

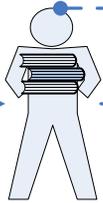
Project Planning Phase

CWIP Determination Phase

CWIP Documentation Phase

CWIP Reconciliation Phase

CWIP Capitalization Phase



CWIP Activity Manager

If the project is determined CWIP, the CWIP Activity Manager will: 1) Set up CWIP documentation files for tracking project costs; 2) Complete and submit "Request to Add or Modify a CWIP Activity" Form to NOAA Finance Office - FSB; 3) Request CWIP CBS Project Codes and submit to L/S/CO Budget Contact for establishment in CBS.



CWIP Project Manager

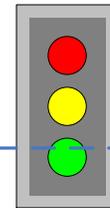
Provide the CWIP Activity Manager with copies of all obligating documents that pertain to the CWIP Activity – **must comply** with the CWIP Activity Manager's request for documentation.

CWIP Project Listing Form

CWIP Project Code Request Form

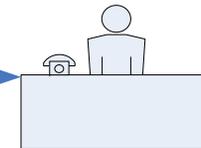
CWIP Documentation File

The CWIP Activity Manager shall file all required documents in accordance with the CWIP Policy & Procedures in the official CWIP Documentation File. The file must be complete & auditable.



CWIP Activity and Project Code Established - GREEN LIGHT

CWIP Activity Established – FO-FSB
CWIP Project Code Established – L/S/Budget



Finance Office – Financial Statements Branch (FSB)

Upon receipt of the "Request to Add or Modify a CWIP Activity" Form, enter the information into the CWIP database. Post monthly CWIP reports to the CWIP website.



Line/Staff/Budget Office

Upon receipt of the Project Code Request Form, establish code in CBS & inform the CWIP Activity Manager when available.