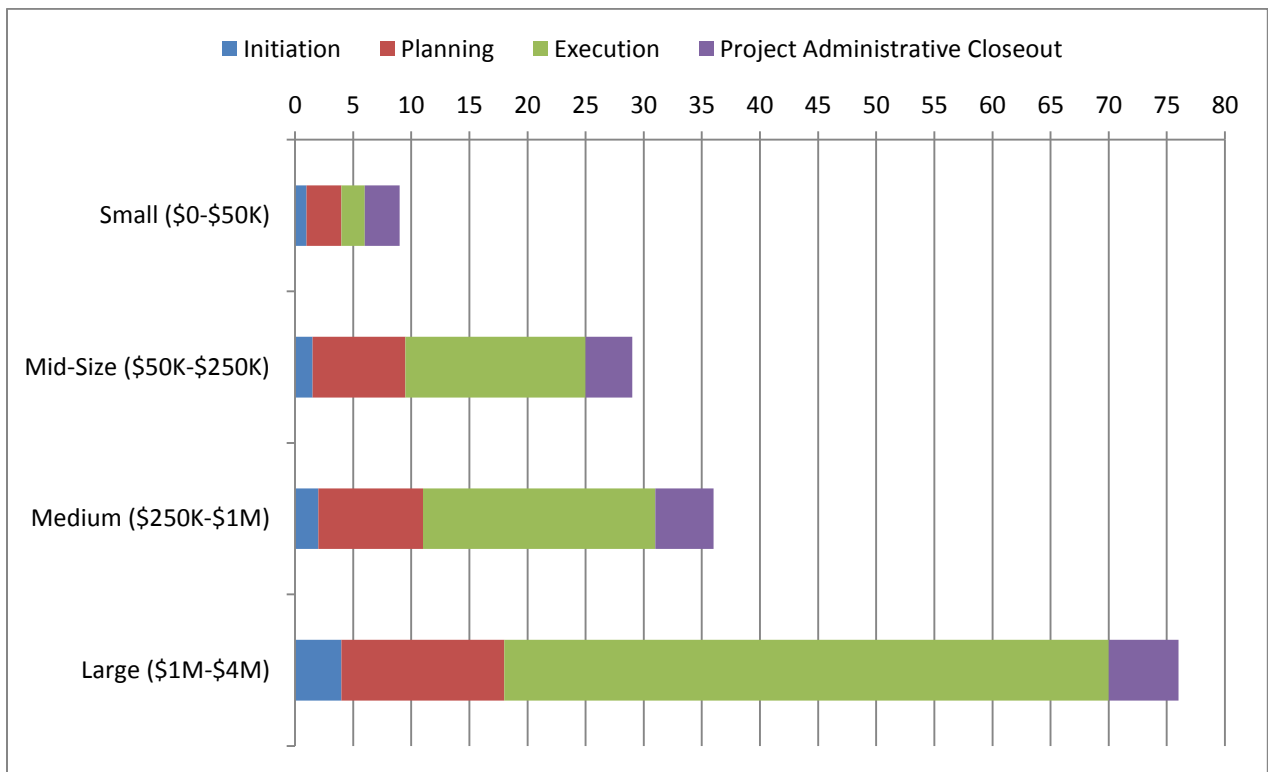


### Minor and Planned Projects

#### Project Timeline and Project Activity

The purpose of this timeline and project activity matrix is to aid departments in their planning for minor projects and renovations. While each project is unique, this general information illustrates timeframes and schedule of activities associated with the total lifecycle of a minor project or renovation.

#### Project Timeline (in weeks)



Project Activity by Project Phase

	<b>Small Projects \$0-\$50K</b>	<b>Mid-Size to Medium Projects \$50K-\$1M</b>	<b>Large Projects \$1M-\$4M</b>
<b>Initiation 1-4 Weeks</b>	<ul style="list-style-type: none"> <li>• Establish a Need and Terms of Reference</li> <li>• Appoint the Project Manager</li> <li>• Assign to Shop as applicable</li> </ul> <p style="color: red; margin-top: 10px;"><i>Stakeholders &amp; Reviewers:</i> User/Client, DBA, Project Manager, Facilities Services Center</p>	<ul style="list-style-type: none"> <li>• Develop a Business Case</li> <li>• Establish a Need and Terms of Reference</li> <li>• Appoint the Project Team</li> <li>• Perform a Phase Review</li> </ul> <p style="color: red; margin-top: 10px;"><i>Stakeholders &amp; Reviewers:</i> User/Client, DBA, Project Manager, Facilities Services Center</p>	<ul style="list-style-type: none"> <li>• Develop a Business Case</li> <li>• Undertake a Feasibility Study</li> <li>• Establish a Need and Terms of Reference</li> <li>• Appoint the Project Team</li> <li>• Perform a Phase Review</li> </ul> <p style="color: red; margin-top: 10px;"><i>Stakeholders &amp; Reviewers:</i> User/Client, Executive Group, DBA, Project Manager, Facilities Services Center</p>

Planning  
 3-14 Weeks

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

*Stakeholders & Reviewers:*  
 User/Client, DBA, Project Manager, 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 and Building Manager

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

- 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
- Submit Drawings and Work Plan to Fire Marshal
- 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, Project Manager, 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 and Building Manager

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

- Create a Project Plan and Budget
- Create a Resource Plan
- Evaluate Environmental Requirements
- Develop Space Program
- Contract with Design Professional
- Manage Design Deliverables
- Identify Schedule/Risks
- 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 Preconstruction Meeting
- Pull appropriate permits
- Coordinate with Building Manager

*Stakeholders & Reviewers:*  
 User/Client, DBA, Project Manager, 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 and Building Manager

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

Execution  
2-52 Weeks

- 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, Project Manager, 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 and Building Manager

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

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

*Stakeholders & Reviewers:*  
User/Client, DBA, Project Manager, 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 and Building Manager

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

- 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
- Perform Acceptance Management
- 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, Project Manager, 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 and Building Manager

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

Closeout  
3-10 Weeks

- 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, EHS, Lock Shop, Zone Maintenance, Technical Trades, Fire Alarm Shop, UH IT, University Stores, Plant Ops Business Services (if applicable), Facilities Services Center and 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, Project Manager, Fire Marshal, EHS, Lock Shop, Zone Maintenance, Technical Trades, Fire Alarm Shop, UH IT, University Stores, Plant Ops Business Services, Facilities Services Center and 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, Project Manager, Fire Marshal, EHS, Lock Shop, Zone Maintenance, Technical Trades, Fire Alarm Shop, UH IT, University Stores, Plant Ops Business Services, Facilities Services Center and Building Manager

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