

**Date:** November 17, 2016

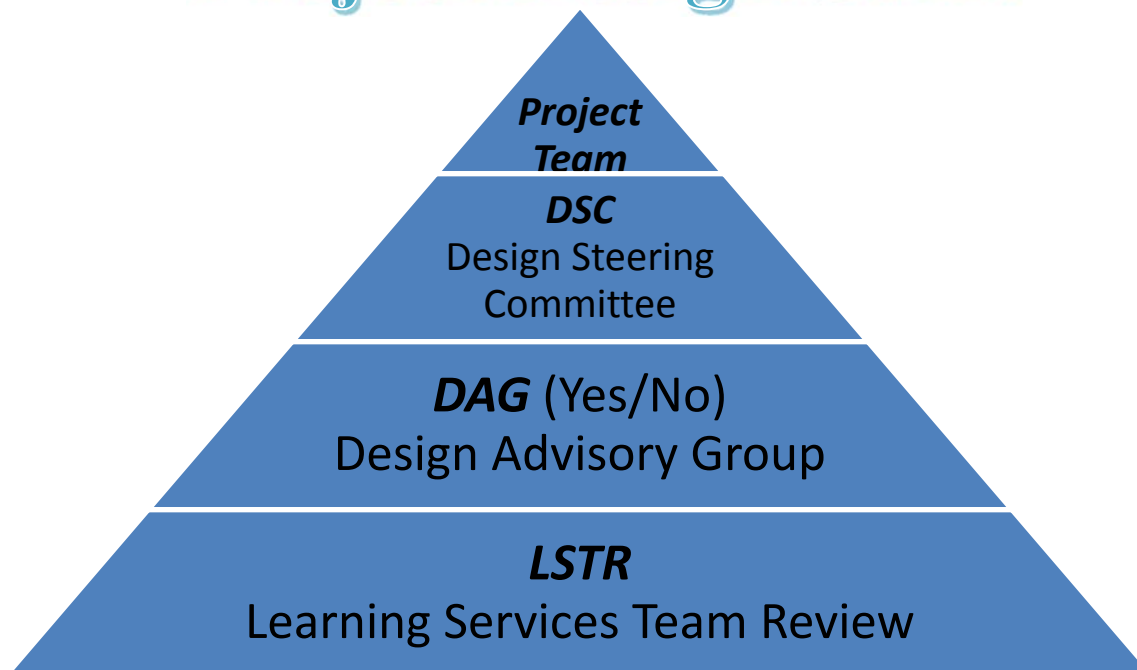
**Re:** Facilities Planning Large Capital Project Stakeholder Engagement

**Purpose:**

To document out planned large capital project engagement process.

**Engagement Process:**

## Project Design Start



## Project Design Completion

1. The Project Team (Facilities Team - Planning & Construction) will initiate the project with Finance and move through design, construction, and closeout.
2. Once a design team is selected through our selected process, a DSC (Design Steering Committee) will be created that is made up of the Project Team and key internal A12 stakeholders that will be selected based on the complexity of the project.

3. Shortly following the DSC formation, a DAG team **may** be created depending on the project complexity. The DAG will be made up of the Project Team, DSC, and additional inside and outside stakeholders to provide input on the overall design direction. Again, depending on the complexity of the project, the DAG and DSC may become one team.
4. The above teams will champion the project through design. At this point, the design is considered complete and ready to move into the construction phase.
5. As a final checkpoint with Learning Services, a final review with each Learning Services Department head or a representative that has been identify to confirm the design efforts align with the Ed Spec, and to confirm they do not see any red flags within their area of expertise on the design. This team has been titled Learning Services Team Review (LSTR) or Lester. The intent of LSTR is not to change or modify the design, but to review where the design has landed through the input of the previous team's work. With this review the program/department heads will confirm we have met the intent of the Ed. Spec. and no red flags jump out to them.
  1. Administration Area
  2. STEM Programing (When applicable)
  3. Curriculum & Instruction
  4. LMC
  5. Science
  6. Music
  7. PE
  8. ECE
  9. Student Support Services
  10. SSN
  11. SpEd
  12. Art
  13. Athletics
6. In addition to LSTR, we will have the BSTR or buster (Business Services Team Review) to do the same work as the LSTR but on the Business Services side. This team is made up of the following.
  1. Nutrition/BASE
  2. Maintenance
  3. Custodial
  4. Energy & Sustainability
  5. Transportation
  6. IT
  7. Safety & Security

