



PROJECT PHASE CHECKLIST TASKS

This reference document outlines each of the project Phase Checklists and associated checklist tasks available in Facilities Connect.

The purpose of this document is to provide applicable users with support in consideration of large /small project template usage, and for selection of appropriate project phases (in the context of his/her projects).

SMALL PROJECTS

Phase	Number of Checklist Items	Applicable Templates (s)
0.0 Initial Request	1	Large/Small Project

CHECKLIST ITEM	CATEGORY
01. Initial Request activities and deliverables for this phase have been completed	Approvals

Phase	Number of Checklist Items	Applicable Templates (s)
1.0 Feasibility & Pre-Design	13	Small Project

CHECKLIST ITEM	CATEGORY
01. Confirm with School/Department that request should be investigated	Approvals
02. Identify intended funding source for project	Funding
03. Identify budget tolerance from requester	Budget
04. Identify preferred completion date from requester	Schedule
05. Meet with Stakeholders and User Groups to develop Program of Requirements	Program of
06. Investigate existing conditions to identify feasibility, risks, and opportunities	Existing Conditions
07. Consult with FM stakeholders as needed for expertise or to coordinate	FM Stakeholders
08. Develop Scope of Work Program, Drawing(s), Narrative, etc.	Scope of Work
09. Draft Project Definition Package	Deliverables
10. Review completed documents with Project Sponsor, User Groups and Stakeholders for approval	Approvals
11. Submit Estimate Request to Customer Service	Scope of Work
12. Assist assigned PM and/or Shops as needed to complete Estimate, and submit to customer	Project Team
13. Estimate Summary Approved	Approvals



PROJECT PHASE CHECKLIST TASKS

Phase	Number of Checklist Items	Applicable Templates (s)
2.0 Design	34	Small Project
CHECKLIST ITEM	CATEGORY	
01. Confirm Scope and Goals with Project Sponsor and Stakeholders Requirements	Program of	
02. Identify Project Reviewers at all levels (Project Sponsor, Stakeholders, Working Groups, etc.)	Project Team	
03. Create Budget, Funding Approval and Open Chartstring or obtain departmental chartstring from customer	Budget	
04. A/E Selection & Fee Negotiation	Engage Consultants	
05. Prepare & Execute Appropriate Consultant Agreements	Engage Consultants	
06. Establish Project Schedule	Schedule	
07. Engage Survey & Environmental Testing, if applicable	Engage Consultants	
08. Engage FMO to Hire Commissioning Agent, if applicable	Engage Consultants	
09. Review existing building information from FMO including condition assessments and planned R&R	Existing Conditions	
10. Schedule and conduct Design Meetings with appropriate groups	Design	
11. Review Construction Logistics	Logistics	
12. Develop Color and Material Schemes for customer review	Design	
13. Prepare Preliminary Furniture Layouts & Strategize FF&E Procurement	Design	
14. Confirm AV Requirements, Engage Consultant, NUARTs, and/or Vendor	Design	
15. Send Plans to NUIT Network Engineer for Mapping of Wireless Access Points	IT	
16. IT/Data Systems and IT Closet Review with NU	IT	
17. Review Dimensions Critical for ADA	Design	
18. Develop Final Elevations and Details	Design	
19. Finalize Color and Material Schemes	Design	
20. Establish Room Numbers as Assigned by NU Facilities Planning	Design	
21. Finalize Furniture Layouts and tele/data outlets & Strategize FF&E Procurement	Furniture	
22. Send Plans to NUIT Network Engineer for Mapping of Wireless Access Points	IT	
23. Hardware and Electronic Hardware and Millennium Panel Review with NU	FM Stakeholders	
24. Submit Construction Drawings, and Outline Specs for review by FMO and Building Committee	FM Stakeholders	
25. Submit Variance Request for Items Not Complying With NU Specs/Guidelines	FM Stakeholders	
26. Incorporate Review Comments into Construction Documents	Deliverables	
27. Develop Commissioning Specifications, if needed	Commissioning	
28. Review Zoning and Code requirements with local agencies (if applicable)	Jurisdictional	
29. Identify Permitting Requirements for Project and Timeline	Jurisdictional	
30. Develop Construction Procurement Strategy	Logistics	
31. Prepare Bid List - Contact Contractors to verify interest	Outreach	
32. Finalize Construction Document Drawings, Specifications, Calculations, SF Tabulations (PDF)	Deliverables	
33. Approval of Construction Documents by Project Sponsors and Stakeholders.	Approvals	
34. Update Capital Facilities Workgroup as applicable (if >\$75K project budget)	Approvals	



PROJECT PHASE CHECKLIST TASKS

Phase	Number of Checklist Items	Applicable Templates (s)
3.0 Construction Procurement	5	Small Project

CHECKLIST ITEM	CATEGORY
01. Bid Information Package	Deliverables
02. Receipt of Bids, Official Bid Open	Tasks
03. Bid Tabulation/Evaluation Report	Deliverables
04. Award Contract, Issue Letter of Intent/Notice to Proceed	Deliverables
05. Execute General Contract per Contract Workflow (Subprocess)	Tasks



PROJECT PHASE CHECKLIST TASKS

Phase	Number of Checklist Items	Applicable Templates (s)
4.0 Construction Delivery	35	Small Project

CHECKLIST ITEM	CATEGORY
01. Mobilization activities and deliverables for this phase have been completed	Approvals
02. Kick-off Meeting with Contractor and Key Stakeholders, FM Shops, Commissioning Agent	Tasks
03. Construction Logistics Plan	Deliverables
04. Detailed Construction Schedule	Deliverables
05. Submittal Schedule	Deliverables
06. Schedule Abatement Testing and Abatement as Needed	Tasks
07. Telephone/Data Meeting with Occupants and NUIT	IT
08. Coordinate Keying Meeting with Occupants and FM Lockshop	FM Stakeholders
09. Request Static IP for BAS SCADA, Access Control and Other Specialty Items (8 weeks prior to AHU startup, for example)	IT
10. Commissioning Prefunctional Checklists and Commissioning Functional Performance Test Procedures (Subprocess)	Tasks
11. Order Furniture, Coordinate Any Furniture Requiring Infrastructure with Contractor	Furniture
12. Order AV, Coordinate any AV Infrastructure with Contractor	Tasks
13. Confirm AV Installation Date and Schedule, Coordinate "Dust Free" Date with General Contractor	Tasks
14. Order Room and Identification Signage	Tasks
15. Above Ceiling Punch List Received	Tasks
16. Coordinate Asset Tagging with FMO	FM Stakeholders
17. Meet with Movers and Occupants to Discuss Moving Scope and Schedule	Tasks
18. Order, Coordinate Installation of Security Items (Emergency Phones, Cameras, etc) with NUPD, if needed	Tasks
19. Management of keys by Project Manager	Tasks
20. Life Safety activities and deliverables have been completed	Tasks
21. Custodial Services activities and deliverables have been completed	Tasks
22. Security - UP activities and deliverables have been completed	Tasks
23. NUIT activities and deliverables have been completed	Tasks
24. Commissioning activities and deliverables have been completed	Tasks
25. Plumbing activities and deliverables have been completed	Tasks
26. HVAC Shop activities and deliverables have been completed	Tasks
27. Keying activities and deliverables have been completed	Tasks
28. Elevator activities and deliverables have been completed	Tasks
29. Signage activities and deliverables have been completed	Tasks
30. FMO Training activities and deliverables have been completed	Tasks
31. Risk Management activities and deliverables have been completed	Tasks
32. Laboratory Specific activities and deliverables have been completed	Tasks
33. Punchlist activities and deliverables have been completed	Tasks
34. Substantial Completion - Requirements for GC activities and deliverables have been completed	Tasks
35. Drawings Update activities and deliverables have been completed	Tasks



PROJECT PHASE CHECKLIST TASKS

Phase	Number of Checklist Items	Applicable Templates (s)
5.0 Operational	8	Small Project

CHECKLIST ITEM	CATEGORY
01. Customer Service activities and deliverables for this phase have been	Tasks
02. Receive TCO or Occupancy Certificate if Permitted	Jurisdictional
03. Schedule final clean with Custodial Services	Tasks
04. Notify Custodial Services of Occupancy	Tasks
05. Notify FMO Assoc Dir of Building Occupancy & Turnover of Maintenance	Tasks
06. Provide FMO Assoc Dir with a copy of Punchlist and any Manuals, Train	Tasks
07. Schedule Move with Moving Vendor and Occupants	Tasks
08. Occupation activities and deliverables have been completed	Approvals



PROJECT PHASE CHECKLIST TASKS

Phase	Number of Checklist Items	Applicable Templates (s)
6.0 Close-Out	6	Small Project

CHECKLIST ITEM	CATEGORY
01. Customer Service activities and deliverables for this phase have been completed	Tasks
02. Commissioning activities and deliverables for this phase have been completed	Tasks
03. Laboratory activities and deliverables for this phase have been completed	Tasks
04. Financial Closeout activities and deliverables for this phase have been completed	Tasks
05. FM Accounting has closed all Purchase Orders for the project	Purchase Orders
06. FM Customer Service has closed all Work Orders for the project	Work Orders



PROJECT PHASE CHECKLIST TASKS

LARGE PROJECTS

Phase	Number of Checklist Items	Applicable Templates (s)
0.0 Initial Request	1	Large/Small Project

CHECKLIST ITEM	CATEGORY
01. Initial Request activities and deliverables for this phase have been completed	Approvals

Phase	Number of Checklist Items	Applicable Templates (s)
1.1 Feasibility	23	Large Project

CHECKLIST ITEM	CATEGORY
01. Communicate with requester to understand scope/scale of request	University Stakeholders
02. Establish Project Goals	Scope of Work
03. Establish Brief Project Description	Scope of Work
04. Identify intended funding source for project	Funding
05. Identify budget tolerance from requester	Budget
06. Estimate project area and \$/SF per project type (Rough Order of Magnitude)	Budget
07. Identify preferred completion date from requester	Schedule
08. Consult with FM stakeholders as needed to coordinate with other projects or initiatives	FM Stakeholders
09. Determine dependencies, conflicts, and opportunities related to other projects or initiatives	Logistics
10. Determine scale of project team -- internal and external, consulted and decision makers	Project Team
11. Perform high-level code/zoning review to determine project feasibility, necessary approvals	Jurisdictional
12. Investigate existing conditions to identify feasibility, risks, and opportunities	Existing Conditions
13. N/A	Outreach
14. N/A	Space Program
15. N/A	Floor Plans
16. N/A	Blocking & Stacking
17. N/A	Sustainability
18. Draft Project Definition Package	Deliverables
19. Draft Strategic Space Request (SSR) summarizing project definition	Deliverables
20. Confirm with School/Department that request should be investigated	Approvals
21. Confirm with Provost Office that request should be investigated	Approvals
22. Submit request to Strategic Space Committee Workgroup to be added to agenda	Approvals
23. Submit Strategic Space Resolution (SSR) to the Strategic Space Committee for approval to study further	Approvals



PROJECT PHASE CHECKLIST TASKS

Phase	Number of Checklist Items	Applicable Templates (s)
1.2 Planning & Pre-Design	16	Large Project

CHECKLIST ITEM	CATEGORY
01. Confirm Project Goals, key point of contact and funding source with Project Sponsor	University Stakeholders
02. If required; Develop RFP, select, and contract consultant team	Engage Consultants
03. Meet with Stakeholders and User Groups to develop Program of Requirements Requirements	Program of
04. Review existing building assessment reports; or seek input from FM staff	Scope of Work
05. Perform code review if change of use proposed	Jurisdictional
06. If required, perform blocking and stacking options to confirm Program of Requirements	Scope of Work
07. Identify phasing, swing space, and relocation needs	Logistics
08. Review draft documents, internally with FM for approval	FM Stakeholders
09. Prepare Project Budget including, construction ROM, FF&E and soft costs	Budget
10. Prepare Project Schedule - Define Project Milestones	Schedule
11. Establish sustainability goals for project	Sustainability
12. Finalize Pre-Design Report: Program of Requirements, Project Description, Budget and Schedule	Scope of Work
13. Review completed documents with Project Sponsor, User Groups and Stakeholders for approval	Approvals
14. Review completed documents with Provost/EVP for approval	Approvals
15. Obtain approvals via capital project approval work flow	Approvals
16. Notify Stakeholders and Design & Construction of approval	Approvals

Phase	Number of Checklist Items	Applicable Templates (s)
1.3 Estimate	7	Large Project

CHECKLIST ITEM	CATEGORY
01. Estimate Request submitted to Customer Service	Scope of Work
02. Estimate Request assigned to Project Manager	Project Team
03. Estimates/Bids solicited from consultant or contractors	Budget
04. Estimate Summary Compiled	Deliverables
05. Estimate Summary Submitted for Approval	Approvals
06. Estimate Summary Delivered to Customer	Deliverables
07. Estimate Summary Approved	Approvals



PROJECT PHASE CHECKLIST TASKS

Phase	Number of Checklist Items	Applicable Templates (s)
2.1 Schematic Design	24	Large Project

CHECKLIST ITEM	CATEGORY
01. Confirm Scope and Goals with Project Sponsor and Stakeholders Requirements	Program of
02. Identify Project Reviewers at all levels (Project Sponsor, Stakeholders, Working Groups, etc.)	Project Team
03. Create Budget, Funding Approval and Open Chart String	Budget
04. A/E Selection & Fee Negotiation	Engage Consultants
05. Prepare & Execute Appropriate Consultant Agreements	Engage Consultants
06. Establish Baseline Project Schedule	Schedule
07. Engage Survey & Environmental Testing, if applicable	Engage Consultants
08. Engage FMO to Hire Commissioning Agent, if applicable	Engage Consultants
09. Engage Pre-Construction Construction Manager	Engage Consultants
10. Review existing building information from FMO including condition assessments and planned R&R	Existing Conditions
11. Schedule and conduct Design Meetings with appropriate groups	Design
12. Review Life Cycle Cost Analysis of new MEPFP systems and major components	Design
13. Prepare Energy Utilization Intensity Target Report (with SustainNU)	Sustainability
14. Prepare LEED Goal Scorecard (if applicable)	Sustainability
15. Register Project with USGBC (if applicable)	Sustainability
16. Submit Schematic Design Drawings, and Outline Specs for review by FMO & Building Committee	FM Stakeholders
17. Incorporate Review Comments into Schematic Design	Design
18. Review Construction Logistics	Logistics
19. Update Project Schedule	Schedule
20. Obtain Construction Cost Estimate	Budget
21. Update Total Project Budget	Budget
22. Finalize Schematic Design Report Narrative and Outline Specifications, SF Tabulation, room data sheets	Deliverables
23. Approval of Schematic Design by Project Sponsors, Stakeholders and Building Committee	Approvals
24. Approval by President and Trustees of Schematic Design and budget, if applicable	Approvals



PROJECT PHASE CHECKLIST TASKS

Phase	Number of Checklist Items	Applicable Templates (s)
2.1 Design Development	22	Large Project

CHECKLIST ITEM	CATEGORY
01. Schedule and conduct Design Meetings with appropriate groups	Design
02. Develop Color and Material Schemes	Design
03. Prepare Preliminary Furniture Layouts & Strategize FF&E Procurement	Design
04. Life Cycle Cost Analyses of new MEPFP Systems and Major Components (if applicable)	Design
05. Confirm AV Requirements, Engage Consultant, NUARTs, and/or Vendor	Design
06. Establish Room Numbers as Assigned by NU	Design
07. Send Plans to NUIT Network Engineer for Mapping of Wireless Access Points	IT
08. IT/Data Systems and IT Closet Review with NU	IT
09. Security Review with NUPD	Design
10. Hardware and Electronic Hardware and Millennium Panel Review with NU	FM Stakeholders
11. Energy Utilization Intensity Target Review with SustainNU	Sustainability
12. Update LEED Scorecard (if applicable)	Sustainability
13. Preliminary Review Zoning and Code requirements with local agencies (if applicable)	Jurisdictional
14. Identify Permitting Requirements for Project and Timeline	Jurisdictional
15. Submit Schematic Design Drawings, and Outline Specs for review by FMO and Building Committee	FM Stakeholders
16. Submit Variance Request for Items Not Complying With NU Specs/Guidelines	FM Stakeholders
17. Incorporate Review Comments into Design Development Documents	Design
18. Obtain Construction Cost Estimate	Budget
19. Update Total Project Budget, as needed.	Budget
20. Update Project Schedule, as needed	Schedule
21. Finalize Design Development Drawings, Specifications, Calculations, Studies and Report, SF Tabulations (PDF)	Deliverables
22. Approval of Schematic Design by Project Sponsors, Stakeholders and Building Committee	Approvals



PROJECT PHASE CHECKLIST TASKS

Phase	Number of Checklist Items	Applicable Templates (s)
2.3 Contract Documents	28	Large Project

CHECKLIST ITEM	CATEGORY
01. Develop Final Detailed Plans	Design
02. Review Dimensions Critical for ADA	Design
03. Develop Final Elevations and Details	Design
04. Finalize Color and Material Schemes	Design
05. Confirm AV Requirements, Develop Specifications with Consultant or NUARTs	Design
06. Establish Room Numbers as Assigned by NU	Design
07. Finalize MEP Equipment Selection	Design
08. Finalize Furniture Layouts and tele/data outlets & Strategize FF&E Procurement	Furniture
09. Send Plans to NUIT Network Engineer for Mapping of Wireless Access Points	IT
10. IT/Data Systems and IT Closet Review with NU	IT
11. Hardware and Electronic Hardware and Millennium Panel Review with NU	FM Stakeholders
12. Submit Construction Drawings, and Outline Specs for review by FMO and Building Committee	FM Stakeholders
13. Submit Variance Request for Items Not Complying With NU Specs/Guidelines	FM Stakeholders
14. Develop Commissioning Specifications	Commissioning
15. Incorporate Review Comments into Construction Documents	Deliverables
16. Energy Utilization Intensity Target Review with SustainNU	Sustainability
17. Update LEED Scorecard (if applicable)	Sustainability
18. Review Zoning and Code requirements with local agencies (if applicable)	Jurisdictional
19. Schedule City DAPR review and/or Historic Preservation Review (if applicable)	Jurisdictional
20. Identify Permitting Requirements for Project and Timeline	Jurisdictional
21. Update Project Schedule, as needed	Schedule
22. Obtain Construction Cost Estimate	Budget
23. Update Total Project Budget, as needed.	Budget
24. Develop Construction Procurement Strategy	Logistics
25. Prepare Bid List - Contact Contractors to verify interest	Outreach
26. Review Insurance Requirements with Risk Management	Budget
27. Finalize Construction Document Drawings, Specifications, Calculations, SF Tabulations (PDF)	Deliverables
28. Approval of Construction Documents by Project Sponsors, Stakeholders and Building Committee	Approvals



PROJECT PHASE CHECKLIST TASKS

Phase	Number of Checklist Items	Applicable Templates (s)
3.1 Bid	3	Large Project

CHECKLIST ITEM	CATEGORY
01. Bid Information Package	Deliverables
02. Inform FMIT of Bidders for FM Website	Tasks
03. Receipt of Bids, Official Bid Open	Tasks

Phase	Number of Checklist Items	Applicable Templates (s)
3.2 Award	4	Large Project

CHECKLIST ITEM	CATEGORY
01. Bid Tabulation/Evaluation Report	Deliverables
02. Award Contract, Issue Letter of Intent/Notice to Proceed	Deliverables
03. Inform FMIT of Awarded GC for Website	Tasks
04. Execute General Contract per Contract Workflow (Subprocess)	Tasks



PROJECT PHASE CHECKLIST TASKS

Phase	Number of Checklist Items	Applicable Templates (s)
4.1 Mobilization	1	Large Project

CHECKLIST ITEM	CATEGORY
01. Mobilization activities and deliverables for this phase have been completed	Approvals

Phase	Number of Checklist Items	Applicable Templates (s)
4.2 Construction	20	Large Project

CHECKLIST ITEM	CATEGORY
01. Kick-off Meeting with Contractor and Key Stakeholders, FM Shops, Commissioning Agent	Tasks
02. Construction Logistics Plan	Deliverables
03. Detailed Construction Schedule	Deliverables
04. Submittal Schedule	Deliverables
05. Schedule Abatement Testing and Abatement as Needed	Tasks
06. Telephone/Data Meeting with Occupants and NUIT	IT
07. Coordinate Keying Meeting with Occupants and FM Lockshop	FM Stakeholders
08. Request Static IP for BAS SCADA, Access Control and Other Specialty Items (8 weeks prior to	IT
09. Commissioning Prefunctional Checklists and Commissioning Functional Performance Test Proced	Tasks
10. Order Furniture, Coordinate Any Furniture Requiring Infrastructure with Contractor	Furniture
11. Order AV, Coordinate any AV Infrastructure with Contractor	Tasks
12. Confirm AV Installation Date and Schedule, Coordinate "Dust Free" Date with General Contractor	Tasks
13. Order Room and Identification Signage	Tasks
14. Above Ceiling Punch List Received	Tasks
15. Coordinate Asset Tagging with FMO	FM Stakeholders
16. Meet with Movers and Occupants to Discuss Moving Scope and Schedule	Tasks
17. Order, Coordinate Installation of Security Items (Emergency Phones, Cameras, etc) with NUPD	Tasks
18. Finalize Lighting Control Design and Engraving of buttons with Occupants, Electrical Shop	Tasks
19. Update Change Order Log	Tasks
20. Management of keys by Project Manager	Tasks



PROJECT PHASE CHECKLIST TASKS

Phase	Number of Checklist Items	Applicable Templates (s)
4.3 Pre-Occupancy	16	Large Project

CHECKLIST ITEM	CATEGORY
01. Life Safety activities and deliverables for this phase have been completed	Tasks
02. Custodial Services activities and deliverables for this phase have been completed	Tasks
03. Security - UP activities and deliverables for this phase have been completed	Tasks
04. NUIT activities and deliverables for this phase have been completed	Tasks
05. Commissioning activities and deliverables for this phase have been completed	Tasks
06. Plumbing activities and deliverables for this phase have been completed	Tasks
07. HVAC Shop activities and deliverables for this phase have been completed	Tasks
08. Keying activities and deliverables for this phase have been completed	Tasks
09. Elevator activities and deliverables for this phase have been completed	Tasks
10. Signage activities and deliverables for this phase have been completed	Tasks
11. FMO Training activities and deliverables for this phase have been completed	Tasks
12. Risk Management activities and deliverables for this phase have been completed	Tasks
13. Laboratory Specific activities and deliverables for this phase have been completed	Tasks
14. Punchlist activities and deliverables for this phase have been completed	Tasks
15. Substantial Completion - Requirements for GC activities and deliverables for this phase have been completed	Tasks
16. Drawings Update activities and deliverables for this phase have been completed	Tasks



PROJECT PHASE CHECKLIST TASKS

Phase	Number of Checklist Items	Applicable Templates (s)
5.1 Ready	10	Large Project

CHECKLIST ITEM	CATEGORY
01. Customer Service activities and deliverables for this phase have been completed	Tasks
02. Custodial Services activities and deliverables for this phase have been completed	Tasks
03. FM Operations - Notify FMO Assoc Dir of Building Occupancy & Turnover of Maintenance	Tasks
04. FM Operations - Provide FMO Assoc Dir with a copy of Punchlist of outstanding items to be corrected by the Contractor	Tasks
05. FM Operations - Utility Meters - Request FMO to read Utility Meters	Tasks
06. FM Operations - If New ComEd Service, transfer to NU billing	Tasks
07. Notify University Services to begin Mail Service	Tasks
08. Request Installation of Vending Machines	Tasks
09. Notify Risk Management of Building Occupancy	Tasks
10. Notify University Police of Building Occupancy	Tasks

Phase	Number of Checklist Items	Applicable Templates (s)
5.1 Ready	10	Large Project

CHECKLIST ITEM	CATEGORY
01. Occupation activities and deliverables for this phase have been completed	Approvals



PROJECT PHASE CHECKLIST TASKS

Phase	Number of Checklist Items	Applicable Templates (s)
6.1 Commissioning	1	Large Project

CHECKLIST ITEM	CATEGORY
01. Commissioning activities and deliverables for this phase have been completed	Approvals

Phase	Number of Checklist Items	Applicable Templates (s)
6.2 FM Closeout	6	Large Project

CHECKLIST ITEM	CATEGORY
01. Customer Service activities and deliverables for this phase have been completed	Tasks
02. Commissioning activities and deliverables for this phase have been completed	Tasks
03. LEED Certification activities and deliverables for this phase have been completed	Tasks
04. Laboratory activities and deliverables for this phase have been completed	Tasks
05. Elevator activities and deliverables for this phase have been completed	Tasks
06. Financial Closeout activities and deliverables for this phase have been completed	Tasks

Phase	Number of Checklist Items	Applicable Templates (s)
6.3 Financial Closeout	4	Large Project

CHECKLIST ITEM	CATEGORY
01. Project Manager sent list of project Purchase Order IDs to FM Accounting	Purchase Orders
02. Project Manager sent list of project Work Order IDs to FM Customer Service	Work Orders
03. FM Accounting has closed all Purchase Orders for the project	Purchase Orders
04. FM Customer Service has closed all Work Orders for the project	Work Orders