



# Facilities Planning Policy & Procedure #24

- TITLE:** **MAJOR PROJECTS STATUS REPORT**
- OBJECTIVE AND PURPOSE:** For the monthly dissemination of information regarding major capital projects.
- RESPONSIBILITY:** **ACTION**
- PROJECT MANAGER**
- ◆ As often as required the Project Manager for each major capital project shall update the information on the major projects database (located on "P" Drive).
  - ◆ Provide Administrative Office Coordinator with weekly project meeting scheduling updates.
  - ◆ Upon Administrative Office Coordinator's request, require Construction Manager or GC to submit Emergency Contacts List of 24-hour phone numbers, cellular phones, home phones, and beepers.
- FACILITIES PLANNING ACCOUNTANT**
- ◆ Inputs funding data for new projects into the appropriate fields.
  - ◆ Updates the funding data as required and verifies accuracy of related fields.
- DIRECTOR FACILITIES PLANNING**
- ◆ Conducts monthly Major project report meetings with Project Managers, Associate Directors, Accountant and Administrative Office Coordinator for the purpose of reviewing the current status of all major capital projects.
  - ◆ Directs any changes to the Major Projects Status Report (**Attachment "A"**) that need to be included so that a printed report can be distributed within two days.
- ADMINISTRATIVE OFFICE COORDINATOR**
- ◆ Two days after the monthly meeting, the Administrative Office Coordinator shall send an electronic copy of the Major Projects Status Report (**Attachment "A"**) to the Office of Space Utilization and Analysis for the website.
  - ◆ Once the Major Projects Status Report (**Attachment "A"**) has been published on the website, notify all campus Vice Presidents that have requested email notifications.
  - ◆ Check for projects that have hit construction and request Emergency Contacts List from Project Manager.
  - ◆ For projects where Emergency Contacts information has been updated, place a copy of new information in Department Emergency Red Binder and send two copies to the Vice President's Office, and also provide information to the Office of Space Utilization and Analysis for web update.
  - ◆ Give Executive Secretary a printed copy of the Major Projects Status Report (**Attachment "A"**) for mailing and update weekly project meeting schedule.
- SENIOR EXECUTIVE SECRETARY**
- ◆ The day of the monthly meeting prints reports for attendees.
  - ◆ Mails printed copies of Major Projects Status Report (**Attachment "A"**) to the University Architect and Vice President and others who have requested a copy.
  - ◆ Types up Emergency Contact information in format found in Red Book.
- ATTACHMENTS:** ◆ **Major Projects Status Report Sample – Attachment "A"**

Issued By: Nelson	Date Issued: 3/2003	Date Revised:	Effective Date: 3/2003
APPROVED:	Vice President	Associate V.P.	Director

FAU Major Projects MASTER PROJECT LIST			Show Projects:	Filter by Criteria:		
			<input type="button" value="All Projects"/>	<input type="button" value="Report List"/>	<input type="button" value="Archived"/>	<input type="button" value="Project Number"/> <input type="button" value="Campus"/> <input type="button" value="Manager"/>
Last Administrative Update: 10/2/02						
<b>Budget</b>	<b>Proj. No.</b>	<b>Project Name</b>	<b>Campus</b>			<input checked="" type="checkbox"/> <b>Long Report</b>
BOR	BR- 601	Parking Garage II	Boca Raton			<input checked="" type="checkbox"/> <b>Short Report</b>
<b>Program</b>			<b>Program GSF</b>	<b>Project Manager</b>		
Provide a 1000 car parking garage structure on Parking Lot #1, at the Southeast corner of the campus core.			300,000	B Richman		
			<b>Design GSF</b>	<b>Standby</b>		
				V Elliott		
<input type="checkbox"/> <b>Archive</b> <input type="checkbox"/> <b>Short Report</b> <input type="text" value="BR"/> <input type="text" value="Boca"/>						
<b>Status</b>						
On Schedule. Dec 19 ntp.						
<b>Issues</b>						
Need to determine cost of adding sewer from the single toilet to 500 ft away manhole.						
<b>Comments for Project Status Report (Short Report)</b>						
Foundations almost complete. Precast starts 3/3/03.						
<b>FAU Major Projects Management Database</b> <small>Vermillion field headings and text denote Short Report elements.</small>			<b>BR 601</b>	Parking Garage II		<b>B Richman</b>

ATTACHMENT "A"