



**SAN JOSÉ STATE
UNIVERSITY**

PLANNING DESIGN & CONSTRUCTION
MINOR CAP PROJECT SCOPE DOCUMENT

Updated: 4/15/13

- 1. State the goals of the project:**
 - a. What is intended to be achieved?
 - b. Is the available space adequate to meet project objectives.
 - c. Is the project intended to convert space use?

- 2. Perform a “needs assessment”**
 - a. Define and confirm what specifically is required to be done.
 - b. Evaluate the project scope and review possible options.
 - c. Confirm specific project space and functional requirements.
 - d. Develop a list of project priorities and identify operational impacts.
 - e. Is new furniture required?

- 3. Develop a preliminary project plan:**
 - a. Review as-built conditions and assess modifications required.
 - b. Develop possible layout plan options.
 - c. Assess scope of project for Structural, Mechanical, Electrical & Plumbing impacts.
 - d. Assess need for engineering design scope?
 - e. Develop a preliminary **cost estimate**.

- 4. Develop a tentative project schedule:**
 - a. Identify key milestone targets.
 - b. When will construction be scheduled?
 - c. Will relocation be required?

- 5. Confirm budget and project funding:**
 - a. Complete Project Approval Form.
 - b. The Scope Approval / Department Approval must be at Dean / AVP level or higher.
 - c. A comprehensive scope document as outlined in this document **MUST** be attached to this form.