

<b>SUBJECT: Project Management Performance Standard</b>	<b>Effective Date:</b>	<b>Procedure Number:</b>	
	5/17/13	FS 2013 FPC0017	
	<b>Supersedes:</b>	<b>Page</b>	<b>Of</b>
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<b>Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)</b>			

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to the Director of Facilities Planning and Construction and all Project Managers.

**PROCEDURE STATEMENT:**

Management of UCF projects will adhere to the procedures and standards outlined in the Major or Minor Project Management Handbook and the UCF Design, Construction, and Renovation Standards.

**DEFINITIONS:**

Major or Minor Project Management Handbook – a handbook and checklist detailing the standard steps to be followed by all Project Managers in managing projects

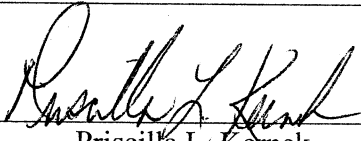
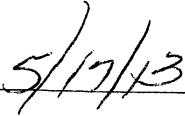
UCF Design, Construction, and Renovation Standards – a detailed manual of what the university expects from professionals and contractors under contract. The Standards generally follow the Construction Specifications Institute format (CSI).

Project Managers – University employees who are assigned to manage facilities projects

**PROCEDURES:**

- Adhere to the step-by-step process described in the Major or Minor Project Management Handbook, for the management of projects.
- Keep the project management checklist found within the Project Management Handbook up to date, to insure that all of the necessary steps have been completed.
- Use the Project Management Handbook as a tool to update the Director of Facilities Planning and Construction on the project progress.
- Make suggestions and improvements to the Project Management Handbook.

- Ensure that the design and construction professionals under contract follow the UCF Design, Construction, and Renovation Standards.
- Discourage deviations to the UCF Design, Construction, and Renovation Standards. Deviations are to be considered during design, and not during construction.
- Attend all project meetings, including the design workshops, to represent Facilities Planning and Construction, and the University of Central Florida. Project Managers are expected to be active meeting participants. During meetings, the Project Manager must use an electronic copy of the UCF Design, Construction, and Renovation Standards for immediate reference to the Standards, with an emphasis on their importance.
- Ensure that all university participants of various disciplines have been notified of design workshops, so that the project is adequately reviewed.
- Announce the construction project budget at every meeting, to emphasize its importance, and to ensure that the project remains within budget. If the project is unable to meet the agreed upon scope or budget, notify the Director of Facilities Planning and Construction immediately.
- Submit weekly, written reports to the Director of Facilities Planning and Construction, detailing activities in order to document daily progress.

Approved By:	Date Approved:
 <hr/> Priscilla L. Kernek Associate Vice President Administration and Finance (Facilities and Safety)	 <hr/> 5/17/13