Phases 300 – 500: Schematic Design (300), Design Development (400) and Construction Document (500)

**Step 1:** Start phase
- **Step 2:** Determine if internal professional services are available
- **Step 3:** Complete team update meeting to initiate phase
- **Step 4:** Complete preliminary phase concepts and alternatives document
- **Step 5:** Vendor Selection Process
- **Step 6:** Provide design work
- **Step 7:** Consult for input on design

**Step 8:** Complete 50% review → Approval Process
- **Step 9:** Coordinate/compile revision of final phase concepts and alternatives document
- **Step 10:** Provide design work
- **Step 11:** Complete 90% review → Approval Process

**Step 12:** Within existing budget?
- Yes
- **Step 13:** Approve additional funds?
  - Yes
  - **Step 14:** → Funding Process
  - **Step 15:** Process official “sign-off” with client and UDM
  - **Step 16:** Develop construction budget → Funding Process
  - **Step 17:** Communicate to team and formally and informally celebrate milestone
  - **Step 18:** Continue to next phase
  - **Step 19:** Evaluate/use contingency to cover changes

**Step 20:** STOP
- **Step 21:** Ongoing commissioning with FM, FM-engineering and commissioning agent (capital projects only)

**Repeat for DD and CD → Initiate Commissioning**