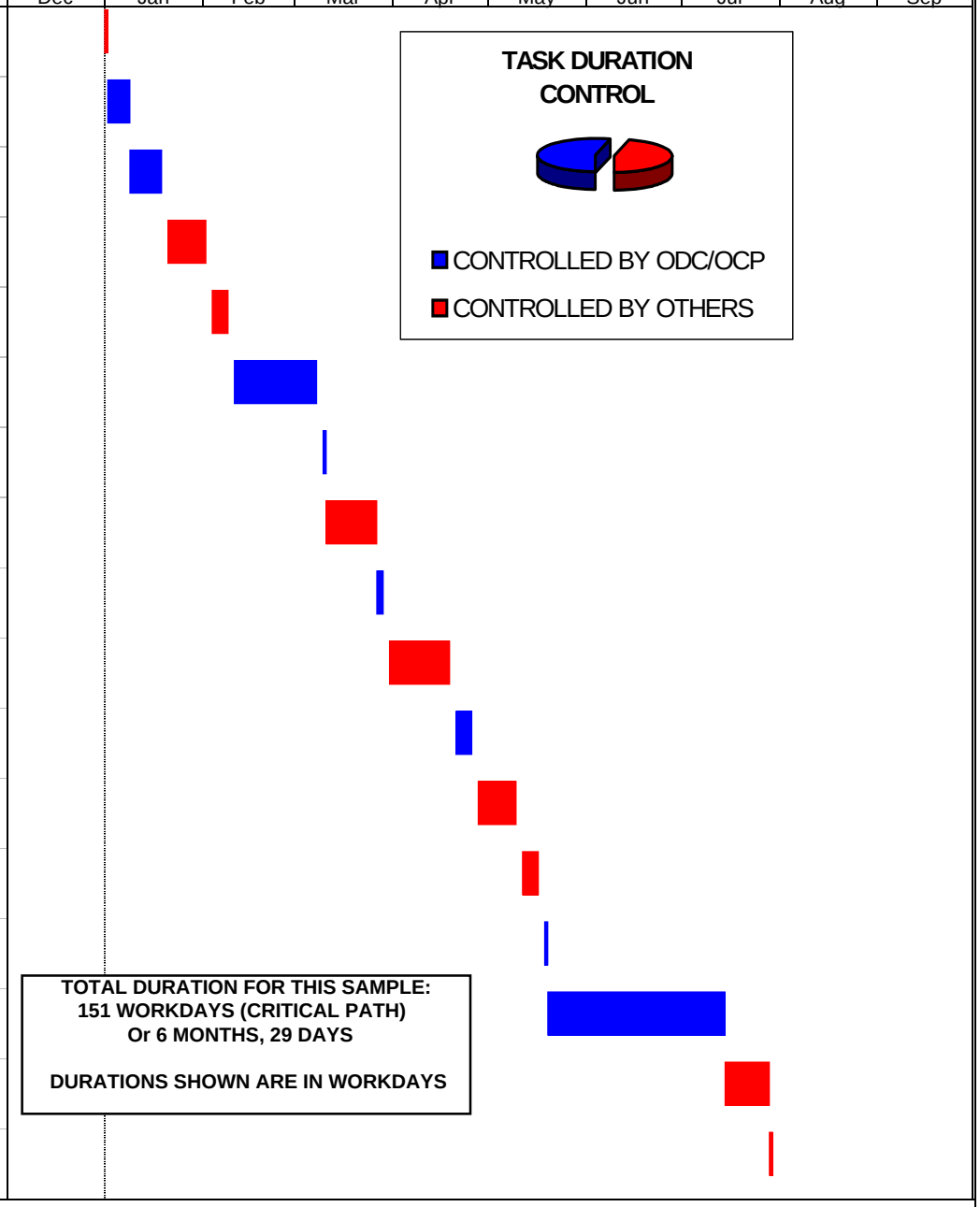
SAMPLE Project Implementation Timetable - Locally Funded Projects up to $50,000

ID	Task Name	Duration
1	Funds transferred into Project Account - Confirmed	1 day
2	Selection of A/E Firm / Fee Negotiation	5 days
3	A/E Contract Package and Requisition Generated	8 days
4	Contract Procedure - A/E Firm	10 days
5	Purchasing Issues Contract and PO	5 days
6	Design Work (varies with scope - follow link for details)	20 days
7	Pre-Bid Meeting	1 day
8	Bid Preparation	12 days
9	Bid Opening & Notification of Prime Contractors	2 days
10	Contractor Submittals / Responsibility Check	15 days
11	Contractor Contract Packages and Requisitions Generated	5 days
12	Contract Procedure - Prime Contractors	10 days
13	Purchasing Issues Contracts and POs to Prime Contractors	5 days
14	Pre-Construction Meeting	1 day
15	Construction	40 days
16	BGSU Facilities/ITS Building Prep	10 days
17	End User Move-in	1 day



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