Project: **Project Name & (eB #)**

☐ Monthly status update *guidance document* (TBD)

☐ Update eBuilder schedule

☐ Set key milestone dates

☐ Stakeholder engagement & communication plan: *Contact List*, *Project Meeting Groups Example*

☐ Kickoff meeting *agenda* (TBD)

☐ Confirm design aligns with program requirements (*manage expectations*)

☐ Confirm communication with partners is effective

☐ Determine swing/surge space requirements & project sequencing

☐ Complete Access Waivers for *Consultant* and *Contractor*

☐ Follow *CU Design Standards for Space Programming Requirements (013000)*

   *(Space program template to be used aligns with Director of Space requirements)*

☐ Engage FM (Deferred maintenance), Risk Management (FM Global safety reports), FE (System Capacities), E&S (Utilities), and other stakeholders to capture known issues and opportunities.

☐ Ensure broader goals are incorporated as appropriate (*Sustainability*, *Campus Master Plan*, *ADA*, *Inclusive Facilities*, *Life Cycle Cost*, *Historic Preservation*, *Building Standards*, *Wayfinding/Signage*, etc.)

☐ Research existing documentation, conduct site investigations, and destructive or non-destructive testing as appropriate for level of study.

☐ Considerations for expansion, adaptability, future development, etc.
Additional Reference Documents include:

- Space Programming Template
- Policy 2.7 for room coding
- Guidelines for Space Needs Studies
- Space Programming Requirements, Section 013000
- Space Planning Resources
- Office Space Guidelines
- Classroom Space Guidelines
- Proper Classification of Assignable and Non-Assignable Space
- Reporting to Use of Facilities