



**SUBJECT:**

<b>TO:</b>	<b>WMU PROJ. #:</b>	
<b>COMPANY / DEPARTMENT:</b>	<b>PROJ. NAME:</b>	
<b>COPIES TO:</b>	<b>DWG # / DETAIL :</b>	<b>SCHEDULE IMPACT:</b> YES NO
<b>FROM:</b>	<b>SPEC SECTION:</b>	<b>BUDGET IMPACT:</b> YES NO

<b>REQUEST</b>	<b>REQUESTER:</b>	<b>DEPARTMENT / SHOP:</b>
<b>RECOMMENDATION(S):</b>	<p><b>Workflow:</b></p> <p><b>Step 1:</b> Skilled trades worker (STW) initiates RFI process by filling out red and orange sections after calling the PM to discuss and expedite. STW attaches form and emails to PM and CCs the shop supervisor.</p> <p><b>Step 2:</b> PM fills out yellow sections, reviews orange sections and modifies as needed, attaches, and sends to appropriate person for formal response. They CC STW and shop supervisor along with anyone else they feel appropriate. FROM field of form is the WMU PMs name.</p> <p><b>Step 3:</b> Appropriate responder fills out green area, attaches, and replies to all.</p> <p><b>Step 4:</b> PM downloads form and any associated attachments, saving to the project folder.</p>	
<b>ATTACHMENTS:</b>	<b>DATE REQUIRED:</b>	

<b>RESPONSE</b>	<b>RESPONDER:</b>	<b>CO./DEPT.:</b>
<b>ATTACHMENTS:</b>	<b>RESPONDED ON:</b>	