

Tips, Tricks and Guidelines for the CIP Delivery Report Meeting

CIP Project Email to be sent the Monday before the last Thursday of the Month.
Engineering Services' internal meeting is the last Thursday of the Month.
Watershed Management's internal meeting is the last Thursday of the Month
Water System internal meeting is the
Wastewater / Solid Waste internal meeting is the
Public Works and Utilities' Department meeting is first Wednesday of the Month.

This has been evolving for the past 18 to 24 months.

Some of the processes are automatic, some are still manual and subject to human error.

The email that comes out with Mark Fischer's name really comes from the Project Database program, usually when Thomas Shafer remembers to send it. The email list is created manually so when a new owner contact, design manager, and/or construction manager when need to remember to have Mark Fischer in and add them to the email list.

Directly after the monthly CIP meeting the responses will be reset. This will allow folks to mark project issues and needs during the month as they occur. This will happen when Mark Fischer remembers to do it.

There needs to be at least one response checked for each and every one of the projects, even if the response is "No Problems." The rule of thumb generally applied is the response should come from the design manager until the "torch" has been passed from the design manager to the construction manager. How the torch is passed is up to the two of them to decide.

Possible Responses listed below.

No Problems
Problems Possible
Need Guidance
Not On Time
Not On Budget
Not On Time or On Budget
Gold Star of Success
New Project

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If you wish only to add or change a response, you should click on the

[New](#)

Located below the blue boxes of information.

- No Problems
- Problems Possible
- Need Guidance
- Not On Time
- Not On Budget
- Not On Time or On Budget
- Gold Star of Success
- New Project

Then click on the response you wish to give for the month, add any comments/reminders/clarification you wish that will help and then click on “insert” if you wish to save your response or “cancel” if you don’t.

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OTHER CHANGES FOR THE CIP DELIVERY REPORT

If you wish to make changes on the CIP delivery page in the blue boxes shown below you must first change the pull down box from “view” to “edit”.

Then one can make the necessary changes and go to the area directly below just the blue boxes and either hit “update” to write those changes into the database or “cancel” if you do not wish to save your changes.

View 

Make sure that your CIP Response is up to date at the BOTTOM OF THE PAGE.

Project Number: test30 

Project Name: test33 

Project Type: ES - Emergency Safety - 70034 

Status: Budget Only 

Step: Finaled 

Project Owner: ES - Street Maintenance 

Project Owner Contact: N/A 

Constructed By: PC - Piedmont Construction 

Construction Manager: N/A 

Project Initiated By: ES - Shafer, Thomas 

Design Manager: N/A 

Project Designer: Consultant - The Flat Water Group 

Let Date: 8/28/2007 

Notice To Proceed: 8/1/2007 

Legals to Real Estate: 8/22/2007 

Construction Completion: 11/2/2007

Final Completion:

[Update](#) [Cancel](#)