 5, 2012 was designed for use by the core Regional Construction Staff; the Regional Construction Engineer (RCE), the Regional Construction Technician (RCT), and the Regional Program Services Clerk (RPSC).

The manual is in alphabetical order by process (see the Table of Contents).

Each process is broken into components:

- Flow Chart
- Work Instructions
- Step Aides
- Possible Issues & Resolutions

All processes will have a flow chart and work instructions; however, not all processes will have Step Aides or Possible Issues & Resolutions pages.

Each flow chart has the following "swim lanes":

- External
- Regional Construction Engineer (RCE)
- Regional Construction Technician (RCT)
- Regional Program Services Clerk (RPSC)
- Deliverables

Within each swim lane are numbered boxes that contain the parts of the process. These parts will either be the responsibility of the person listed on the swim lane (i.e. RCE, RCT, or RPSC) or will reflect where something needs to be saved, sent, or where external input is needed.

The arrows show the direction of the process flow and how the various parts of the process and different individuals depend upon one another to complete the process.

The Work Instructions are outlined in the same order as the flow chart; each numbered box within the flow chart corresponds to the same numbered step within the Work Instructions.

The far column within the Work Instructions offers Points of Interest such as; hints and tips, things to be aware of, and key points related to specifications etc.,

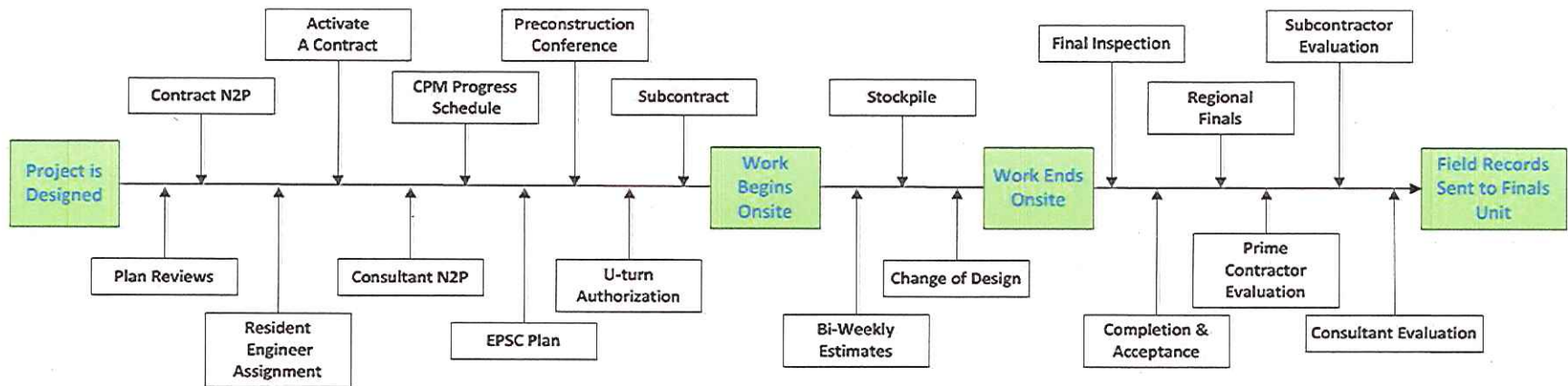
If there are Step Aides available for a step, they will be listed within the column labeled "Available Step Aides". Step aides will provide detailed direction on how to complete the step; such as how to enter data into various systems (SiteManager, CTS, PPMS, and the Construction Intranet).

If there is a Possible Issues and Resolutions page available for a step it will also be listed within the column labeled "Available Step Aides". This page will outline any known issues with the process and provide you possible resolutions to the issue; such as work-a-rounds and how to address system glitches.

It should be noted that the process for filing documents to the Construction G: drive are outlined on TAB 17: Project Correspondence (G:Drive) Filing Process

Construction Contract Timeline

as it Corresponds to Regional Processes



Various Regional Submittals may occur throughout construction depending on project requirements.

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