

STANDARD OPERATING PROCEDURE # AES 2.012

Subject: Construction Project Updates

Purpose and Scope: To communicate to the campus community an update on AES campus wide projects, their timeline and pertinent information at two week intervals.

Policy: The following guidelines will be followed to ensure that the CPU report is distributed on time and with accurate information.

Procedures:

1. The AES Office Manager will send the latest report to the project managers at least two days in advance for modifications and updates, every two weeks.
2. The project manager will update and return (electronically) the report to the office manager within two days of the request from the office manager.
***IMPORTANT:** Make sure that the primary users and project contact has the most current information pertaining to the project prior to CPU posting. It is critical for customer service that the PM provide continuous project updates to the customer.*
3. All updates will include (minimum) the brief project scope, the scheduled start and completion, the project manager name and contact information, and pertinent information pertaining to impact on daily campus activities.
4. The Director of AES will review the CPU prior to campus release.

Developed by:

Director
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