

## Project: Project Name & (eB #)

- [Monthly status update guidance document](#)
- Update eBuilder schedule
- Set key milestone dates
- Stakeholder engagement & communication plan: [Contact List](#), [Project Meeting Groups Example](#)
- 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), EHS (FA/Sprinklers), 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](#)