**Initiate Phase Activities**

- Develop Base Project
- Submit Project Request
- Bid Process
- Final Legal Review and Approval (As required)
- Submit PR for Base Project

**Engineering Phase Activities**

- Engineering and Submittals
- Create Schedule
- Create Safety Plan
- Create M&V and Financial Reporting Plan
- Construction scope detailed with energy savings and firm fixed price for energy savings
- Modify Purchase order if necessary just prior to construction.

**Execute Phase Activities**

- Build Deliverables
- Create Status Reports
- Owner Alternate Work
- FINAL Energy savings calculation and cost adjustments if any
- Modify Purchase order if necessary just prior to project closeout (90% completion)

**Performance Phase Activities**

- Create Project Closure Report/Documents
- M&V Phase