

**Capital Projects Advisory Review Board  
New Member Onboarding**

**Onboarding Check List**

New Member Name: \_\_\_\_\_

CPARB Mentor Name: \_\_\_\_\_

	<b>Task</b>	<b>Date Completed</b>
1	Bookmark CPARB Homepage	
2	Add CPARB meetings to calendar for the year	
3	Review and complete Governor's Online Appointee Training. <a href="https://www.governor.wa.gov/boards-commissions/resources-appointees/online-appointee-training">https://www.governor.wa.gov/boards-commissions/resources-appointees/online-appointee-training</a>	
4	Download and review Governor's Boards and Commissions Handbook <a href="https://www.governor.wa.gov/sites/default/files/documents/handbook.pdf">https://www.governor.wa.gov/sites/default/files/documents/handbook.pdf</a>	
5	Meet with CPARB Mentor	
6	Review CPARB Bylaws <a href="https://des.wa.gov/sites/default/files/public/documents/About/CPARB/AdminDocs/CPARB_Bylaws_2-14-2019.pdf?f0721">https://des.wa.gov/sites/default/files/public/documents/About/CPARB/AdminDocs/CPARB_Bylaws_2-14-2019.pdf?f0721</a>	
7	Review and confirm CPARB expectations for members	
8	Review CPARB Shared Commitments <a href="https://des.wa.gov/sites/default/files/public/documents/About/CPARB/AdminDocs/CPARB_SharedCommitments.pdf?=8b033">https://des.wa.gov/sites/default/files/public/documents/About/CPARB/AdminDocs/CPARB_SharedCommitments.pdf?=8b033</a>	
9	Review CPARB New Member slide deck	
10	Review RCW 39.10 <a href="https://apps.leg.wa.gov/rcw/default.aspx?cite=39.10">https://apps.leg.wa.gov/rcw/default.aspx?cite=39.10</a>	
11	Review Design-Build Best Practices Guidelines <a href="https://des.wa.gov/sites/default/files/public/documents/About/CPARB/AdminDocs/DBBP-Guidelines_Revised_5-2018.pdf?=edb46">https://des.wa.gov/sites/default/files/public/documents/About/CPARB/AdminDocs/DBBP-Guidelines_Revised_5-2018.pdf?=edb46</a>	
12	Review GC/CM Best Practices Guidelines <i>[update when published]</i>	
13	Review Business Equity/Diverse Business Inclusion Report <a href="https://des.wa.gov/sites/default/files/public/documents/About/CPARB/Reports/BEDBI_ReportToLegislature_6-9-2022_Final.pdf?=edb46">https://des.wa.gov/sites/default/files/public/documents/About/CPARB/Reports/BEDBI_ReportToLegislature_6-9-2022_Final.pdf?=edb46</a>	
14	Review Local Government Public Works Study Report <a href="https://des.wa.gov/sites/default/files/public/documents/About/CPARB/AdminDocs/LocalGovtPWS_LegislativeRpt_7-9-2021.pdf?=edb46">https://des.wa.gov/sites/default/files/public/documents/About/CPARB/AdminDocs/LocalGovtPWS_LegislativeRpt_7-9-2021.pdf?=edb46</a>	
15	Review Committees and Determine Committee membership preference <a href="https://des.wa.gov/about/boards-committees/capital-projects-advisory-review-board/current-cparb-committees">https://des.wa.gov/about/boards-committees/capital-projects-advisory-review-board/current-cparb-committees</a>	

## Capital Projects Advisory Review Board New Member Onboarding

	Task	Date Completed
16	Attend PRC Business Meeting <a href="https://des.wa.gov/about/boards-committees/capital-projects-advisory-review-board/project-review-committee">https://des.wa.gov/about/boards-committees/capital-projects-advisory-review-board/project-review-committee</a>	
17	Attend PRC project/certification application hearing <a href="https://des.wa.gov/about/boards-committees/capital-projects-advisory-review-board/project-review-committee">https://des.wa.gov/about/boards-committees/capital-projects-advisory-review-board/project-review-committee</a>	

Return Completed Form to [CPARB@des.wa.gov](mailto:CPARB@des.wa.gov) within 6 months of appointment.