

**Project Review Committee
New Member Onboarding Check List**

- 1) Bookmark the [PRC homepage](#) _____
- 2) Add PRC meetings to your calendar for the year _____
- 3) Review the [Governor's Online Appointee Training](#). The PRC is part of CPARB which is a Governor's Board. _____
- 4) Download and review the [Governor's Boards and Commissions Handbook](#) _____
- 5) Review [PRC Bylaws](#) _____
- 6) Review the [New Information](#) Slide Deck _____
- 7) Review the [Design-Build Best Practices Guidelines](#) _____
- 8) Review [RCW 39.10](#) to familiarize yourself with the latest updates _____
- 9) Review the Evaluation Score Sheets:
 - [Certification](#)
 - [Recertification](#)
 - [Design-Build Project](#)
 - [GC/CM Project](#)
 - [Alternative Subcontractor Selection Process](#)_____
- 10) Meet with your mentor regularly to familiarize yourself with how the PRC operates, discuss how the meetings run, and to ensure your questions get answered if they aren't answered during a regular meeting. _____

Mentor's Name:

Return Form to PRC@des.wa.gov within 6 months of appointment.