BROWARD COUNTY PUBLIC SCHOOLS ADMINISTRATIVE MOVES APPLICATION FLOW CHART Start Space Request BCPS Department Space Request Cabinet FP&RE staff receives Administrative Move Request (AMF) SPA provides AMAF to Clerk Specialist reviews the application for completeness and notifies the Cabinet Member or designee the status of form. No No Application Complete? Clerk Specialist notifies Cabinet Clerk Specialist notifies the Department or Designee of incomplete form Member or Designee of incomplete form Yes Clerk Specialists notifies Cabinet member or designee of complete AMAF and time frame to review. Provides completed AMAF to SPA. SPA reviews ASL of requested space and conducts a preliminary review to determine feasibility of moves and Level of efforts and creates a practical configuration of space and identifies any potential expenses. The SPA shall convene a Scope Finding Meeting (SFM) with required support (as applicable) to identify clear scope of work and Medium/Intermediate Project Minor/Small Project SPA proceed with move and Level of Efforts also to confirm level of effort for the move as close out project intermediate or major and estimated cost. PROJECT MANAGÉR MAY BE REQUIRED Large Project The SPA shall convene a Scope Finding Meeting Medium InterMediate (SFM) with required support (as applicable) to identify clear scope of work and also to confirm level of effort for the move as large and estimated cost. PROJECT MANAGER IS REQUIRED **PROJECT** SPA proceed with MANAGER IS move and close out project **REQUIRED** The SPA informs the applicant via E-mail about the results of the analysis and request funding, if applicable. No The SPA contacts the Feasible? requestor to reassess or **REASSESS** cancel request Yes Cancel or reassess ? No The SPA may close the requests if no affirmative response 〔Funds Available?ੇ received from the applicant within three months regarding Suprintendent's written funding approval (major projects only) Cancel Yes The SPA informs the applicant via E-mail about the results of the analysis, estimated timeline for the move, and application is moved forward by the assigned Project Manager. The FS/SPA along with the assigned Project Manager may arrange a meeting or contact the Cabinet member and /or staff(s) designated by the Member to review finalized plans. FS or designee transmits authorized AMAF with recoomendation to Chief Portfolio Services Officer. FS/SPA notifies the Cabinet member via E-mail that application was denied, then logs into AMD and closes out Approved the project FS or designee finalizes ASL, scans and E-mails authorized AMAF to department assigned leadership of the project to commence work with communication to the SPA/FS on the timely progress of work Once move is completed PMAS indicates date completed, transmits AMAF to FS or designee and within a week contacts FS or designee and signs original copy of AMAF AMAF - ADMINISTRATIVE MOVE APPLIACTION FORM AMR- ADMINISTRATIVE MOVE REQUEST ADMINISTRATIVE MOVE DATABASE Upon execution of the original authorized AMAF by PMAS, FS or designee ADMINISTRATIVE SPACE LAYOUT scans and files the documents in the AMD and closes out the project. FP&RE- FACILITY PLANNING &REAL ESTATE FS- FISH SPECIALISTS FISH SPECIALISTS OFFICE OF CAPITAL PROGRAM PROJECT MANAGER, ADMINISTRATIVE SITES (OR PERSON ASSIGNED RESPONSIBILITIES LEADING THE PROJECT) SPACE PLANNING ANALYST SCOPE FINDING MEETING Project Closed