Wayne State University

Facilities Planning and Management

**Project Tracking System Manual**

Facilities Planning and Management

**Project Tracking System Manual**

FP&M

Design and Construction Services

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# **Purpose**

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ll Project Managers and Planners shall utilize the Project Tracking System (PTS) to provide status information for all assigned projects, whether funded or not. The database updates shall be completed at least weekly (typically Friday). The information collected in the database will be used to provide timely status information to Facilities Planning and Management (FP&M) Directors and Administrative staff. PTS provides updates of FP&M’s current and future workload and produces monthly KPI reports. The reports created from PTS will be submitted to the Associate Vice President of FP&M, Vice President of Finance and Business Operations and the President of the University.

**NOTE:** Text in **Black** will apply to all users of PTS. Text indicated in **Blue** will apply to only Directors and Administrative Staff.

# **How to Access**

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roject Managers (PM’s) and Planners can access the application, following the steps listed below:

1. Open “Windows Explorer” or “My Computer.”
2. Navigate to W:\FPM Design Const Services\Toolbox – there you will find the latest version of PTS.
3. Right click on the latest version and “Copy”
4. Then go to your desktop and Right click and “Paste”
5. The icon will then appear on your desktop
6. Double click to open

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irectors and Administrators can access their version of the PTS application following the steps listed below:

1. Open “Windows Explorer” or “My Computer.”
2. Navigate to W:\FPM Design Const Services Mgmt\PTS Directors – there you will find the latest version of PTS.
3. Right click on the latest version and “Copy”
4. Then go to your desktop and Right click and “Paste”
5. The icon will then appear on your desktop
6. Double click to open

# **The Initial Process**

P

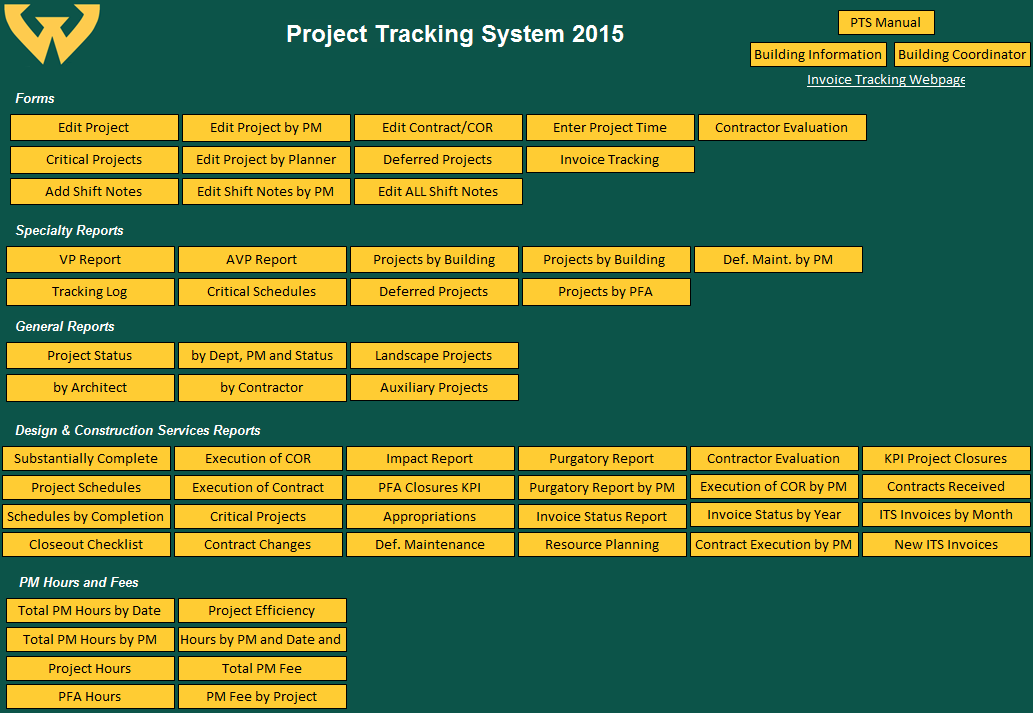
TS project pages are created by both the Director for Planning & Estimating (or by the Manager for Administrative Support in absence of the Director for Planning & Estimating) and the Assistant to the AVP. The Assistant to the AVP or Director of Planning and Estimating will input the pertinent information regarding the Project. This includes the Title, Scope, assigning a Project Number and assigning a Planner (this will allow Planners to capture their time). The Project page is typically created when an Appropriation Form has been submitted. The Appropriation Request is an electronic form that is submitted by Directors to initiate funding for projects; this can either be funded via Deferred Maintenance or Customer funding - see Page 7 for more information. TMA status must also be updated at this time.

STEPS for Director of Planning and Estimating:

1. Submit Appropriations Request for review and submit to AVP/Business Services office for Approval and update TMA.
   1. Approval signatures for Appropriations Requests include AVP, VP, Fiscal Ops, Business Services.
2. A Project page will be set up in PTS with the Appropriation Form information for consistency and to allow Planners to capture their time.

There are two versions of PTS, the Administrative version and the PM version. The Administrative version is used to create PTS pages, assign projects, and make updates and edits. The Administrative version is only for the use of Directors and Administrative Staff. The PM version is used by Project Managers to maintain, review and update all pertinent information related to their projects.

**Main Menu**



*Figure 1 – PTS Main Menu for Directors and Administrators version.*

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here are several menu buttons to choose from:

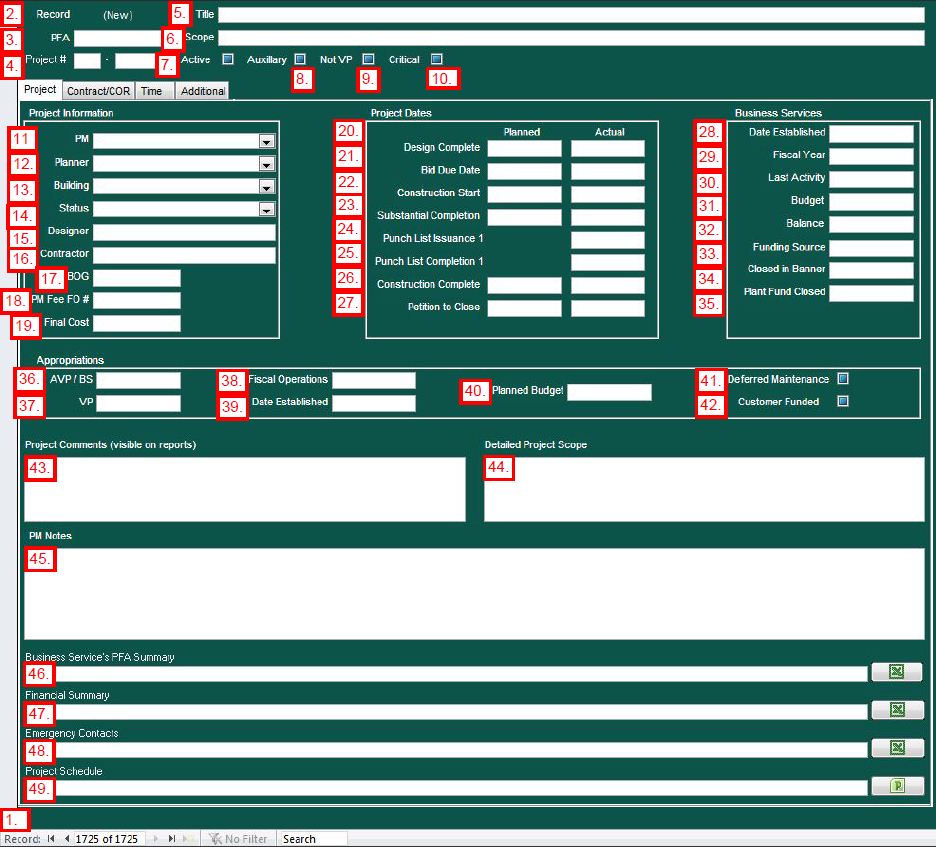
* **Forms:**
* **Edit Project**: Used by Directors and Administrators only to input and search for all project data.
* **Edit Project by PM:** Once a project has been assigned by a Director, the Project Manager (PM) would select this option and enter their last name. This will allow the PM to edit or complete all pertinent information regarding the project.
* **Enter Project Time:** PMs, Planners, Estimator, or Move Manager and other reimbursable employees will enter time devoted to a project.
* **Edit Project by Planner:** Once a project has been assigned by a Director, the Planner would select this option and enter their last name. This will allow the Planner to edit or complete all pertinent information regarding the project.
* **Edit Contract/COR:** Administrators input data relating to project including vendor, contract amount, change order and impact report information. This also includes red packet location information and Business Services requisitions and PO information.
* **Critical Projects:** Indicates to Directors and Administrators projects that have been identified as “Critical.”
* **Deferred Projects**: Module developed to input deferred maintenance projects and to allow Planners/Directors to prioritize the deferred maintenance list.
* **Contractor Evaluation**
* **Critical Projects**
* **Invoice Tracking**
* **Add Shift Notes:** Team Leaders, Associate Directors, and Directors of Engineering use this to add another record.
* **Edit Shift Notes by PM:** Once the shift note has been assigned to the appropriate Associate Director, the Engineering Team Leaders, Associate Directors, and Directors can easily scan through the records assigned to a specific Associate Director. In order to view records this way, the last name of the Associate Director must be keyed in.
* **Edit ALL Shift Notes:** This option can be utilized to view all of the shift notes placed into the system.
* **Specialty Reports:** Pre-defined reports, categorizing projects.
* **General Reports:** Additional pre-defined reports which encompass the entire project tracking database.
* **Design Services Reports:** Reports that capture specific data for analyzing projects, Planner/PM time and KPI’s.
* **PM Hours and Fees:**

# **Editing Projects by Planner/PM**

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o review or edit project(s) for a specific Planner/PM, select “Edit Project by Planner” or “Edit Project by PM” from the menu. Enter the last name of the Planner/PM.

**NOTE:** Below are definitions for the information that should be contained in each field. Also, please apply all grammatical and punctuation rules, (i.e., only capitalize the first character in a sentence, check for spelling accuracy, grammar, date format xx-xx-xx etc.).

**

*Figure 2 – Edit Project by PM Tab*

1. **Record:** The number of records/projects assigned to Planner/PM appears at the bottom of the screen. Scroll, by using the arrow keys to locate the project for review or editing.
2. **Record number:** The unique record number assigned in PTS.
3. **Plant Fund Account (PFA)**: This account number is assigned by Fiscal Operations and entered into PTS by the Director of Estimating and Planning or an Administrator.
4. **Project #**: This number is assigned by the Director of Planning and Estimating.

The number consists of 9 digits (xxx=building number; xxxxxx= request number from TMA).

1. **Title**: Project Title is determined by AVP of FPM or D&CS Directors or their designees.
2. **Scope**: Developed by D&CS or FO. This is a brief description of project goal.
3. **Active**: Checked if an Active project.
4. **Auxiliary**: Checked if the Project is a designated Housing, Fitness Center, Parking, Student Center, Retail Space Project.
5. **Not VP:** Checked by a Director or Manager if D&CS does not want Project information stated on VP Report.
6. **Critical:** Indicates if the project has been determined critical status by Director.

**C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0291984.wmfPROJECT INFORMATION BOX**

1. **PM**: Assigned by Management- indicated by Last Name.
2. **Planner**: Assigned by Management - indicated by Last Name.
3. **Building**: Selected from a pull-down list. (The options are restricted to the list.)
4. **Status**: This is the current status of the project, selected from a pull-down list. (The options are restricted to the list). See Appendix.
5. **Designer**: Designer indicated is the principal designer of record and is entered by the Planner/PM.
6. **Contractor**: Contractor is the primary contractor or construction manager entered by the Planner/PM.
7. **BOG**: Approved date -- BOG Meeting. (xx-xx-xx)
8. **PM Fee FO#**: FO number for PM Fees. (created in TMA)
9. **Final Cost**: Final cost of project.

**C:\Users\bs2276\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7CGR0DK\MC900157109[1].wmfProject Dates BOX**

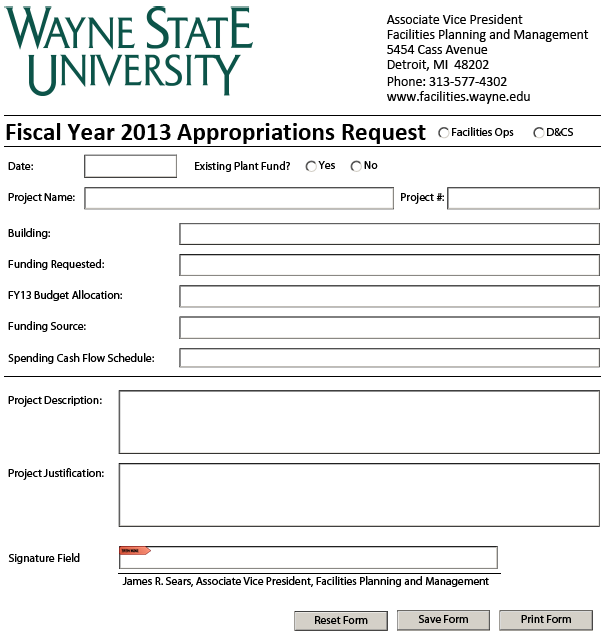
1. **Design Complete**: Completion date for the design of the project; planned and actual. Planned date will be entered by Directors only, actual date entered by Planner/PM. The same applies to all fields under Project Dates.
2. **Bid Due Date**: The date bids are due for project; planned and actual dates.
3. **Construction Start**: The date project construction begins; planned and actual dates.
4. **Substantial Completion**: The date coincides with data on Certificate of Substantial Completion Form; planned and actual dates.
5. **Punch List Issuance**: The actual date that the punch list is issued to contractor for completion.
6. **Punch List Completion**: The actual date all items from punch list are completed and accepted.
7. **Construction Complete**: The date construction, including punch list is completed; planned and actual dates.
8. **Petition to Close**: Project Close-Out Check List is complete. Close out documents will be sent to AVP for signature and Business Services for Plant Fund Closure.

**NOTE: Actual date should coincide with status changes. See Appendix.**

**☝DID YOU KNOW?** In order for the information to save, the user should tab to the next field.

**C:\Users\bs2276\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\IJH8R4IO\MC900238003[1].wmfFINANCIAL INFORMATION BOX**

1. **Date Established**: Date PFA is established.
2. **Fiscal Year**: Fiscal Year funding for PFA.
3. **Last Activity**: Date that Business Services made last update in PTS.
4. **Budget**: PFA Budget.
5. **Balance**: Current PFA Balance. **Funding Source**: Funding source for PFA.
6. **Closed in Banner:** Date Accounting department closes PFA Banner.
7. **Plant Fund Closed**: Date PFA is closed in Business Services.



**APPROPRIATIONS BOX**

1. **AVP/BS**: Indicates the date that the Appropriations Request was submitted to VP.
2. **VP**: Indicates the date that the Appropriations Request was approved and submitted to Fiscal Operations.
3. **Fiscal Operations**: Indicates the date that the Appropriations Request was approved by Fiscal Operations.
4. **Date Established**: Indicates date PFA/fund transfer was established.
5. **Planned Budget**: Indicates the planned budget amount indicated on the submitted Appropriations Request.
6. **Deferred Maintenance**: This check box will indicate if the funding is from the Deferred Maintenance Reserve.
7. **Customer Funded**: This check box will indicate if the funding was provided by a Customer.
8. **Project Comments Box:** (Visible on reports) This is a description of what activities are currently going on with the project. This field is included on the report that is submitted to the AVP of FP&M and VP of FBO. (Use correct grammar, date formats, etc.)
9. **Detailed Project Scope:** This field is a more descriptive definition of the project goal. This field is limited to a total of 255 characters.
10. **PM Notes:** This field is a detailed description of activities related to the project. This field is limited to a total of 255 characters.
11. **\*Business Service’s PFA Summary:** Link toSummary of Plant Fund Account activity, updated by Business Services.
12. **\*Financial Summary:** Link toFinancial Summary for project uploaded and maintained by Planner/PM.
13. **\*Emergency Contacts:** Link toa list of people to be contacted in case of emergency. This is uploaded and maintained by Planner/PM.
14. **\*Project Schedule:** Link toProject planning schedule used by Planner/PM in Microsoft Project. This is uploaded and maintained by Planner/PM.

**\*To insert a file name follow these instructions: Use Windows Explorer to navigate to the file.**

**Right click on the file, Click on Properties, Click on Security, Copy the file name under Object name, Paste into the provide field in PTS – then confirm that that link works.**

# **Viewing Contract Information**

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**NOTE:** Below are definitions for the information that should be contained in each field. Also, please apply all grammatical and punctuation rules and date format xx-xx-xx.

he “Contract/COR” tab located next to the “Project” tab. The information on the Contract/COR tab is entered by Administrative Support Staff and cannot be manipulated and can **ONLY be viewed** by Planners/PMs.



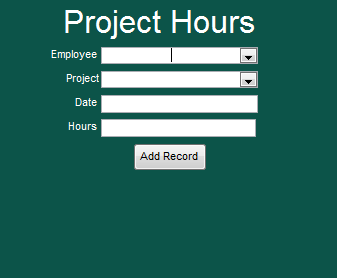
*Figure 3 – Contract/COR Tab*

1. **Record #**: Assigned by PTS system to reference record.
2. **Active**: Check box that indicates if the project is Active.
3. **Building Coordinators**: List of Building Coordinators.
4. **Vendor button**: Used to add new vendors to PTS.
5. **Find Record**: When selected, a search box displays for searching for project by record number.
6. **Vendor**: Pull down list of vendors.
7. **Record Date**: Date contract information is entered into PTS.
8. **PM Initials**: Initials of Project Manager.
9. **Project #**: Project Number.
10. **Contract #**: Contract Number.
11. **Account#**: Plant Fund Account associated with project.
12. **Link**: Pull down list of Plant Fund Accounts.
13. **Building**: Building name.
14. **Description**: Brief description of scope of project.
15. **Contract Amt.**: Amount of the Contract for project.
16. **COR Amt.**: Amount of Change Order Request related to this record.
17. **COR Order#**: Order number of Change Order Request for project.
18. **Contract Type**: Pull down list of contract types (Contract, Change Order, Short Form, PVMA, R-FaST)
19. **Bid Received**: Date bid was accepted by WSU Purchasing.
20. The “In and Out” Fields identifies the date the contract and change order were given to (in) and returned (out) to the staff indicated.
21. **Requisition**: The date the Draft Requisition was sent to Business Services and returned.
22. **Business Services Sent**: The date Business Services receives Draft Requisition and enters information into WayneBuy.
23. **Business Services Returned**: The date Business Services returns Draft Requisition to D&CS with Purchase Requisition # from WayneBuy.
24. **PR#**: Purchase Requisition # generated by WayneBuy.
25. **PO#**: Purchase Order # for Contract or Change Order Request.
26. **PM Returned**: The date the Purchase Order given to the Planner/PM.
27. **Closed**: The date the Purchase Order closed – paid in full.
28. **COR**: Indicates the number of the Change Order Request (COR).
29. **Impact #**: Indicates the Impact report number.
30. **PO #**: Indicates the PO number associated with the COR/Impact #.
31. **I.R. AVP Final Signature**: AVP signature date of Impact Report.
32. **C.O. AVP/VP Signature**: Date that executive signed COR.
33. **Est. Value**: Cost associated with Impact Report.
34. **Cause**: Reason for Impact noted on Impact Report.
35. **Change description**: Verbiage from Impact Report regarding change.

# **Enter Project Time**

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his is used to enter time allocation for PFAs. The Planner/PM should return to the Main Menu and click on the “Enter Project Time” button. The Planner/PM should select their name and project from pull down lists. When entering date, please use the calendar for the date selection. After entering hours, select “Add Record” to update project time in database.



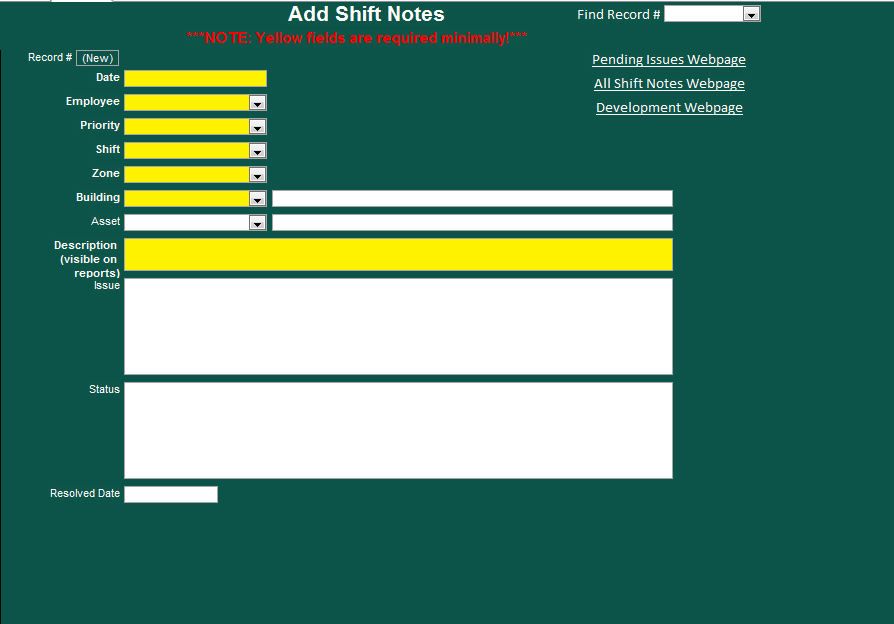
*FIgure 4 – Project Hours Button*

# **Shift Notes**

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perations Engineering utilizes Shift Notes in order to record any significant events that should be shared with management and subsequent shifts for awareness. These are used to document reoccurring issues, new issues and their resolution, and to communicate with all reports in a 24-hour operation. Engineering Team Leaders, Associate Directors, and Directors input the pertinent information into Shift Notes by selecting Add Shift Notes.

**NOTE:** Below are definitions for the information that should be contained in each field. Also, please apply all grammatical and punctuation rules and date format xx-xx-xx.



*Figure 4 – Add Shift Notes Tab*

1. **Record:** This is the record number, which will automatically be populated when a new record is created.
2. **Date:** This the date that the new record is created.
3. **Employee:** The Associate Director responsible for the zone should be populated in this box.
4. **Priority:** Priority should follow the FP&M Guide to Services for equipment and response. This displays the priority of the recorded issue.
5. **Shift:** This is used to identify the shift that the issue original arose on. Options include Day, Afternoon, Midnights, etc.
6. **Zone:** This is to record which zone the issue is located in.
7. **Building:** This is used to specify which building within the zone the record is related to.
8. **Asset:** When a specific asset to a location can be identified, it should be included in the selection to allow Engineering to identify life cycle costs.
9. **Description:** This is where the issue will be described. This should be done briefly and highlight the issue being reported.
10. **Issue:** This box is used to describe in further detail the issue recorded.
11. **Status:** The Associate Director will record solutions descriptions and other relevant information related to how the issue is being resolved.
12. **Resolved Date:** When there is no longer an issue to track, the Associate Director will provide the date in which the issue was completely resolved.
13. **Find Record:** This drop-down is used to find a specific record. It is generally used in conjunction with the Pending Issues Webpage or All Shift Notes Webpage.
14. **Pending Issues Webpage:** Clicking this will open a webpage that displays all of the current open issues within Operating Engineering.
15. **All Shift Notes Webpage:** Clicking this will open a webpage that displays all Shift Notes.

# **Specialty Reports**

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hese reports are user specific and reviewed by various Directors, the AVP of FP&M and the VP of FBO.

* **VP Report**: This report for the VP of FBO identifies projects in PTS, where the project cost is ≥ $100,000. This report is sorted in alphabetical order by Building name; includes Project title, PM, Budget, Comments, Status and Complete date. This report is printed monthly and reviewed by both the AVP’s office and the VP’s office.
* **AVP Report:** This report for the AVP lists all **Active** projects in PTS and is sorted in alpha order by organizational structure. It includes the following fields: Building, Project title, Balance, Funded, Status, Comments and Complete date.
* **Projects by Building**: This report lists the entire contents of PTS in alpha order by building name; includes PM, Project title, Balance, Budget, Status, PFA, Project #, Complete date.
* **Projects by Building Number:** This report lists the entire contents of PTS in numerical order by building number; including PM, Project title, Balance, Budget, Status, PFA, Project #, Complete date.
* **Def. Maint. By PM:**
* **Tracking Log:** This report monitors the various statuses of planned projections against actual dates. It is in alpha order by PM; includes Status, Building name, Project title, Substantially Complete Planned date and Substantially Complete Actual date.
* **Critical Schedules:** Tracks major milestones of projects indicated as “Critical”**,** sorted by funding year.Dates indicated in green = performance on time, orange = performance sliding, red = performance failing.
* **Deferred Projects:**
* **Projects by PFA:**

# **General Reports**

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hese reports are considered General Reports. They include reports based on the following:

* **Project Status**: This report sorts all projects by status; includes PFA, Project title, Building, PM, Balance, and Comments.
* **By Dept. PM and Status**: This report sorts all projects by PM then status; includes PFA, Buildings, Project title, Budget and Balance.
* **Landscape Projects**: This report lists all Landscape and Paving Projects of the Ground Unit; includes Project title, PM, Budget, Status, Comments and completion date.
* **By Architect**
* **By Contractor**
* **Auxiliary Projects:** This report lists projects in Auxiliary Buildings; includes Project title, PM, Budget, Balance, PFA, Funding source, Comments, Status, Construction Complete date.

# **Design Services Reports**

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hese reports are specific and KPI related. The reports are reviewed by various Directors and the AVP of FP&M.

* **Substantially Complete:** This report identifies projects that have reached substantially complete and construction complete statuses. It also displays the number of days since substantially complete – based on date the report is executed.
* **Execution of Change Order:** This report is used for D&CS’ *Executing Change Order* KPI. The KPI states that the Change Order must be submitted to the AVP/VP within 45 days of AVP’s signature of the Impact Report. The reports queries the time – based on the dates entered into PTS by D&CS administrative support staff and/or AVP’s office. You must enter begin date when you select this report.
* **Purgatory Report:**
* **Contractor Evaluation:**
* **KPI Project Closures:**
* **Project Schedules:** Tracks major milestones of projects sorted by PM.Dates indicated in green = performance on time, orange = performance sliding, red = performance failing. The report also includes Building name, Project Title, Planner, Funding year (FY), Appropriation data, and milestone dates.
* **Execution of Contract:** This report is used for D&CS’ *Executing Construction Contracts* KPI, which states that contracts (red packets) should be submitted to VP of FBO within 15 business days of bid received date.
* **PFA Closures KPI:** This report is used for the following KPI’s: *Plant Fund Account Closure, Petition to Close, and Substantially Complete*. You must enter the month (date range)
  + **D&CS - Petition to Close Measurable (Substantial Completion date - Petition to Close date)**

Plant fund closure status should occur within 90 days of substantial completion

* + **Business Services – Plant Fund Closures Measurable (Petition to Close date - Plant Fund Closure date)**

Plant fund closure status should occur within 30 days of Petition to Close date.

* + **Whole Process – Closure Measurable (Substantial Completion date -Plant Fund Closure date)**

Plant fund closure status should occur within 120 days of Substantial Completion date.

* **Purgatory Report by PM:**
* **Execution of Change Order by PM:**
* **Schedules by Completion:**
* **Critical Projects:** This report provides status of projects identified as “Critical” and includes Building, PM, Project Title, Balance, Budget, Comments, Substantial Complete actual date and Construction Complete actual date.
* **Appropriations:** This report indicates the location (AVP/BS, VP, Fiscal Operations, Date Est.) and date an Appropriation Request was approved and/or a PFA was established. The report also counts the days in between approvals. The report indicates if the project is funded by deferred maintenance or customer funded. The planned budget amount, PFA, PM, Building and Project Title is also included on this report.

The report measures the age between the statuses indicated above. The report is grouped by Status, then Project number, Building, PFA, Project Title, PM, dates indicated status and count. The report also indicates the Encumbered amount, Budget amount and Balance amounts. The report summarizes the 3 KPI’s list above during the date range submitted (typically captured monthly), the average age and if any met the KPI goals.

* **Invoice Status Report:**
* **Invoice Status by Year:**
* **Closeout Checklist:** Provides Close-out checklist and Petition to Close PFA signature sheet by entering in PFA number. The Close-out checklist will auto populate project name, project number, PFA number and substantial completion dates (actual/planned), final completion dates (actual/planned). The Petition to Close PFA signature sheet will also auto populate the project name, project number, date, and PFA number.
* **Contract Changes:**
* **Deferred Maintenance:**
* **Resource Planning:**
* **Contract Execution by PM:**
* **New ITS Invoices:**
* **Impact Report:** This report is used by D&CS management to monitor projects that have Impact Reports. The age field identifies the number of days since Impact Report was signed by the AVP to the date report is executed. You must enter the begin date when you execute this report.
* **PFA Hours:** This report displays total hours allocated to a specific PFA. It also provides PM/Planners who have allocated time to PFA. You must enter PFA # to execute this report.

# **PM Hours and Fees**

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* **Total PM Hours by Date:** This report extracts project hours sorted by PM/Planner. Also includes PFA, project title, amount allocated to PFA and FO for PM Fees. You must enter date range (From, To) to execute this report.
* **Total PM Hours by PM:** This report extracts project hours sorted by PM/Planner. It also provides total hours and amount allocated, and FO # for PM Fees. You must enter date range (From, To) to execute this report.
* **Project Hours:**
* **PFA Hours:**
* **Project Efficiency:**
* **Hours by PM and Date and:**
* **Total PM Fee:** This report is sorted by PM/Planner and extracts total hours billed by the PM/Planner for the selected reporting period.
* **PM Fee by Project:**

# **Glossary**

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efinition of **Titles**:

VP of FBO: Richard J. Nork

AVP of FP&M: James R. Sears

Senior Director D&CS: Randy Paquette

Director (Project Management/Small Capital): Fran Ahern, Anne Vandenbussche and Steven Pecic

Director (Planning and Estimating): Deb Brazen

Business Operations: Angela Strickland and Bobby Smith

Administrators: Sandy Yarrington, Alicia Hardiman-Sharfner and Megan Etue

IT Manager: Jason Sepanak

D

efinition of **Terms**:

PTS: Project Tracking System

FP&M: Facilities Planning and Management

D&CS: Design and Construction Services

WSU: Wayne State University

FO: Facilities Operations – not to be confused with work orders in D&CS

AVP: Associate Vice President

SCCF: Small Capital and Customer Funded

A/E: Architect/Engineer

FBO: Finance and Business Operations

KPI: Key Performance Indicator

VP: Vice President

PM: Project Manager

PFA: Plant Fund Account

BS: Business Services

IR: Impact Report

COR: Change Order Request

CO: Change Order

FY: Funding Year or Fiscal Year

AIA: American Institute of Architects

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efinitions of **Status Selections**:

**Planned:** The project has been authorized or proposed, but no work has begun.

**Study:** The project is currently in the study phase.

**Contract in Progress – A/E:** The contract is being processed for and/or to the design firm.

**In Design** – The professional services contract has been executed and the design work has begun.

**Out for Bid** – Construction documents are complete and they have been sent to Purchasing for bidding.

**Contract in Progress – Construction:** The contract is being processed for and/or to the constructor.

**Under Construction** – Construction is in progress.

**Substantially Complete** - Project has been determined to be substantially complete. All work items are generally complete, however punch list work remains. The consultant will typically define substantial completion, and an AIA substantial completion form should be provided and signed by the consultant, contractor, and owner. Our contract documents require that all punch list items be completed 45 days after substantial completion.

**Construction Complete** - The construction is complete. No punch-list items remain. Steps should be taken immediately to close the plant fund. If there is a reason that the plant fund should not be closed, report the reasons in the comments field.

**Petition to Close** – Sent to AVP office for signature, then issued to Business Services for reconciliation and memo to Fiscal Operations to close PFA.

**On Going** – Mostly used for non-construction projects.

**On Hold** – Work on the project has stopped. If this status is used, the reason that the project is on hold should be defined in the comments field including a date of when comment was made.

**Other (see comments)** – If none of the other status options can describe the current status of the project, use this option. Provide comments in the “Comments” field that indicate the current status of the project including date.

**Cash Deficit – cannot close** – Projects that are complete but all of the funding has not been raised. **This status is ONLY used by Business Services**.

**Plant Fund Closed** – The assigned plant fund account has been requested to be closed by Business Services. Business Services will move all projects into this status when they prepare the memo to request the plant fund account closure. At this time, Business Services will also remove the account from the Open Plant Fund Report. **This status is ONLY used by Business Services/AVP Office.**

**Archived** – A project will be placed in archived status one month after the status is reported as “Project Complete” and the PFA has been closed. The IT Manager will move all projects into the archive status.