Plan Review Process – Final Submission

Program Manager

Project Manager

Designer

Project Coordinator

Construction Eng, Water, Traffic Eng

Specialized Reviewer

Public / Utility

Tasks Outside Critical Path

Utility Coord Meeting

Utility Coord Meeting

Utility Coord Meeting

Review with Project Manager, if Needed

Final Submission

Submission Requirements Met?

Yes

No

Full Review of Submission

Are Internal/External Meetings Necessary? With Whom?

No

Yes

Field Walkthrough Needed?

No

Yes

Public Meeting Needed?

No

Yes

Compile Comments and Send to Designer

Resubmission Required?

Yes

No

Bring Project to CIP Managers Meeting

Final Submission Review Complete

Comply with Requirements, Resubmit

Distribute Final Submission + PM Comments to Appropriate Reviewers

Sit in on Meeting with PM + Reviewers

Walkthrough

Public Meeting

Public Meeting

Meet with PM + Designer, Share Comments

Walkthrough, If Beneficial

Meet with PM + Designer, Share Comments

Walkthrough, If Beneficial

Meet with PM, Share Comments (If Needed)

Public Meeting

Final Submission Requirements

Deliverables:

- Meets expectations established by Professional Services Agreement
- Completed Final Submission Checklist

*Includes Real Estate, Forestry, Parks, JCN, IDOT, or any other stakeholder which might not necessary be involved with every project.