Request Number: 0000

**<<Project Name>> REVISION 00**

September 17, 2020

Transmitted by: Hand Fax Email Campus Mail

Project Sponsor: <<Stakeholder – responsible for funds>>

University of Lethbridge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor Authorization / Signing Authority of Budget Funds

Stakeholder Lead: **<<Initiator with Department/Faculty>>**

University of Lethbridge

*F.O.A.P.* (Fund, Organization, Account, Program)

No. of Pages: 2

Copies to: \_ Attachments:

**OBJECTIVE**

Summary of overlying request and needs from Stakeholder perspective

**PROJECT DEFINITION**

**Scope Details:** (*What changes, alterations or improvements are to be made?)*

1. <<Outline project steps from beginning to end, include room numbers>>
2. <<caretaking>>
3. <<Building Maintenance work orders>>
4. <<Telecom>>

**What value will be gained?** (*What positives result from this work? Note possible drawbacks, if any.*)

1. <<Benefits>>
2. <<Additions, etc>>

**What known constraints do we face?**

1. <<Problems>>
2. <<Conflicts>>
3. Limits of existing building systems and infrastructure, in the proposed area of work, if any.
4. Final confirmation of actual renovation costs and sufficient funds to proceed with the project will be required in the next phase as the project scope is defined in increasing detail.
5. All projects must conform to the minimum requirements of the current Alberta Building or Fire Code, Alberta Barrier Free / Universal Design Guidelines and University Design and Construction Standards.

**What is the probable project cost?**

1. A preliminary *Opinion of Probable Cost* is presented below as a recommended allowance to complete the project based on the scope and primary objectives noted above:

***Total Anticipated Construction Cost* *$Billable to Cansel***

***Total Internal Project Costs (PMO, ITS technical, Risk Mgt, Legal) $Billable***

***Allowance for Planning & Design* (external consultants at @15%) *$Billable***

***Total Anticipated Project Cost* $0**

**\*\*Note: <<any relevant notes pertaining to costs>>**

\* As applicable, the above figures do not account for site preparation, necessary infrastructure improvements or building systems, related equipment, furnishings, ongoing operations costs or salaries of employees to facilitate programs or administrative functions.

**What is the proposed project timeline?**

1. The schedule and means to implement renovations in tandem with ongoing work using resources of the *Project Management Office* (PMO) requires confirmation of the PMO Director.
2. The ideal stakeholder project timeline is for an immediate construction start. The work to install this equipment should take no longer than 1 week.

***All proposed capital/infrastructure projects are to advance the University’s Strategic and Academic Plans and adhere to the guiding planning principles and directives of the University Campus Master Plan.***

Prepared by:

**<<Name>>,**

**Campus Development**

<<email prefix>>@uleth.ca

T +###-###-####