



## PLANNING DESIGN & CONSTRUCTION

### PROCEDURES FOR CAPITAL PROJECT PLANNING

A project is initiated when an end-user submits a request indicating a need to have work done or renovation of an existing space in an existing campus building. Other projects may be initiated by requests that are sent directly to PDC and are in alignment with projects included in the campus master plans.

The following guidelines and procedures are to be followed to ensure appropriate and timely follow up as the first phase of the project implementation procedure.

1. A work order is submitted by the end-user in the TMA/Work Order system. This step indicates where the request originated and a brief description of the scope of what is being requested. If a project is initiated by a request sent directly to PDC, then the Associate Director of PDC routes the request to the TMA/Work Order system.
2. If the project requires planning, design and construction, it is routed to PDC. If the project is maintenance or utility related it is processed by Facilities Maintenance & Operations.
3. The Associate Director of PDC in consultation with the Director assigns the project to a project manager. The PM records this assignment into the project tracking report.
4. The designated project manager follows up by making contact with the requesting department to schedule an initial meeting. The intent of this meeting is understand the scope of the project, confirms the goals to be achieved and verify the specific needs of the end-user. It is important to have the end-user justify the requirements of the project from an operational standpoint. At this point the end-user will need to identify how the project will be funded. After the initial meeting the PM will provide an update on the project to the Director of PDC.
5. The project manager follows up by an initial evaluation of the project scope, assessment of space needs and an evaluation of options that can meet the needs and goals of the end-user. A validation of user needs and space allocation will be required at this stage, followed by the development of Preliminary plans for the project.
6. The project manager will assess the as-built conditions and perform initial estimates of probable costs.
7. The project manager will meet with the end user to review and discuss options and alternatives to meet its needs and requirements of the project and go over a tentative project schedule and budget. The tentative project schedule and project budget will need to be confirmed by the project manager. If required more than one meeting will be conducted at this phase.
8. The project manager will initiate the written project description and planning package as follows:
  - a) **Provide a Project Description. State the goals of the project:**
    - What is intended to be achieved?
    - Is the available space adequate to meet project objectives?
    - Is the project intended to convert space use?
    - Define and confirm what specifically is required to be done.
    - Evaluate the project scope and review possible options.
    - Confirm specific project space and functional requirements.
    - Develop a list of project priorities and identify operational impacts.
    - Is new furniture required?

- b) **Develop a preliminary project plan:**
    - Review as-built conditions and assess modifications required.
    - Develop possible layout plan options.
    - Assess scope of project for Structural, Mechanical, Electrical & Plumbing impacts.
    - Assess need for engineering design scope?
  - c) **Develop a tentative project schedule:**
    - Identify key milestone targets.
    - The schedule will be in consecutive calendar days or a schedule showing a tentative start date may be included.
    - When is construction desired to be scheduled?
    - Are there constraints on the schedule?
    - Will relocation be required?
  - d) **Develop budget**
    - Develop preliminary “order of magnitude” cost estimate showing quantities and unit prices. If a major capital project include a 2 – 7 form.
  - e) **Approval Form**
    - Complete Project Approval Form
    - Prepare a transmittal cover letter to the end-user.
9. This Planning package consisting of the following:
- a. Transmittal to the end-user
  - b. Project Cost Estimation Approval
  - c. Project Description
  - d. Schedule
  - e. Budget
  - f. 2 – 7 if major capital project
- will be prepared for the review and approval of the Director of PDC before transmitting to the end-user.
10. At this stage the end-user will confirm approval of the project scope, schedule and budget by execution of the project approval form that will include the aforementioned written project description and back up information. The Scope Approval / Department Approval must be at Dean / AVP level or higher
11. When the project approval form is fully executed it is recorded in the project tracking report and the project will proceed into the design phase.