# Campus Management - Project Management Process

## Core Activities

### 1 Initiation
- Project initiation
- Feasibility budget sign off
- Request for project
- Appoint Project Manager
- Appoint Consultants
- Engage Stakeholders
- Preliminary Site Investigations
- Develop Feasibility Study
  - Options Analysis
  - Value Engineer
- Risk Register
- Develop Business Case
- Develop Project Plan
  - Project Governance
  - Project KPIs
  - Business Strategy
  - Funding Sources
  - Procurement Strategy
  - Implementation Strategy
- Feasibility sign off (Senate, VC, COO, Dean)

### 2 Feasibility
- Scheme Amendment
- Schematic Design & Cost
- Develop Detail Brief
- Design Development & Cost
- Develop Communication Plan
- Develop Procurement Plan
- Design Approval (Senate, VC, COO, Dean)
- Development Approval (WAPC, DAP or Local Govt.)
- Develop Contract Documentation

### 3 Planning
- Expression of Interest (EOI)
- EOI Evaluation
- Shortlist Proponents
- Request for Proposals (RFP)
- RFP Evaluation
- Negotiations
- Tender Approval (Senate, VC, COO)
- Award Tender
- Develop Safety Management Plan

### 4 Procurement
- Contracts
- Building Licence
- Appoint Superintendent
- Contract Management
- Practical Completion

### 5 Implementation
- Building Certificate Practical Completion
- Final Completion
- Documentation Manuals As Constructed Drawings
- Post Occupancy Assessment
- KPI Assessment

### 6 Handover
- Superintendent Direction
- Progress Certificate
- Variation Order
- Project Update Report
- Certificate Final Completion
- Hand Over Plan

## Key Outcomes

- Feasibility budget
- Project Budget
- Cost Estimate
- Feasibility Study
- Business Case
- Project Plan
- Concept Design
- Project Status Report
- Financial Status Report
- Risk Register
- Governance Documents
- Cost Estimate
- Feasibility Study
- Standard Brief
- Room Data Sheets
- Communication Plan
- Procurement Plan
- Project Documentation: Numbers Signed Off
- Room Data Sheets
- Principle Requirements
- EOI Documentation
- RFP Documentation
- Tender Recommendation
- Safety Management Plan

## Templates & Tools

- Approval Memo VC/COO
- Approval Faculty Request for project
- Project Status Report
- Financial Status Report
- Risk Register
- Governance Documents
- Cost Estimate
- Feasibility Study
- Project Plan
- Project Governance
- Risk Management Plan
- SRC & Senate Approval Paper

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