

saltmine

Step	Check	Task	Link
1	<input type="checkbox"/>	Create a new project -Name new Project -Associate Project Type -Associate Region -Associate Office Type -Select Kick-off Date -Select Project City -Optional: Associate Project Budget -Optional: Add notes into the Discription field	
	<input type="checkbox"/>	Add Team Members to the project	
	<input type="checkbox"/>	Confirm the project is the correct unit system	
2	<input type="checkbox"/>	Create a Scenario	
2a	<input type="checkbox"/>	Assign real estate, if applies -If Yes: Uncheck "Do Not Assign Real Estate" & name a New Site or Select an existing Site -If Yes: Confirm Building Name, Address, and Floors in scope of project	
3	<input type="checkbox"/>	Request Core & Shell or Design Digitization -Complete form -Provide Saltmine Scenario URL (so our team knows where to upload the digitized plan) -Upload relevant files -Submit form to Saltmine Platform Services (you'll receive an email) -Plan for 24-48hr digitization turnaround	https://content.saltmine.com/request
	<input type="checkbox"/>	Complete Saltmine Strategy Module	
4a	<input type="checkbox"/>	Complete Strategy Inputs: - Real Estate (If Real Estate is associated) - Headcount <i>- Optional: Specialty Spaces requirements by Organization</i>	
4b	<input type="checkbox"/>	Complete Strategy Analysis: - Configure block allocations as needed - Add any custom blocks to their appropriate zone in 'Zoning' - Allocate program areas/blocks to floors in space allocation (If Real Estate is Associated) - Check Reporting to ensure compliance with configured thresholds Please note: When Real Estate is Allocated, the remaining space must be a positive number in order to save the program and connect it to the design module	
4c	<input type="checkbox"/>	Save your progress and exit the strategy module	
5	<input type="checkbox"/>	Check your Digitization Mapping: (RE Associated Only) - Go to your design dock - Confirm that you have access to the requested design files - Click the 'i' Icon to see file information - Make sure the design is mapped to the appropriate building and floor - Make sure the file name is correct - Make sure the file is accessible to the correct teammembers	
	<input type="checkbox"/>	Open the design file(s) - If a 'Strategy in Progress' prompt pops up confirm that all spaces are fully allocated - If a mapping prompt pops up, instruct the platform which floor from strategy should be mapped to which floor from design	
	<input type="checkbox"/>	Begin Testfitting!	