

FESS Engineering Policy and Procedure Manual

1 FESS/E Purpose and overview items, mission, vision, propose of procedures					
FESS/E Personnel 2 Policies	org chart, job descriptions, Responsibility matrix, work priorities and assignments, safety training and records, self assessment, staff meetings, group budgeting and accounting, procurements, chargeback, project reporting, correspondence, computer equipment				
Documentation and 3 design Standards					
Project Phases					
Management Group	.1 Initiating	.2 Planning	.3 Executing	.4 Monitoring and Controlling	.5 Closing
	.1.0 - CD-0 .1.1 - CD-1 .1.2 - CD-2 .1.3 - CD-3 .1.4 - CD-4	.1.0 - CD-0 .1.1 - CD-1 .1.2 - CD-2 .1.3 - CD-3 .1.4 - CD-4	.1.0 - CD-0 .1.1 - CD-1 .1.2 - CD-2 .1.3 - CD-3 .1.4 - CD-4	.1.0 - CD-0 .1.1 - CD-1 .1.2 - CD-2 .1.3 - CD-3 .1.4 - CD-4	.1.0 - CD-0 .1.1 - CD-1 .1.2 - CD-2 .1.3 - CD-3 .1.4 - CD-4
4 Integration			4.3.5.1 - In Progress Procedures		4.5.4.1 - Subcontractor Evaluation
5 Scope			5.3.5.1 - High Performance Building		
6 Time					
7 Cost				7.4.3.1 - Subcontractor Invoice Review 7.4.5.1 - AE Progress Reporting	
8 Quality			8.3.5.1 - Document Reviews 8.3.2.1 - Construction Document Signoff 8.3.2.2 - Securing Construction Documents	8.4.5.1 - AE Quality Assurance	
9 Human Resource			9.3.5.1 - AE Tasking		
10 Communications			10.3.5.1 - Meetings 10.3.5.2 - Correspondence 10.3.5.3 - Drawing Requirements 10.3.3.1 - Amendments 10.3.3.2 - Procurement Period Questions		10.5.3.1 - O&M Manual Distribution
11 Risk Management					
12 Procurement				12.4.5.1 - AE Invoicing m:\public\2008 policies and	

- Appendix
- A Organizational Process Assets
 - B FESHM
 - C Directors Policies
 - D Organizational integration
design standards, color standards,
code review checklist