

Standardized Energy Education Exhibits

In association with the Nuclear Energy Institute

Step 1: Learn About the Project: Pre-Planning

Check tasks completed

TASK	PRIMARY	SUPPORT	TOOLS
<input type="checkbox"/> Learn about project through NEI, industry peers, or UJMN.	NEI	UJMN	Website
<input type="checkbox"/> Visit the project website (www.neienergyexhibits.org) to learn more about the project, the exhibit content, the benefits of standardization, opportunities for customization, and information about the team.	NEI	UJMN	Website
<input type="checkbox"/> Review the steps from project inception to completion.	NEI	UJMN	Website
<input type="checkbox"/> Consult UJMN with general questions regarding all aspects of the project, including message and target audience; story continuity; coordination with existing exhibits; coordination with existing conditions and required site improvements; permitting (if applicable); scheduling and budgeting.	UJMN	NEI	Website
<input type="checkbox"/> Contact NEI to receive a username and password for access to full website.	NEI	UJMN	Website

Step 2: Learn About the Exhibits

Check tasks completed

TASK	PRIMARY	SUPPORT	TOOLS
<input type="checkbox"/> Review the exhibit design, content, graphics, media, equipment, site requirements and costs.	UJMN	NEI	Website
<input type="checkbox"/> Consider modifications and upgrades that may be required to your existing facility—building system improvements, new interior finishes, updating of current exhibits. Visit the project website for detailed information about site preparation recommendations and interior finishes selected to complement the exhibits.	UJMN	NEI	Website

Step 3: Definition of Project Scope

Check tasks completed

TASK	PRIMARY	SUPPORT	TOOLS
<input type="checkbox"/> Define the purpose and expectations for the exhibit project.	Owner	UJMN ²	Website
<input type="checkbox"/> Site selection and/or site conditions assessment.	Owner	UJMN ²	Site Vist by UJMN
<input type="checkbox"/> Complete site/existing exhibits evaluation and survey.	UJMN ² / AGI	Owner	On-site survey/ meetings with Designers
<input type="checkbox"/> Select exhibit units to incorporate into your facility.	Owner	UJMN ²	Website
<input type="checkbox"/> Complete an exhibit concept study to develop a preliminary exhibit concept plan for your space, a project scope for site preparation work, and cost estimates.	UJMN ²	AGI/ Const. Cost Estimator ¹	On-site survey/ meetings with Designers

Check tasks completed

TASK	PRIMARY	SUPPORT	TOOLS
Establish a preliminary project scope, budget, and schedule.	Owner	UJMN ²	Site Evaluation/ Concept Study

Step 4: Project Funding

Check tasks completed

TASK	PRIMARY	SUPPORT	TOOLS
Secure project funding.	Owner		Preliminary Project Scope/Preliminary Budget/Schedule/ Concept Study

Step 5: Exhibit Coordination

Check tasks completed

TASK	PRIMARY	SUPPORT	TOOLS
Confirm exhibit concept plan, exhibit unit selections, and program.	Owner	UJMN ² / AGI	Concept Study
Design customized company-specific graphics and modifications necessary to integrate the new exhibits seamlessly with existing exhibits.	UJMN ²	Owner	Design Options
Contact image acquisition specialist who will assist you with licensing of digital assets, including images and videos. NEI can provide referrals.	Image Acq. Specialist	NEI/UJMN	Graphic Production Sourcebook/ Media Source Info.
Consult with industry peers who are planning new exhibits or upgrades, as significant cost savings can be achieved if concurrent or "volume" orders are placed.	Industry Peers	UJMN/AGI	
Finalize contract to fabricate, ship, and install exhibits.	Owner	AGI	Concept Study/ Scope/ Design Options

Step 6: Site Preparation

Check tasks completed

TASK	PRIMARY	SUPPORT	TOOLS
Finalize contract with general contractor for site preparation work. Coordination of exhibit requirements with site preparation work will be required.	Consultants/ Building trades ¹	AGI/ UJMN ²	Exhibit and Site Drawings/ Specifications
Completion of required site preparations.	Consultants/ Building trades ¹	AGI/ UJMN ²	Exhibit and Site Drawings/ Specifications

Step 7: Exhibit Fabrication, Shipping and Installation

Check tasks completed

TASK	PRIMARY	SUPPORT	TOOLS
Complete exhibit fabrication, shipping, installation, and commissioning.	AGI	UJMN ²	

Note 1: Involvement of Owner's consultants and vendors (Architect, Engineers and Contractors) varies with project scope.

Note 2: UJMN retained for project management/coordination at Owner's option and expense.