

Installation Process Checklist

	RESPONSIBLE	ACTIVITY	COMPLETE
Plan installation and/or supporting facility modifications	PEO	Establish policies and guidelines to support coordination between Procurement & Engineering/CAMS	
	VISN Biomedical Engineers	Coordinate with Engineering/CAMS to ensure that VISN-wide installations are executed in a timely manner	
	VAMC Biomedical Engineers, VAMC Engineering/FMS	Participate in bi-weekly meetings to ensure technical needs for new equipment are comprehensively addressed in advance of receipt of new equipment	
	VAMC Biomedical Engineers, VAMC Engineering/FMS	Participate in bi-weekly meetings to ensure new equipment installation plans/ timelines are on track	
	VAMC Engineering/FMS	Craft construction plans via SCIP to prepare facility to receive anticipated equipment acquisitions	
	VAMC Equipment Program Manager	Organize periodic meetings with Engineering/FMS to support alignment of target delivery date with facility improvements & installation plans	
Coordinate with suppliers	VAMC Engineering/FMS	Work with supplier support teams to prepare facility for installations and supporting facility improvements	

	RESPONSIBLE	ACTIVITY	COMPLETE
Coordinate with suppliers	VAMC Equipment Program Manager	Liaise with supplier support teams to prepare facility for installations, and supporting facility improvements	
Execute installation	PEO	Track installation status to provide quality control and assurance across SC	
	VAMC Engineering/FMS	Coordinate with VAMC Biomedical Engineers to install new equipment	
	PEO	PEO Regional Program Managers tasked with UDOs and work in coordination with VISN leadership to track and report on UDOs	
Track installation	VISN Executive Leadership Team	Provide quarterly reports on UDOs to the Deputy Undersecretary for Health for Operations and Management (DUSHOM)	