

# Peer Review Program For Poor Performers

12-4-09

Customer:

- Submit application through EPM

Scheduler:

- Determine if the team is a poor performing team
- Place the project in pending status with a note that the project is required to have a peer review prior to scheduling

Customer:

- Selects a qualified Peer Reviewer to perform a peer review on their project.
- Has peer review performed and peer review form completed by Peer Reviewer.
- Contacts coordinator to schedule preliminary review meeting

Coordinator:

- Schedules preliminary review meeting
- Customer is notified via their dashboard
- Only the poor performing members of the design team is required to be present at the preliminary review. Other team members may attend if they choose.

Customer:

- Uploads agenda into EPM
- Attends Preliminary Review meeting with the completed and sealed Peer Review form.

Staff:

- Preliminary Review meeting is held
- At the preliminary review, the peer review form is required to be submitted. The plans examiner(s) will review peer review form for completeness.

Scheduler:

- Finishes estimating based on the information provided by the plans examiners present at the preliminary review.

Coordinator:

- Schedules project for review. Customer is notified via their dashboard.