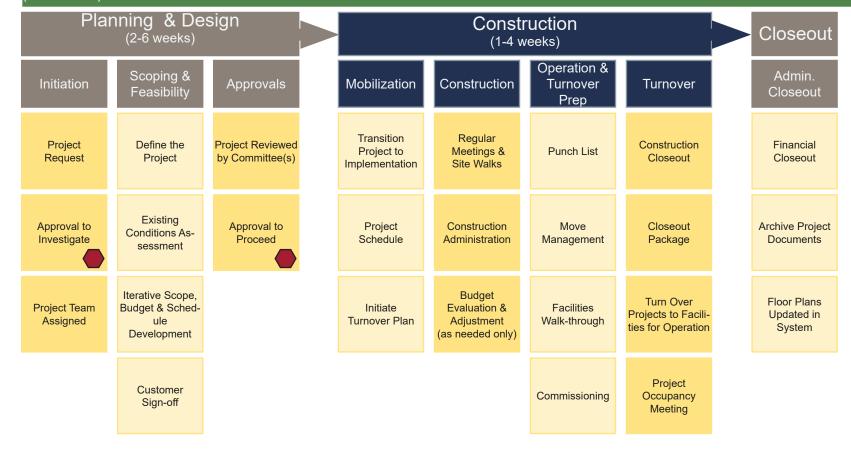
Departmental Impact: Low to Moderate





A. PROJECT INITIATION Phase Owner: Planning Leader

1. Confirm and evaluate project request

Goal: Customer is engaged in an early "Go-No/Go" to objectively vet request against HMS broader vision, identify level of effort needed, and key decisionmakers.

1.1 Receive Project Request

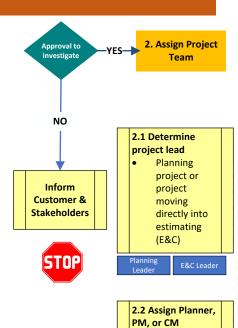
Customer submits project request with brief description of requirements and expectations

1.2 Define project at a high level

- Contribution to HMS strategic goals Available funding source for Planning
- phase Likely project category (scope, visibility, level of effort, placeholder
- budget, duration) Approvers and decision-makers

Customer

E&C Leader



B. PLANNING AND DESIGN Phase Owner: Project Lead

1. Define the Request

Goal: The customer feels as though they been heard, their needs are understood, and senses that the collaboration with the project lead will contribute to project success. The project team is able to clearly define the project parameters and how the project adheres to HMS standards.

1.1 Collaborate with Customer:

- Define Project: scope, design goals, sustainability goals, density metrics
- **Document Conditions of Satisfaction:** functional, aesthetic, emotional
- **Budget parameters**
- Typical project schedule and requested turnover date
- Identify project team, including stakeholders outside CP&F
- Preferred communication method & frequency

1.2 Walk the Space

Existing conditions Suitability of space for desired use MEP and infrastructure

Customer

1.3 Evaluate project design intent to confirm design standards Sustainability

Materials Accessibility

Equipment O&M guidelines Space / Office Lab Std.

Facilities/FOM/Engineer Project Lead Project Lead

PM/ CM/ CP

2. Design Development

Goal: Entire project team has confidence project will be delivered via a realistic, adaptable plan (PMP) that allows the committee(s) to make an informed decision.

Team members perform design and constructability reviews and collaborate to ensure the team delivers the customer's conditions of satisfaction, budget, and schedule.

Outcome: The team has a clear picture of what the project will look like, how it will be executed, by when.

2.1 Build the Project Management Plan (PMP) - Key Parameters:

- Create initial test fit or concept plan
- Create concept-level milestone plan
- Develop Budget
- Customer Conditions of Satisfaction
- Scope & program with sign-off

Project Lead

- Enabling projects (include funding)

Identify scope additions/ unforeseen conditions Facilities/FOM/ PM/ CM/

Energy 2.2 Review Project Scope

Review initial test fit, concept-level milestone plan, and budget together. Update PMP based on customer feedback during design review as required.

Project Lead

2.3 Verify Project Scope

Review plans, project documents, finishes (as applicable) schedule, and budget. Final sign off from customer. Transition project to PM with final sign off.

Proiect Lead

Customer

C. APPROVAL

1. Approval and Customer Notification (Yes/No)



1.1 Submit PMP for project approving committee(s)

Project Lead

1.2 Committee meeting and/ or review of submitted package

Final Budget and Schedule approved by authorizing body (TYP - Facilities Renewal Working Group)

IF budget not approved,

redefine request in Step 1

Project Management Plan:

- Initial test fit or concept plan, scope & program
- Customer Conditions of Satisfaction
- Project Category
- Roles & Responsibilities (RACI chart) Draft Concept milestone plan
- Draft Concept Budget, including contingency

• Key Stakeholders

Approved PMP Including final budget

Project request form (received from customer)

Outputs

Kev for RACI: Responsible, does the work Accountable, buck stops here Consulted prior to, or during task Informed of key outputs/decisions KEY: Outputs/Data/Kev nitiates, then actively manages as they learn mpacting project Sub Process Step

Project initiated in Sharepoint

Notification to Customer

Add project to Level 1

