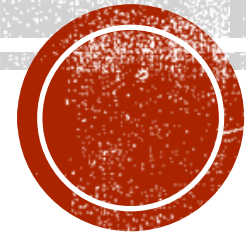# AFTER MAC APPROVAL

What happens after my AERO PM concept is approved by the Michigan Aeronautics Commission?

March 20, 2018

ENVIRONMENTAL CLEARANCE, CONCEPT TO JOB IN AERO PM & SC REQUEST

- The concepts approved on a MAC transfer list after a Commission meeting are moved to the status of Transferred in AERO PM by the applicable AERO Program Manager.

- If a concept hasn't been environmentally cleared yet, the AERO Environmental Specialist has to clear it before the AERO Project Manager can take any action. (Environmental clearance can take place prior to MAC approval.)

- Project Manager will complete the job module fields and submit the concept(s) for job approval in AERO PM.

- Project Manager sends email to the applicable Program Manager for job approval action and MDOT Sponsor Contract (SC) initiation.

Job Approval & SC Initiation

- The Program Manager reviews job submittal in AERO PM.

- Once job is approved, the project's Exhibit 1 is created by the Program Manager (project could include more than one job number). It's uploaded as an attachment in the Job module of AERO PM (under Sponsor Contract Information tab).

- A SC Request report generated in AERO PM is provided along with the Exhibit 1 to the AERO Contract Administrator from the Program Manager.

- The Contract Administrator (CA) processes the SC request by creating the MDOT contracts and performing other associated tasks.

- CA sends the contracts to the sponsor for signature and authorization/resolution.

SC Execution & Notice to Proceed

- Sponsor returns the contracts with resolution to the CA as directed.

- The contracts are provided to MDOT Executive for the Director's signature.

- Once received back from MDOT Executive, the CA executes the SC and distributes to the appropriate parties (sponsor, AERO personnel & MDOT Finance).

- The SC execution date is uploaded into the job module for the applicable jobs via CTRAK.

- With the executed SC, the AERO Project Manager provides the sponsor with the official notification to proceed.