

PROJECT TEAM

CECORPS STAFF

DEVELOPMENT

- Look for an open CECorps opportunity or develop one yourself
- Ensure you have a Project Lead and Responsible Engineer in Charge before developing an opportunity
- If developing an opportunity, encourage the client to apply online

Project Opportunity

- Receive application for assistance
- Interview and gather information on client applications
- Approve application if community meets the definition of being underserved, and the scope of work is appropriate for volunteers

- Form a Project Team within your Chapter or Section; Identify a Project Lead, a Responsible Engineer in Charge, and a Quality Assurance Manager
- Submit a Team Application on Volunteer Village
- As an individual with no team, sign up on interest form on CECorps website

Project Team

- Create project opportunity on CECorps website
- Hold information calls for interested volunteers
- Collect interested volunteers to form a Project Team
- Review and approve any Team Applications

- Attend Kick-Off Call
- Signup on Volunteer Village, fill out a profile and add all team members to project contacts
- Sign the CECorps Volunteer Waiver
- Review the CECorps Health and Safety Policy

Project Kick-Off

- Conduct Kick-Off Call with the Project Lead, Responsible Engineer in Charge, and Quality Assurance Manager (at minimum)
- Make formal introduction to client after Kick-Off

PLANNING

- Establish connection with the client and conduct the first site visit
- Complete a trip report in Volunteer Village
- Bring Work Plan template and fill out with client, conduct necessary background research, define scope
- Submit draft Work Plan with the Engineering Service Agreement for review

Work Plan

- Work with the Project Lead to address questions on the Work Plan and provide clarifications
- Review and approve trip reports and team expenses
- Facilitate CECorps review process

- Provide the Engineering Service Agreement to the client so that they can review it
- If there are questions, facilitate communications with the client on the Engineering Service Agreement
- Return signed Engineering Service Agreement attached to Work Plan to Program Engineer after it has been fully approved

Engineering Service Agreement

- Address any questions or comments from the client regarding the Engineering Service Agreement
- Address any questions for Responsible Engineer in Charge on Liability Insurance
- Ensure that final Work Plan and signed Engineering Service Agreement are uploaded to Volunteer Village

EXECUTION

- Carry out work as designated in Work Plan
- Project Lead provides updates to Program Engineer
- Provide regular updates to the client and stakeholders
- Collects hours from team members and ensures tasks are assigned and deadlines met

Project Execution

- Conduct regular check-in with Project Lead and ensure team is on track with Work Plan schedule
- Track hours and expenses, facilitate expense reimbursement for project teams (where applicable)
- Assist in providing technical resources or expertise

- Provide a draft deliverable to the client for feedback prior to review
- Ensure deliverables undergo the project team's review with Quality Assurance Manager prior to the CECorps program review
- Submit all deliverables to CECorps for review. After approval, deliverables can be submitted to the client

Project Deliverables

- Can provide advice and assistance on deliverables throughout development
- Facilitate the CECorps review of all deliverables, reviews are based on the scope of work defined in the Work Plan
- Provide feedback and final approval of deliverables

CLOSEOUT

- Upload all relevant documentation to Volunteer Village, including deliverables, technical reference and background material, and updating the project profile with all relevant stakeholder information
- Fill out volunteer surveys sent by Program Engineer
- Hold closeout call with Program Engineer

Complete Project

- Collect all relevant final deliverables and project information, including all stakeholders involved
- Send out volunteer and community surveys
- Conduct closeout call with project team to receive feedback on program administration and operation
- Conduct long-term monitoring and evaluation; write project story and publicize success stories