



Project Management

The PJM process will begin once keys have been received @ the 1918 office.

The keys can be turned in to 1918 by a sales agent, the IAM, REM, or the resident.



NEXT STEPS

Once the keys are received, the following will take place:

EMAIL



A team member from 1918 will send an email to the Project Management Team confirming "Keys Received".

UTILITIES

The Project Management Admin will have utilities transferred into Auben's name, same day.



POD ASSIGNED



The Project Management Admin will add the property to the appropriate Pod Sheet.

INSPECTION

The property will be scoped (Inspected) by the Project Management Field Inspector within 72 hours (Business) and will send the scope to the Project Management Team.



The assigned Project Manager will send the "Scope of Work" to the owner for approval within 24 hours (business days) of completion.

ESTIMATE

The assigned Project Manager will reach out to the owner within 24 hours to confirm receipt and review the scope of work. The Owner and Project Manager will then determine specific items on the scope to be included in the bid/estimate.



CONTRACTOR

The Project Manager will assign a contractor to the project.



APPROVAL

The Project Manager will submit the bid/estimate to the owner for approval, same day.

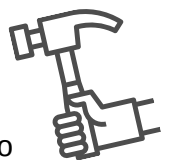


BID

The contractor will create a bid/estimate which will be sent to the Project Manager, within 48 hours.



CONSTRUCTION



Construction will begin within 2 weeks of Owner Approval. A 50% down payment will be required to begin the construction process for any project that exceeds \$5,000. * Please note, the 2-week time frame is based on Owner approval. Timeframes and completion of projects is highly dependent on owner communication, approval and payment.*