

BUYOUT AiM Workflows

When a project comes to the IHC Assistant Director of Construction with the status of Transfer to Construction (TRANSFER CONST), he/she will be able to launch the Buyout process/workflows, prior to moving the project to Construction, if needed.

These are the steps of the Buyout process:

1. The **AD of Construction** activates the Buyout Workflow in AiM by changing the Status of the project to: **“BUYOUT”**
This will activate automatically the “Client Meeting” workflow, which goes to the Construction Project Manager.
2. When the **Construction Project Manager** completes the tasks, he/she needs to respond to the project workflow which shows under his/her *Workflow Count* channel in AiM.
The system then sends a workflow to the Estimator.
3. When the **Estimator** completes POs, Contract(s), and upload of documents, he/she needs to respond to the project workflow, which will show under his/her *Workflow Count* channel in AiM.
The system sends a workflow back to the Construction Project Manager.
4. The **Construction Project Manager** must conduct a hand-off meeting with Estimator. Upon completion of meeting, he/she needs to respond to workflow to notify the AD of Construction.
5. The **AD of Construction** receives an email notification and workflow informing him/her that the Buyout has been completed.
6. When the **AD of Construction** is ready to move the project to Construction, he/she needs to respond to the project workflow (from the *Workflow Count* channel in AiM) which will change automatically the status of the project to “Construction”.

For more reference, see flow chart below:

Buyout Flow

