OAKS
Capital Improvements

Project Milestone

K-12 Cloud

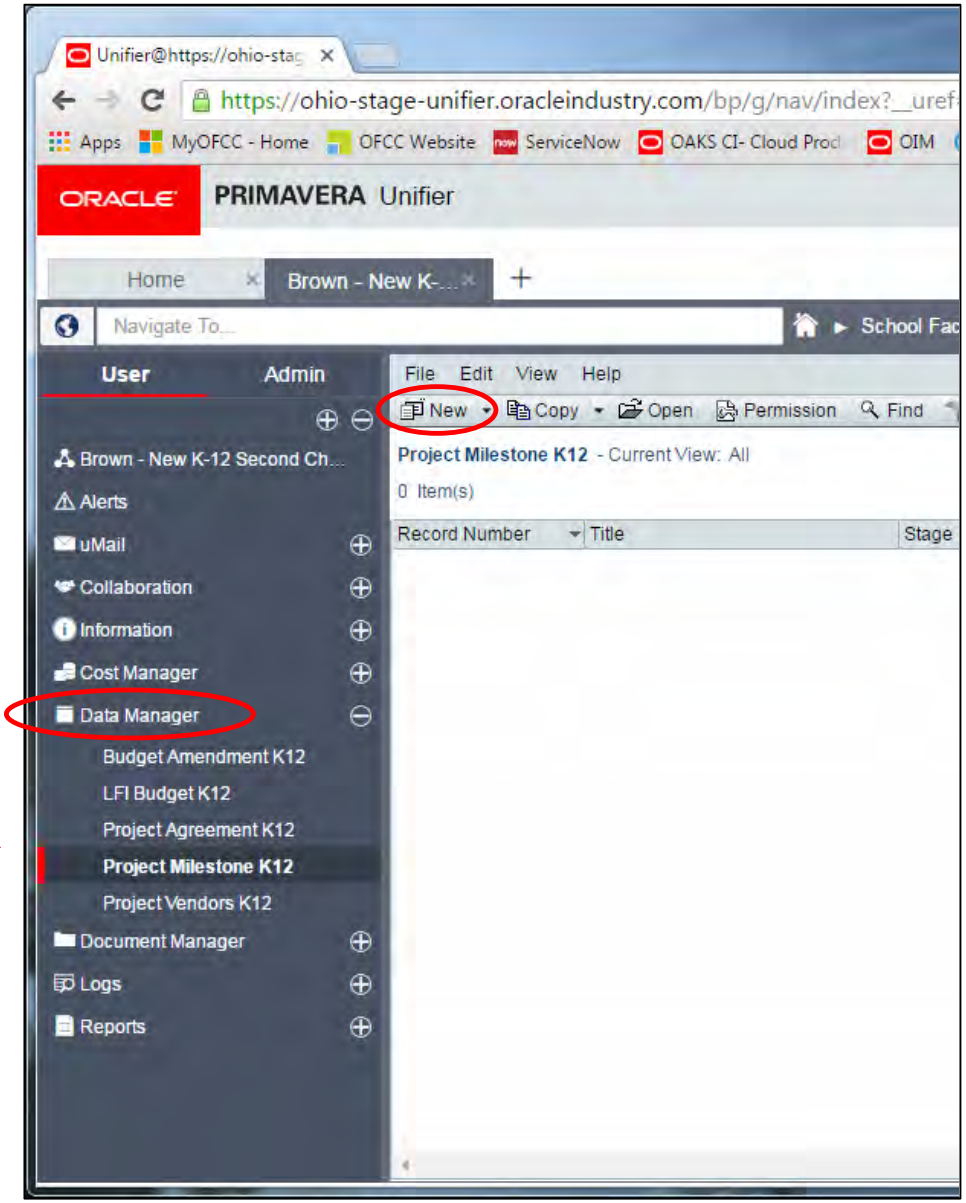
OFCC
OHIO FACILITIES CONSTRUCTION COMMISSION

Purpose and Process

- The Project Milestone BP tracks the milestones for the entire life of the project.
- The data collected is used to run reports for calculating metrics.
- The Project Milestone BP should be continuously updated throughout the life of the project.
- One Project Milestone record should be created for each building or demo building project.
- This BP is housed under Data Manager and is a non-workflow record.

Project Milestone Creation

- In Oaks CI navigate to:
  - Data Manager -> Project Milestone K12
  - Click New



Complete Upper Form

- Fill out all information in the General section
- **Note:** The "Stage" box should be updated as needed throughout the project.

Create New Project Milestone K12 - Project No. OCI-150041.03 - Google Chrome

https://ohio-stage-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=upmk&a=form.0&b=upmk&bpcsvi

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General — Project Milestone K12

General

Organization: Brown LSD
Project Number: OCI-150041.03
Project Name: Brown - New K-12 Second Chance
Project Location:
Title: K-12 Milestone Project
Project Phase: 50

Record Number:
Creator: Katie Tuttle
Creation Date:
Status: Active *
Stage: Design

Project Dates

Project Start = Date procurement activities start (ie: PM drafts RFQ) or date AE RFQ posted. Project End = Date that final vendor's Contract Completion Certificate is executed and AE final payment made.

Planned Project Start: | Revised Project Start: | Actual Project Start:
Planned Project End: | Revised Project End: | Actual Project End:

Design Milestones

Design Start = Date of Commencement of Services for AE (C-AE on DB projects). Design End = Date of Notice to Proceed of first package of work.

Planned Design Start: | Revised Design Start: | Actual Design Start:
Planned Design End: | Revised Design End: | Actual Design End:

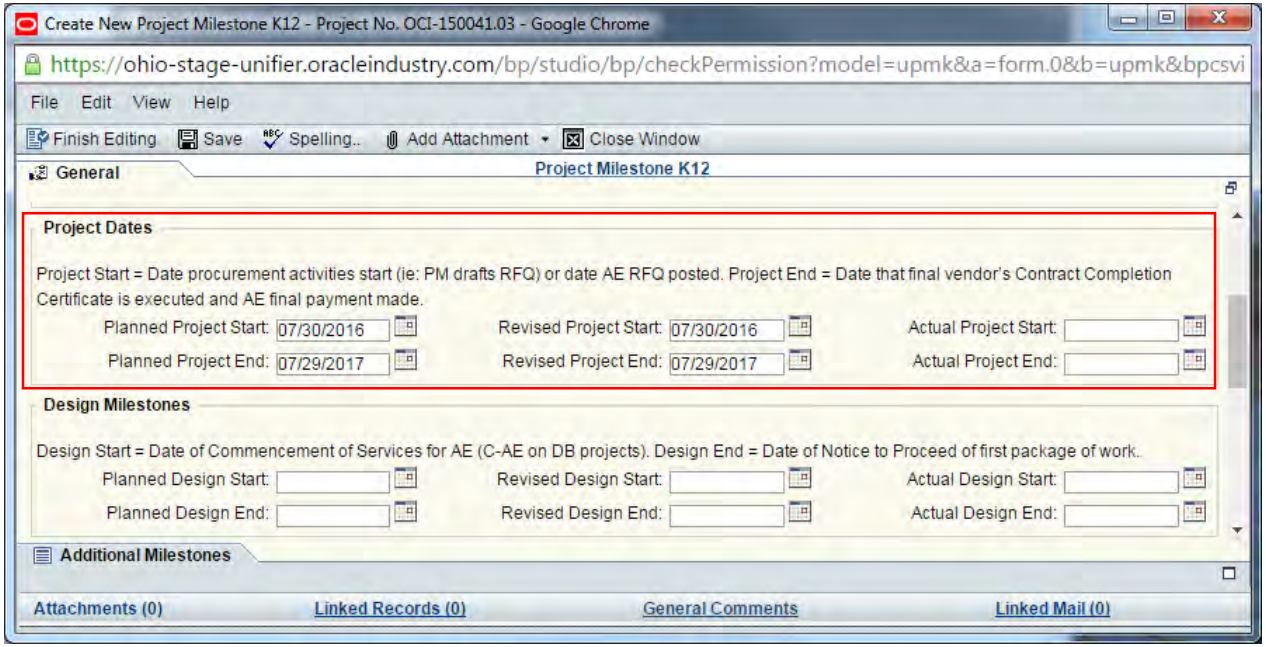
Additional Milestones

Attachments (0) | Linked Records (0) | General Comments | Linked Mail (0)

Complete Upper Form

- Fill out all date information in the **Project Dates** section

PROJECT DATES	
Project Start	*Date AE RFQ is posted.*
Project End	*Date that final vendor's Contract Completion Certificate is executed and AE final payment is made*
Planned	*First entry should be based on dates entered in the AE RFQ* *May be updated at the following times (if applicable):* *When the Design Schedule and Project Schedule are first approved* *At time of GMP approval if a CMR/DB project* *Zero Dollar change orders dealing with weather delays*
Revised	*For data reporting purposes - always fill in. First entry should match the planned dates. Update quarterly or when a substantial change is known (Design, Bidding, Construction and Owner Delays).*
Actual	*Remains blank until the event has occurred. Update once milestone is achieved.*



Update Status and Stage

- **Note:** Once you have entered the Actual Project End date in the **Project Dates** section, change the Status and Stage in the **General** section to "Completed"

Create New Project Milestone K12 - Project No. OCI-150041.03 - Google Chrome

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General — Project Milestone K12

Organization:	Brown LSD	Record Number:	
Project Number:	OCI-150041.03	Creator:	Katie Tuttle
Project Name:	Brown - New K-12 Second Chance	Creation Date:	
Project Location:		Status:	Completed
Title:	K-12 Milestone Project		
Project Phase:	50	Stage:	Completed

Project Dates

Project Start = Date procurement activities start (ie: PM drafts RFQ) or date AE RFQ posted. Project End = Date that final vendor's Contract Completion Certificate is executed and AE final payment made.

Planned Project Start:	07/30/2016	Revised Project Start:	07/30/2016	Actual Project Start:	08/11/2016
Planned Project End:	07/29/2017	Revised Project End:	07/29/2017	Actual Project End:	09/02/2017

Design Milestones

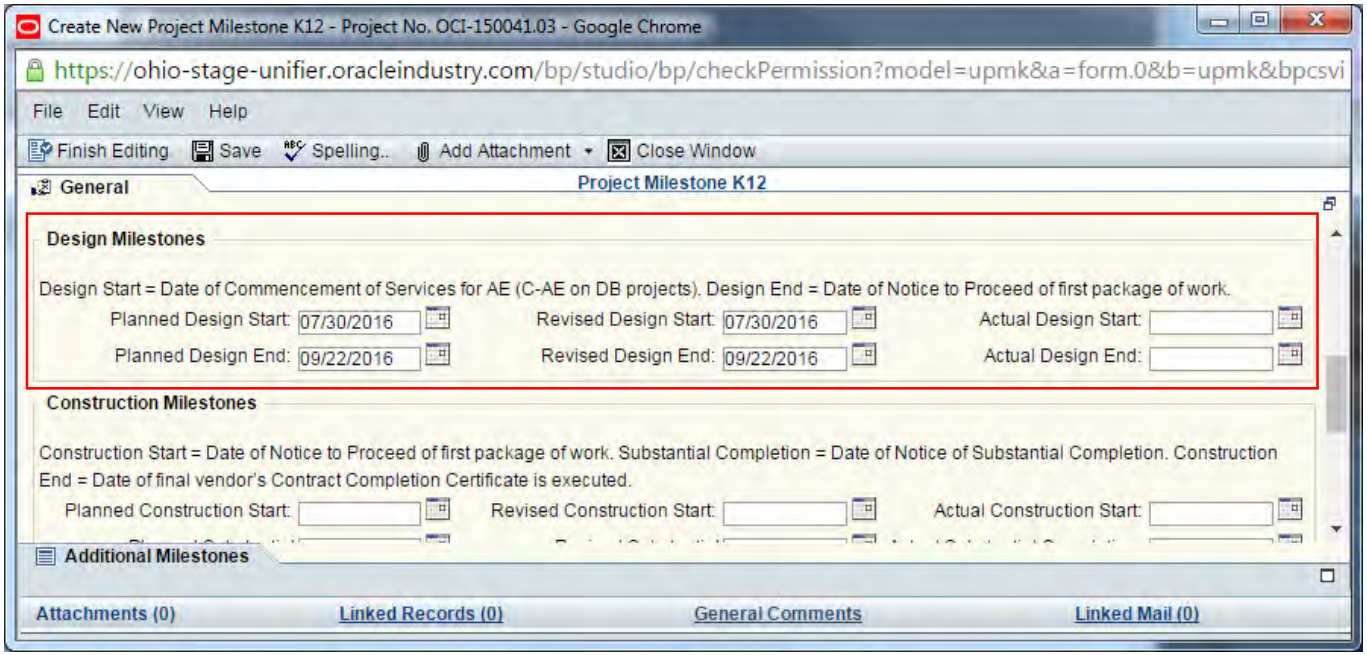
Additional Milestones

Attachments (0) | Linked Records (0) | General Comments | Linked Mail (0)

Complete Upper Form

- Fill out all date information in the **Design Milestones** section

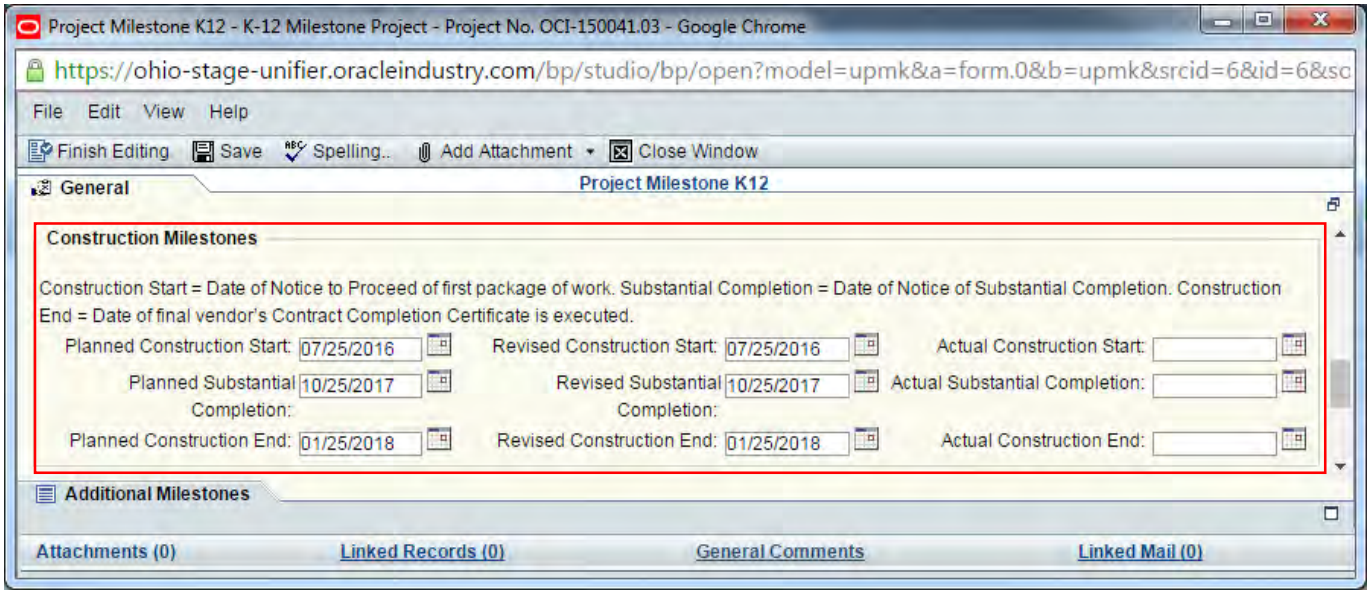
DESIGN MILESTONES	
Design Start:	*Date of Notice to Commence Services for AE or C-AE*
Design End	*Date of Notice to Proceed on 1st package of work*
Planned	*First entry should be based on dates entered in the AE RFQ* *May be updated at the following times (if applicable):* *When the Design Schedule and Project Schedule are first approved* *At time of GMP approval if a CMR/DB project* *Zero Dollar change orders dealing with weather delays*
Revised	*For data reporting purposes - always fill in. First entry should match the planned dates. Update quarterly or when a substantial change is known (Design, Bidding, Construction and Owner Delays).*
Actual	*Remains blank until the event has occurred. Update once milestone is achieved.*



Complete Upper Form

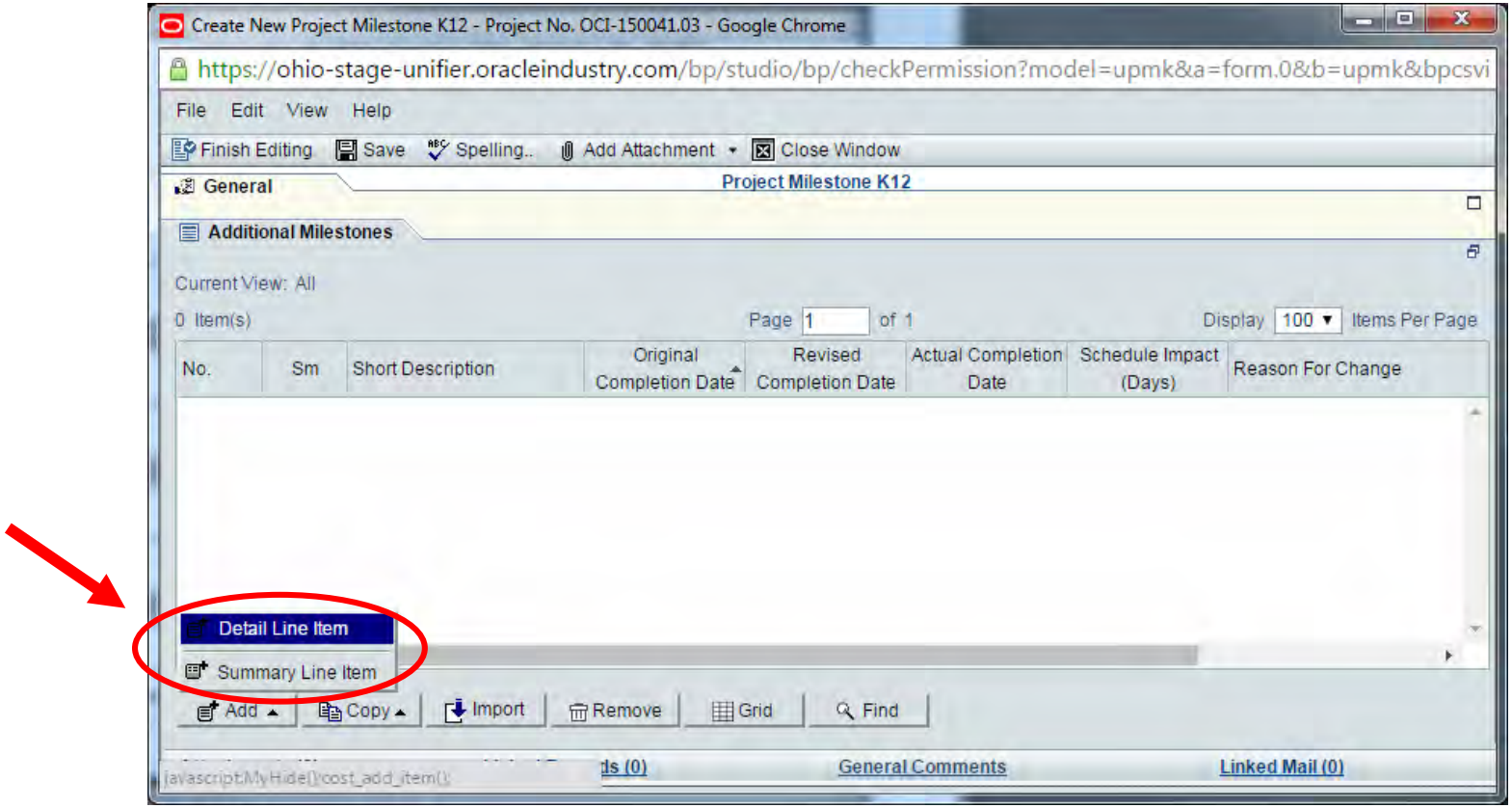
- Fill out all date information in the **Construction Milestones** section

CONSTRUCTION MILESTONES	
Construction Start	*Date of the Notice to Proceed of the 1st package of Work*
Substantial Completion	*Date of Notice of Substantial Completion*
Construction End	*Date that the final vendor's Contract Completion Certificate is executed*
Planned	*First entry should be based on dates entered in the AE RFQ* *May be updated at the following times (if applicable):* *When the Design Schedule and Project Schedule are first approved* *At time of GMP approval if a CMR/DB project* *Zero Dollar change orders dealing with weather delays*
Revised	*For data reporting purposes - always fill in. First entry should match the planned dates. Update quarterly or when a substantial change is known (Design, Bidding, Construction and Owner Delays).*
Actual	*Remains blank until the event has occurred. Update once milestone is achieved.*



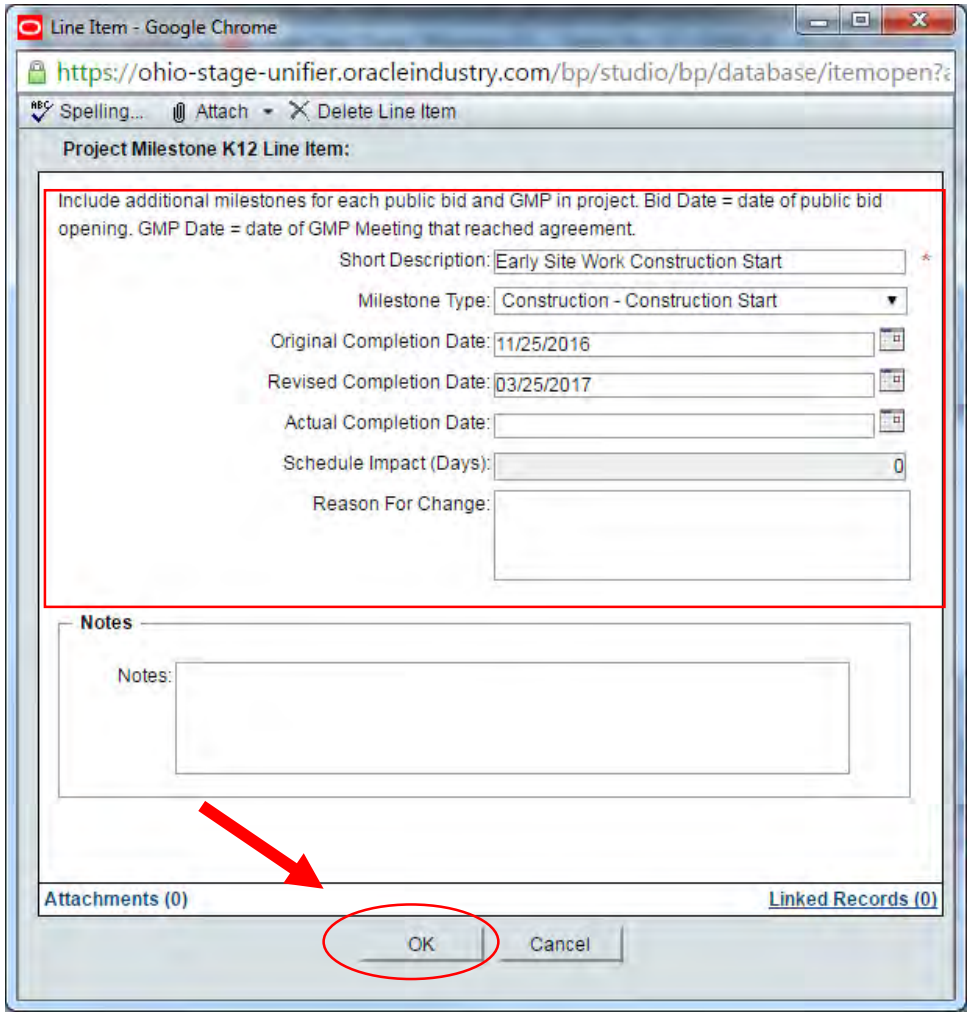
Complete Lower Form

- Use the lower form, **Additional Milestones**, for additional milestones for each public bid or GMP in project.
- Click Add
- Choose Detail or Summary Line Item



Complete Lower Form

- Fill out line item information
- Click OK



Complete Lower Form

- Line Items will show up in the Additional Milestones section

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https://ohio-stage-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=upmk&a=form.0&b=upmk&bpcsvi

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General — Project Milestone K12

Additional Milestones

Current View: All

1 Item(s) — Page 1 of 1 — Display 100 Items Per Page

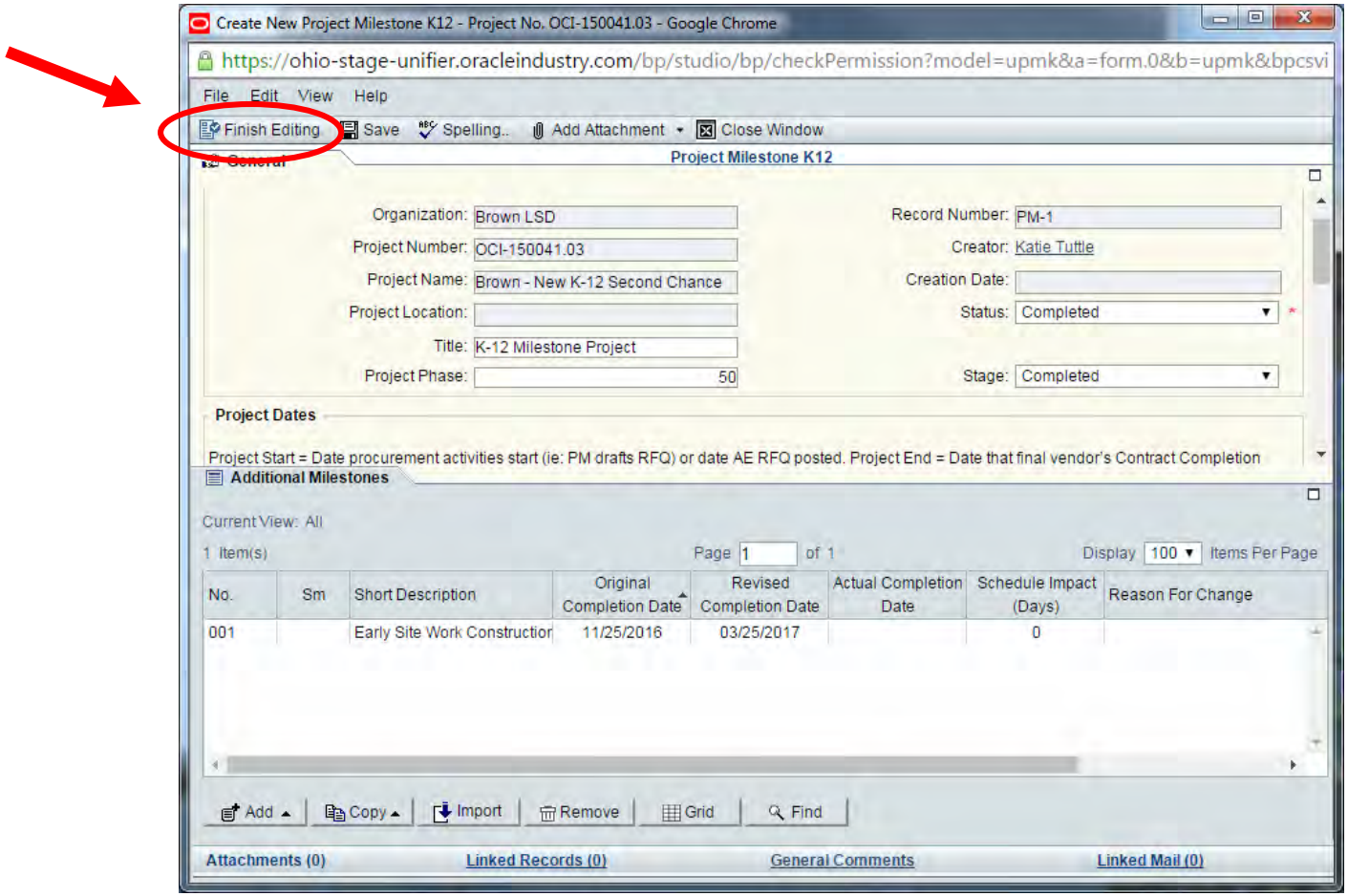
No.	Sm	Short Description	Original Completion Date	Revised Completion Date	Actual Completion Date	Schedule Impact (Days)	Reason For Change
001		Early Site Work Constructior	11/25/2016	03/25/2017		0	

Add | Copy | Import | Remove | Grid | Find

Attachments (0) | Linked Records (0) | General Comments | Linked Mail (0)

Finish Editing

- When you're finished entering all information or updating the record, click Finish Editing
- **Reminder:** The Milestone record should be updated throughout the project as necessary.



Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211