

Construction Submittal Reference Card

EPDS – Submittal Review PMO Form Process Flow

Process Flow	Roles	Owner Inputs/Actions	EPDS Workflow Actions	Notifications
	Construction Manager or Resident Engineer	<p>Input:</p> <ul style="list-style-type: none"> 1 – Name 2 – Attach Construction Submittal 3 – On Review Process Page <ul style="list-style-type: none"> - Step Number - Reviewing Contact - Reviewing Company 4 – Custom Message: Please provide recommendations on separate document in attachments during the Review Process. <p>NOTE: <i>Attach Submittal to PMO Form and also attach PMO Form to Submittal to create a "double-link".</i></p>		
	Reviewers	<p>Input:</p> <ul style="list-style-type: none"> 1 – On Review Process Page <ul style="list-style-type: none"> - Recommendation - Review Comments <p>NOTE: <i>Review to complete review process and attach all documents before clicking button to Finish Review .</i></p>		
	Construction Manager or Resident Engineer	<p>Input:</p> <ul style="list-style-type: none"> 1 – Complete Submittal Review PMO Form by clicking the Accept button 2 – *See the Construction Submittal workflow process. 		

(*) Inputs and actions in this step to be completed on the Construction Submittal.

