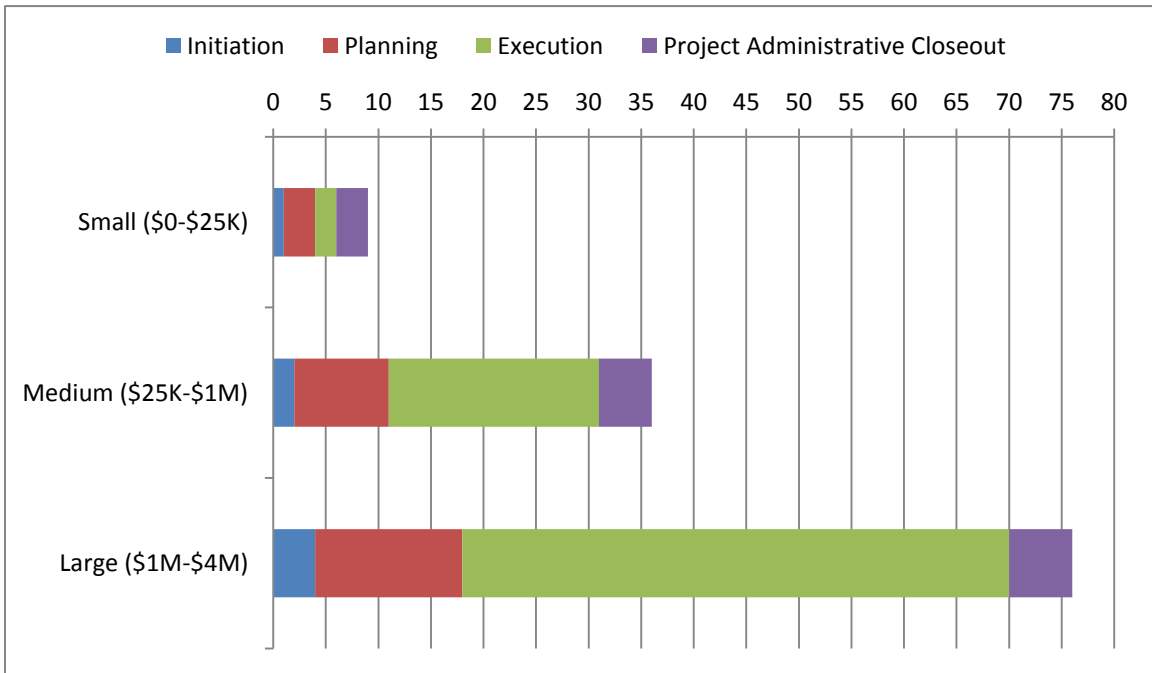


Project Timeline (in weeks)



Project Activity by Project Phase

	Small Projects \$0-\$25K	Medium Projects \$25K-\$1M	Large Projects \$1M-\$4M
Initiation 1-4 Weeks	<ul style="list-style-type: none"> Establish a Need and Terms of Reference Appoint the Project Manager – Assign to Shop as Applicable <p><i>Stakeholder & Reviewers: User/Client, DBA, Project Manager, Facilities Services Center</i></p>	<ul style="list-style-type: none"> Develop a Business Case Establish a Need and Terms of Reference Appoint the Project Team Perform a Phase Review <p><i>Stakeholders & Reviewers: User/Client, DBA, Project Manager, Facilities Services Center</i></p>	<ul style="list-style-type: none"> Develop a Business Case Undertake a Feasibility Study Establish a Need and Terms of Reference Appoint the Project Team Perform a Phase Review <p><i>Stakeholders & Reviewers: User/Client, Executive Group, DBA, Project Manager, Facilities Services Center</i></p>
	Planning 3-14 Weeks	<ul style="list-style-type: none"> Create a Project Plan and Budget Evaluate Environmental Requirements (Asbestos/Mold) Develop a Schematic Design (may include UIT) Develop a Work Plan Submit Drawings and Work Plan to Fire Marshal Create a Communications Plan 	<ul style="list-style-type: none"> Create a Project Plan and Budget Evaluate Environmental Requirements (Asbestos/Mold) Contract with Design Professional Manage Design Deliverables Identify Schedule/Risks Develop a Work Plan

Execution
2-52 Weeks

- Management Services for new, changed or interrupted services
- Purchase/contract approved materials
- Perform Pre-construction Meeting with any vendors and customer group
- Pull appropriate permits
- Coordinate with Building Manager

Stakeholders & Reviewers: User/Client, DBA, PM, Fire Marshal, EHS, Lock Shop, Zone Maintenance, Technical Trades, Fire Alarm Shop, UH IT, University Stores, Plant Ops Business Services (if applicable), Facilities Services Center & Building Manager

External Resources: Environmental Consultant (if applicable), Environmental Remediation Contractor (if applicable)

- Create a Communications Plan
- Coordinate with Facilities Management for new, changed or interrupted services
- Contract Suppliers/Contractors
- Perform a Phase Review
- Submit Logistics Plan for Review and Approval
- Perform Preconstruction Meeting
- Pull appropriate permits
- Coordinate with Building Manager

Stakeholders & Reviewers: User/Client, DBA, PM, OGC, Fire Marshal, EHS, Lock Shop, Zone Maintenance, Technical Trades, Fire Alarm Shop, UH IT, University Stores, Plant Ops Business Services, Facilities Services Center, Parking & Transportation, UHPD (if applicable), Purchasing & Building Manager

External Resources: Design Consultant, Environmental Consultant, Specialty Consultants (as applicable), Contractors, Suppliers/Vendors

- Develop a Work Plan
- Submit Drawings and Work Plan to Fire Marshal
- Create an Acceptance Plan
- Create a Communications Plan
- Coordinate with Facilities Management for new, changed or interrupted services
- Create a Procurement Plan
- Contract Suppliers/Contractors
- Respond to Requests for Information
- Manage Submittals
- Perform a Phase Review
- Submit Logistics Plan for Review and Approval
- Perform Preconstruction Meeting
- Pull appropriate permits
- Coordinate with Building Manager

Stakeholders & Reviewers: User/Client, DBA, PM, OGC, Fire Marshal, EHS, Lock Shop, Zone Maintenance, Technical Trades, Fire Alarm Shop, UH IT, University Stores, Plant Ops Business Services, Facilities Services Center, Parking & Transportation, UHPD (if applicable), Purchasing, Building Manager

External Resources: Design Consultant, Environmental Consultant, Specialty Consultants (as applicable), Contractors, Suppliers/Vendors

- Execute Project Plan and Communication Efforts
- Build Deliverables
- Monitor Work
- Ensure Quality/Inspections
- Coordinate with Facilities Management Services (Lock Shop, Maintenance) for new, changed or interrupted services
- Pay invoices (as applicable)

Stakeholders & Reviewers: User/Client, DBA, PM, Fire Marshal, EHS, Lock Shop, Zone Maintenance, Technical Trades

- Execute Project Plan and Communication Efforts
- Build Deliverables
- Monitor and Control
- Perform Schedule Management
- Perform Cost Management
- Ensure Quality/Inspections
- Perform Change Management
- Perform Risk Management
- Perform Issue Management
- Perform Communications Management
- Perform a Phase Review

- Execute Project Plan and Communication Efforts
- Build Deliverables
- Monitor and Control
- Perform Schedule Management
- Perform Cost Management
- Ensure Quality/Inspections
- Perform Change Management
- Perform Risk Management
- Perform Issue Management
- Perform Procurement Management

Closure
3-10 Weeks

University Stores, Plant Ops Business Services (if applicable), Facilities Services Center, Building Manager

External Resources:
Environmental Consultant (if applicable), Environmental Remediation Contractor (if applicable), Suppliers/Vendors

or interrupted services

- Pay Invoices

Stakeholders & Reviewers:
User/Client, DBA, PM, OGC, Fire Marshal, EHS, Lock Shop, Zone Maintenance, Technical Trades, Fire Alarm Shop, UH IT, University Stores, Plant Ops Business Services, Facilities Services Center, Parking & Transportation, UHPD (if applicable), Purchasing, Building Manager

External Resources:
Design Consultant, Environmental Consultant, Specialty Consultants (as applicable), Contractors, Suppliers/Vendors

- Perform Communications Management

- Perform a Phase Review

- Coordinate with Facilities Management for new, changed or interrupted services

- Pay Invoices

- Ensure final testing is completed

Stakeholders & Reviewers:
User/Client, DBA, PM, OGC, Fire Marshal, EHS, Lock Shop, Zone Maintenance, Technical Trades, Fire Alarm Shop, UH IT, University Stores, Plant Ops Business Services, Facilities Services Center, Parking & Transportation, UHPD (if applicable), Purchasing, Building Manager

External Resources:
Design Consultant, Environmental Consultant, Specialty Consultants (as applicable), Contractors, Suppliers/Vendors

- Transition with Facilities Management Services (Lock Shop, Maintenance) for new, changed or interrupted services

- Reconcile Project Budget

- Distribute any warranty information or O&M manuals

- Update Space Modifications with Facilities Information

Stakeholders & Reviewers:
User/Client, DBA, Project Manager, Fire Marshal, Environmental Health & Safety, Lock Shop, Zone Maintenance, Technical Trades, Fire Alarm Shop, University Information Technology, University Stores, Plant Operations Business Services, Facilities Services Center, Building Manager

External Resources:
Environmental Consultant (if applicable), Environmental Remediation Contractor (if applicable), Suppliers/Vendors

- Transition with User

- Transition with Facilities Management for new, changed or interrupted services

- Reconcile Project Budget

- Distribute warranty information and O&M manuals

- Update Space Modifications with Facilities Information

Stakeholders & Reviewers:
User/Client, DBA, PM, Fire Marshal, EHS, Lock Shop, Zone Maintenance, Technical Trades, Fire Alarm Shop, UH IT, University Stores, Plant Ops Business Services, Facilities Services Center, Building Manager

External Resources:
Design Consultant, Environmental Consultant, Specialty Consultants (as applicable), Contractors, Suppliers/Vendors

- Transition with User

- Transition with Facilities Management for new, changed or interrupted services

- Reconcile Project Budget

- Distribute warranty information and O&M manuals

- Update Space Modifications with Facilities Information

- Undertake Post-Implementation Review

Stakeholders & Reviewers:
User/Client, DBA, PM, Fire Marshal, EHS, Lock Shop, Zone Maintenance, Technical Trades, Fire Alarm Shop, UH IT, University Stores, Plant Ops Business Services, Facilities Services Center, Building Manager

External Resources:
Design Consultant, Environmental Consultant, Specialty Consultants (as applicable), Contractors, Suppliers/Vendors