

Owner's Project Requirements

A Project tool to define the scope and state the high level functional and operational performance goals of the project

PROJECT INFORMATION Considerations

Project #: Date: Level of Commissioning required: OPR Version:		Project Title <i>Building Name (if different from Project Title)</i> <i>Address, Floor(s), Rm Nos., etc</i>
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Project Description:	<p style="font-size: small;">Project Description identifies the problem the project will address, a set of goals, overall objectives.</p> <ul style="list-style-type: none"> - Brief Summary of Project - Mission: (eg Huntsman Cancer mission etc.) - Overall Objectives - Intended Use - Occupancy - Construction Type
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CM Project Manager:		CM Team Director:	
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Project Funder (Sponsor):	[Project Manager's name]	[Preferred Method of Contact]	
	[Team Director's name]	[Preferred Method of Contact]	
End User (Client):	[Sponsor's name]	[Preferred Method of Contact]	
	[Client's name]	[Preferred Method of Contact]	

Life of the Building/Remodel
[in years, describe expectation by type: e.g. Interior remodel expected to last 10 years, campus standard of 50 years]

SCOPE (Ensure project scope describes high level objectives and goals for the project)

Definescope:	<p style="font-size: small;">Projects scope to include a list of specific project goal, deliverables, tasks, costs and schedule deadlines.</p> <p style="font-size: small;">Bulleted format is preferable.</p>																					
Project Types	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Programming Meeting</td> <td style="width: 15%;">Energy Engineer</td> <td style="width: 15%;">Cx</td> <td style="width: 15%;">BEcx</td> <td style="width: 15%;">HPBS Sections apply</td> <td style="width: 15%;">U Requirements</td> <td style="width: 15%;">LEED Silver</td> </tr> <tr> <td>HVAC Modifications</td> <td style="text-align: center;">No</td> <td style="text-align: center;">No</td> <td style="text-align: center;">No</td> <td style="text-align: center;">No</td> <td style="text-align: center;">5.5C(2), 5.7-8, 5.10, 5.12 (Need to update)</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Lighting Modifications</td> <td colspan="2" style="text-align: center;">No- Outline requirements to comply</td> <td style="text-align: center;">Yes-Scope dependent</td> <td style="text-align: center;">No</td> <td style="text-align: center;">5.5C(2), 5.7-8, 5.10, 5.12 (Need to update)</td> <td style="text-align: center;">No</td> </tr> </table>	Programming Meeting	Energy Engineer	Cx	BEcx	HPBS Sections apply	U Requirements	LEED Silver	HVAC Modifications	No	No	No	No	5.5C(2), 5.7-8, 5.10, 5.12 (Need to update)	No	Lighting Modifications	No- Outline requirements to comply		Yes-Scope dependent	No	5.5C(2), 5.7-8, 5.10, 5.12 (Need to update)	No
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Design and Performance Outcomes:

Identify performance parameters	<p style="font-size: small;">Performance parameters may include such items as LEED v4 Silver; BIM Level 400; addition of solar array for energy considerations; recycling of demo'd building material, client specific goals and performance standards.</p> <p style="font-size: small;">Possible variances needed to University and DFCM requirements.</p>
Key Milestones and Constraints (END USER)	<p style="font-size: small;">Milestones are typically schedule driven and mark a significant change or stage in development of the project life cycle. Project constraints are any restriction that defines a projects limitations with the big three being schedule, cost and scope. For example, the scope, is the limit of what the project is expected to accomplish.</p>

Project Goals

Key Goals and Measurements of Success for each goal

Design Standards	<p style="font-size: small;">[e.g. Hospital Aesthetic Design Standards]</p> <p style="font-size: small;">[e.g. NCAA soccer field tolerances]</p> <p style="font-size: small;">[e.g. HPBS Housing Standards]</p>
Facility Operations	<p style="font-size: small;">[e.g. 100% outside air, energy use intensity of 68, etc.]</p>

ACKNOWLEDGEMENT

By signing below you are acknowledging that the appropriate stakeholders have reviewed and discussed the scope, and the high level project goals and constraints are identified.

Project Funder (Sponsor) Date	CM Team Director Date
End User (Client) Date	CM Chief Design & Construction Officer Date
Stakeholder (Other/Optional) Date	