UBC Facilities | Project Services

PROJECT PROCESS

1 Initiation

a. ***Client*** submits a service request in **Planon**.

b. ***Project Manager*** assigned to the project.

c. ***Client*** and ***Project Manager*** discuss the project objective, scope, and requirements.

2 Planning

a. ***Client*** and ***Project Manager*** develop the project charter and feasibility estimate and preliminary schedule.

b. ***Client*** confirms secured funding.

c. ***Client*** reviews and provide sign-off of the feasibility estimate.

3 Design

a. ***Client***, ***Project Manager***, and ***Procurement Officer*** work together to engage a suitable Consultant.

b. ***Project manager*** initiates design kick-off meeting with the Client, Consultant, and other UBC stakeholders.

c. ***Consultant*** develops the design based on the information provided by the Client, Project Manager, and UBC stakeholders.

d. ***Consultant*** presents the design to the Client, Project Manager, and UBC stakeholders.

e. ***Consultant*** and ***Project Manager*** apply for permits as necessary.

f. ***Project Manager*** provides the client with revised cost estimates and schedule at relevant design milestones.

g. ***Client***, ***Project Manager, and UBC stakeholders*** provide feedback based on design solutions and cost estimates.

h. ***Client***, ***Project Manager***, and ***UBC stakeholders*** approve the final design.

i. ***Client*** approves the pre-tender estimate and schedule.

4 Procurement

a. ***Project Manager*** and ***Procurement Officer*** select a suitable tender process.

b. ***Procurement Officer*** issues a tender for a project.

c. ***Procurement Officer***, ***Project Manager,*** and ***Consultant*** review and evaluate tender submissions from contractors.

d. ***Project Manager*** provides the Client with the post-tender estimate and award recommendations.

e. ***Client*** reviews and provides final approval for post-tender estimate.

f. ***Procurement Officer*** awards the contract.

5 Construction

a. ***Project Manager*** and ***Project Coordinator*** work with the Client and other impacted parties to schedule work and manage construction impacts.

b. ***Project Manager*** initiates the *Contractor's First Meeting* with the Client, the Contractor, Facilities Manager, Project Coordinator Communications Specialist, and other UBC stakeholders.

c. ***Contractor*** executes the scope of work as designed.

d. ***Consultant*** review work on site for adherence to the design documents.

e. ***Project Manager*** and ***Project Coordinator*** monitors the contractor's progress throughout the project.

f. ***Consultant*** and ***Project Manager*** monitor and manage changes to the contract scope.

g. ***Project Manager*** provides regular updates to the Client.

h. ***Client*** approves changes to the project scope as required.

6 Completion

1. ***Consultant*** and ***Contractor*** request regulatory inspections to fulfill permit requirements.
2. ***Project Manager*** schedules the *Substantial Completion* Walkthrough to review the work and identify potential deficiencies with the Client, Consultant, and Contractor.
3. ***Contractor*** corrects any deficiencies identified during the walkthrough.
4. ***Project Manager*** hand-over the completed project to the Client.
5. ***Project Manager*** submits the final cost report to the Client.