

# TABLE OF CONTENTS

	Page
PREFACE	i
HOW TO USE THIS MANUAL (originally titled “Users Instructions” from Tab 2, sect 2A)	iii
LIST OF ACRONYMS (originally titled “Acronym Key and Definitions” from Tab 2, Sec 2B)	v
LIST OF FIGURES (to be prepared)	ix
Chapter	
I. INTRODUCTION	1-1
A. PROJECT ADMINISTRATION CONCEPTS	1-1
1. Mission Statement	
2. Description of Project Management	
a) Definition	
b) Functions	
c) Levels	
B. PROCESS OVERVIEW	1-5
1. Project Life Cycle	
2. Planning Level One	
3. Planning Level Two	
4. Project Management	
II. EPWU PROCEDURES FOR PROJECT MANAGEMENT AND ADMINISTRATION	2-1
Section 1: Project Identification and Scope	2-1-1
Section 2: Resource Planning and Identification	2-2-1
Section 3: Project Team Organization	2-3-1
Section 4: Consulting Services Procurement and Contract	2-4-1
Section 5: Funding and Accounting Process	2-5-1
Section 6: Preliminary Design/Report Study Phase	2-6-1
Section 7: Design Phase	2-7-1
Section 8: Bid Phase	2-8-1
Section 9: Construction Management Phase	2-9-1
Section 10: Warranty Phase	2-10-1
Section 11: Payment Process	2-11-1

Chapter		Page
III.	APPENDICES	3-1
	APPENDIX A: Extended References	A-1
	APPENDIX B: Benchmarking (originally Appendix E)	B-1
	APPENDIX C: Standard Forms (originally Appendix G)	C-1
	1. Contracts Management (CM)	
	2. Field Construction (FC)	
	3. General Administration (GA)	
	4. Project Management (PM)	
	5. Miscellaneous (MS)	
	APPENDIX D: Project Administration Process Flow Chart	D-1