



HAND OUT

JOINT FACILITIES INVESTMENT TASK FORCE: SUB-COMMITTEE MEETING **Capital Planning & Implementation**

MEETING DATE: August 29, 2017

Industry Standards & Definitions

Project

PMI: A temporary endeavor undertaken to create a unique produce, service or result.

CMAA: The total effort required in all phases from conception through design and construction completion to accomplish the Owner's objectives.

Project Life Cycle

A collection of generally sequential project phases whose name and number are determined by the management and control needs of the organizations involved in the project, the nature of the project itself, and its area of application.¹

Project Management

PMI: The application of knowledge, skills, tools and techniques to project activities to meet the project requirements.¹

CMAA: The use of integrated systems and procedures by a team of professionals during project design and construction. Project management is an integral function of Construction Management.²

Construction Management

The practice of professional management applied to the planning, design, and construction of projects from inception to completion for the purpose of controlling time, scope, cost, and quality.²

Program

A group of related projects managed in a coordinated way to obtain the benefits and control not available from managing them individually.¹

Program Management

The centralized coordinated management of a program to achieve the program's strategic objectives and benefits.¹



Project/Program Governance

An oversight function that is aligned with the organization's governance model and encompasses the project or program life cycle.

It provides a comprehensive, consistent method of controlling the project and ensuring its success.

A key element of project governance addresses the making decision process and then how decisions are implemented between the project team, the project sponsor, project owner, and other stakeholders.³

Source 1: Project Management Institute – PMBOK Guide

Source 2: CMAA – Construction Management “Standards of Practice”

Source 3: Alie, S. S. (2015). Project governance: #1 critical success factor. Paper presented at PMI® Global Congress 2015—North America, Orlando, FL. Newtown Square, PA: Project Management Institute.

Project and Program Planning and Implementation Considerations:

Governance:

- Project governance framework
- Roles and responsibilities
- Stakeholder engagement and communication
- Meetings
- Reporting
- Risk and issue management
- Quality assurance
- Project management control processes.

Project Management:

- Communications & Coordination
- Project Management
- Budget Management
- Schedule Management
- Quality Management
- Contract Administration
- Document Management
- Community Relations
- Risk Management
- Safety Management
- Sustainability
- Commissioning and Close Out / Turnover

Financial

1. Identify and incorporate legal and fiduciary requirements into capital monitoring and reporting.
2. Identify external and internal stakeholder information needs
3. Plan and design systems to collect, store, and analyze project data and to report results.
4. Regularly monitor capital projects' financial and project activity information.
5. Report on project status and activities.
6. Project close-out: upon project completion, ensure that actions are taken to finalize project activity.
7. Evaluate monitoring and reporting activities.

Source: Capital Project Monitoring and Reporting, GFOA <http://www.gfoa.org/capital-project-monitoring-and-reporting>