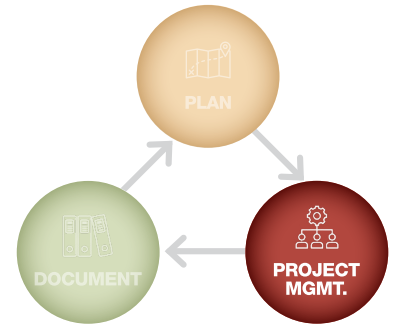# Project Management Services

Using **your** Design Team

Bring a pro-active approach to technology project management to ensure that the efforts of your Design Team and other project team members are delivered on time and in budget while meeting the owner's needs.

Based on more than twenty years of real-world experience, projects thay have a Design Team benefit from Archi-Technology's Project Management services to coordinate, oversee, and monitor the efforts of designers, staff, contractors, and installers. Our efforts ensure that all industry best practices are met each step of the way including through construction with regular meetings and site visits during system installation.

These technology project management services can be provided directly to districts or as part of a Capital Project team.

Trusted services for every phase of your technology projects.

SERVICE	DELIVERABLES
Technology Systems Design Reviews Ensure all system designs meet industry best practices regardless of vendor.	• Marked-up drawing and specification sets • A corresponding list of comments referenced back to the appropriate sheet/specification requirement.
Procurement Assistance and Estimating Purchase the best-value technology infrastructure, systems, and components that meet project goals.	• Research reports and System Design documents • Vendor Presentation guidelines and templates • Stakeholder feedback survey and results report • Observations and Recommendations report • RFP/Bid documents • Coordination with RIC representatives and district staff for bidding, procurement, shipping and installation.
Technology Systems Coordination Save time and money with monthly oversight of systems construction activities.	• General TCM communication plan • Schedules and Sequencing with special attention given to IT requirements and limitations. • Jobsite Reports • Field Orders and Change Orders • Project budgets. • Deficiency Reports and Punch Lists
Technology Systems Commissioning Ensure the interoperability of your facility's IP-connected systems from Day One.	• Theory of Operations Guide • Safety, Security, and Communications systems integration documentation • Planning document with components and overview
Project Closeout Documentation Get digital capital project Record Drawings for facility management usage.	• Project record drawings provided via an Electronic Facility Records Management Systen • Technology T-series drawings from site, serving zones, and riser logicals to specific IP-connected and AMEP systems

Please contact your RIC District Planner or Project Manager for pricing and to discuss which services would most benefit your district. Visit the Project Management services using your Design Team page on Archi-Technology's website for additional information.

qualifies for **BOCES** *aid in NYS*

Archi-Technology
Technology Consultants LLC

Connecting people, technology and buildings.

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