Project: Project Name (eB #)

If the PIR identified OUA involvement then connect with the OUA/Planning Office

☐ Meet with OUA/Project Intake Manager to review all project information from PIR and Project Datasheet, including schedule, scope and budget. Coordinate next steps including meetings with key stakeholders to determine required approvals (Cornell and Municipal)

☐ Notify Project Contact you are the PM & begin dialogue with key stakeholders

☐ Schedule project launch meeting and update the Project Charter (reference Project Charter – Guidance Document)

☐ Identify and confirm success criteria with key stakeholders per eBuilder project details page

☐ Determine consultant procurement options and develop procurement plan in PD2 (Cornell) or PD3 (state)

☐ Determine required Cornell Approvals Capital Project Authorities Capital Project Approvals Authorities

☐ Refer to Project Approval Calendar to determine approval schedule constraints

☐ Develop high level project timeline including consultant procurement and all approvals in Office Timeline and distribute to stakeholders for input and review

☐ Lock in meeting dates in advance for key stakeholders, per design phase

☐ Draft project budget using eBuilder Cost Code Budget Template (on state-funded projects check budget with FCS Finance Manager)

☐ Draft Project Meeting Groups Example

☐ Initiate consultant selection checklist for Cornell funded projects (PD2)
☐ Initiate consultant selection checklist for State funded projects (PD3)

☐ Determine if you need a PAR, initiate PAR Approval Checklist (PD4)