Chapter 4 – Submission Phase Guidelines

4.0 INTRODUCTION

4.0.1 PROJECT INITIATION

*What is the **PURPOSE** of the Project Initiation Phase?*

This chapter primarily focuses on OGS's processes and procedures. Therefore, the Consultant has no involvement during this phase.

The project initiation phase is a process involving the Client State Agencies and OGS D&C Office of Project Control (OPC). Client Agencies formally request OGS D&C to provide design and/or construction services. Most often, this request is done by using the BDC 153 – Request for Services form. Sometimes this can be in the form of an email request. OPC reviews all requests, assigns a project number and formally accepts the project by issuing an acceptance letter to the Client.

*What are the Project Initiation **ROLES & RESPONSIBILITIES**?*

Client Agency

1. Initiates project request with OGS via BDC153 - Request for Services.
2. Provides history of project request.
3. Provides facility contact information.

Office of Project Control (OPC)

1. Assigns project number and creates the internal project file structure on the OGS 'V' drive when project request is received.
2. Enters BU and TL roles based on input at Workload Planning Meeting.
3. Enters project estimate into DCNet project plan (client estimate or BUL estimate if no client estimate is provided).
4. Enters preliminary project scope from the BDC 153.
5. DCNet automatically generates a preliminary staffing plan by region and business unit input.
6. Files the BDC 153 in the RecordCorrespondence folder.
7. Acknowledges receipt of project request by sending either:
   a. Acceptance letter to Client when funding is included (Attachment A).
   b. Project request received letter to Client when funding is not included.
8. Files the letters in the RecordCorrespondence folder.
9. Records Project Acceptance date in DCNet when Client funding (Attachment A) is received and when Client Contact is made by the TL/PM.
10. Updates DCNet with milestone information as provided by PM.

OGS Project Manager RESPONSIBILITIES

P1 Client Contact

P1.1 The PM makes Client Contact within two (2) weeks of project request received by OPC (DCNet "Project Received" Actual date) to discuss project. The PM shall discuss the following:

- **a.** Client Request for Services (BDC 153) with the Client to determine the accuracy of scope and budget.
- **b.** Discuss need for funding (Attachment A) if it has not been received by OPC.
- **c.** Discuss any specific scheduling requirements and/or budgetary stipulations. For example, DMNA with 50% federally funding and 50% State funding that requires award by end of the fiscal year.
- **d.** The PM should discuss Field Trip forecast date.
- **e.** Establish/confirm facility contact information.

P1.2 The PM shall notify OPC when Client Contact is completed.

P2 Define Project Team

P2.1 DCNet Staffing/Roles: The BUL, Regional Supervisor and TL are automatically assigned by OPC. By default the TL is the PM. The TL may remain as the PM or the TL may assign a PM to the project and input this information into DCNet.

P2.2 PM assembles the project team:

- **a.** Identify in-house and/or Consultants.
- **b.** Define Client representatives and roles for the project (facility staff, plant superintendents, planners, specialists, etc.).
- **c.** Best Practice: Determine if project will be done with in-house or Consultant staff:
  - **i.** Are there any Client staffing expectations?
  - **ii.** Use of in-house staff due to the sensitive nature of the project.
  - **iii.** Use of in-house or Consultant staff due to specialty design services and experience.
  - **iv.** Are there any staffing workload and schedule concerns?
- **d.** Best Practice: The PM is responsible for the assembly of the project team designers/reviewers through discussions with the TL's for each trade discipline. The TL and PM may base staff assignments more on experience than availability. Define Consultant's team roles and responsibilities for the project.

P2.3 The PM shall input in-house assigned staff, client representatives and consultant's team members contact information into DCNet General Project Information / <u>D&C Project Manager</u> or <u>Team Leader.</u>
Best Practice: The assembly of the project team may be an ongoing effort

as the project develops and scope is refined. Team member roles and activities shall be defined, coordinated, and continually monitored and updated. The PM may need to assess the capability and experience of the personnel assigned to the project.

P2.4 See Initial Site Visit P1.1 if a Consultant/Designer is going to be selected for the project.

P3 Existing Data

P3.1 PM should investigate and review all available existing drawings and documentation that pertain to the project. Assemble documentation and forward to the design team prior to the initial site visit.

*What happens **NEXT**?*

The PM will contact the Client representatives and facility staff, Consultant/Designers, and Division of Construction staff to schedule a project site visit. See Chapter 4.0.2 Initial Site Visit - P1.4 Develop Site Visit Work Order for details if a Consultant/Designer will be required.

Revision History:

Rev	*Date*	*Description*	*Reviewed by:*	*Approved by:*
0	08/05/13	New chapter	Parnett	Dostie