Revised: March 13, 2023

Micro Project Flowchart *(≤$10,000.00)*

Project is assigned a project number and a project manager

1. PM contacts the requestor for info.

2. PM schedules walk through with at least one (1) contractor

3. PM requests quote for scope of work discussed during the walkthrough

4. PM acknowledges receipt of quote

5. PM discuss the quote with the initial department Requestor

6. Agree on the quote & PM asks the Requestor to issue a P.O.

7. Once P.O. has been issued by the Department, Requestor sends copy to Contractor & PM

8. PM Issues NTP (Notice to Proceed)
   - List the start date, pertinent information, and the agreed cost
   - Date of Completion (as needed) Some projects can take months

9. Work in Progress

10. PM updates AiM:
    - Milestones, budget Manager, Notes Log, Received Emails, etc.

11. PM walkthrough w/vendor after completion
    - Inform Contractor of satisfactory job or unsatisfactory job

12. If Satisfactory inform the contractor of official completion.

13. PM requests Invoice for payment

Close the project in AiM