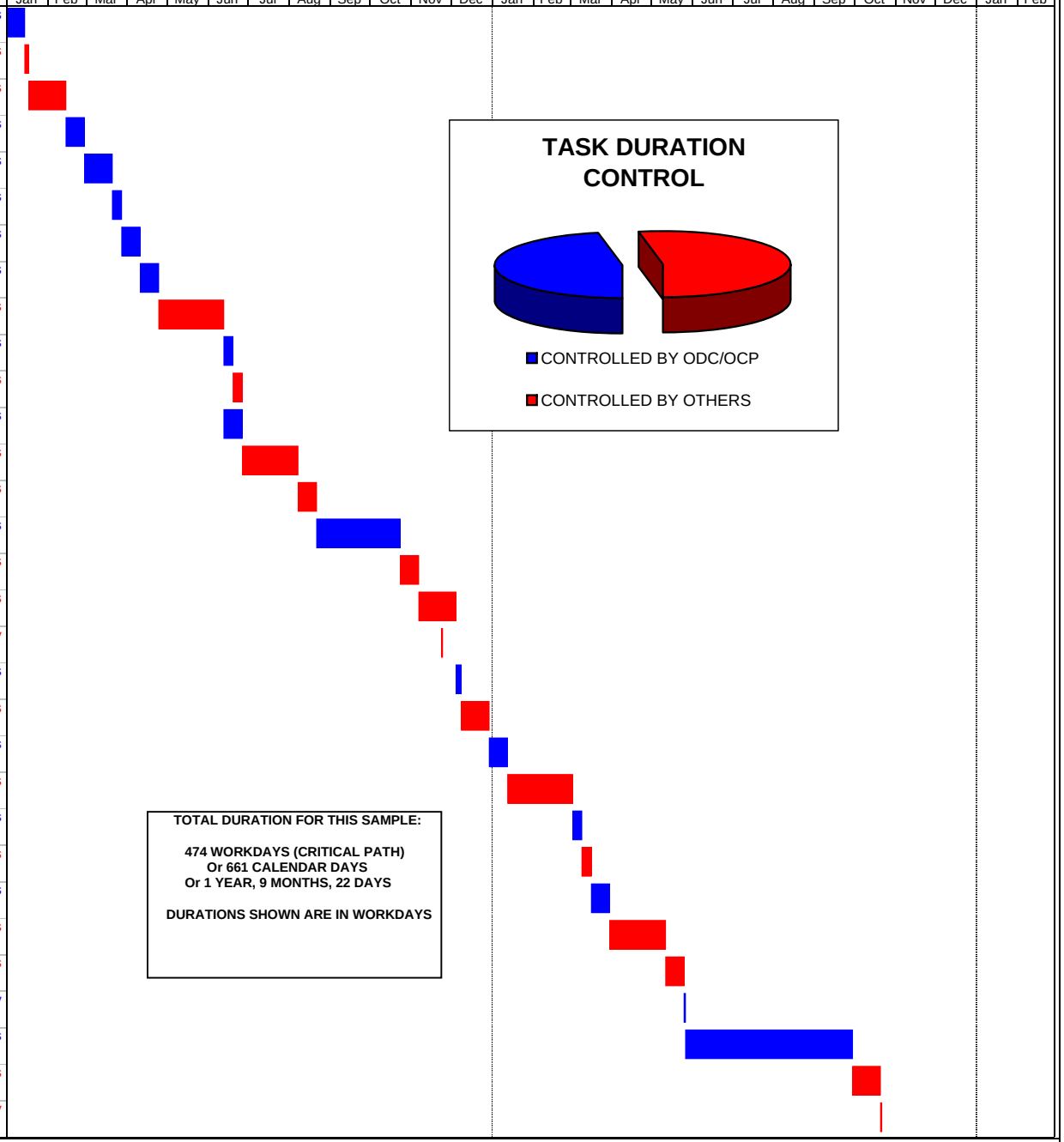
SAMPLE Project Implementation Timetable - State Funded Projects between $250,000 and $500,000 (with A/E Fees over $25,000)

ID	Task Name	Duration
1	Develop Scope, RFQ for AE Services	10 days
2	RFQ Reviewed by Purchasing	3 days
3	Advertising - A/E Firm (28 calendar days required)	20 days
4	Review and Shortlist of A/E Applicants	10 days
5	Schedule and Interview Shortlist	15 days
6	Selection and Notification of Successful Firm	5 days
7	Negotiation from Technical Proposal	10 days
8	Controlling Board Request Prepared - Funding of A/E Fees	10 days
9	Controlling Board Release Process	35 days
10	A/E Purchase Requisition Generated	5 days
11	Encumbrance of State Funds	5 days
12	A/E Contract Package Generated	10 days
13	Contract Procedure for A/E Firm	30 days
14	Purchasing Issues Contract and PO	10 days
15	Design Work (varies with scope - follow link for details)	45 days
16	Prepare & Submit Advertisement for Construction Bids	10 days
17	Advertising - Contractors (28 calendar days required)	20 days
18	Pre-Bid Meeting	1 day
19	Bid Opening & Notification of Prime Contractors	2 days
20	Contractor Submittals / Responsibility Check	15 days
21	Controlling Board Request Prepared - Construction Funds	10 days
22	Controlling Board Release Process (follow link for details)	35 days
23	Contractor Purchase Requisitions Generated	5 days
24	Encumbrance of State Funds	5 days
25	Contractor Contract Packages Generated	10 days
26	Contract Procedure - Prime Contractors	30 days
27	Purchasing Issues Contracts and POs to Prime Contractors	10 days
28	Pre-Construction/Special Inspection Meeting	1 day
29	Construction	90 days
30	BGSU Facilities/ITS Building Prep	15 days
31	End User Move-in	1 day



11/27/07