University of Saskatchewan
Major Capital Project Planning Process

A. Project Inception

Planning Brief: Provides further detail on project requirements outlined in Major Project Request Form.

B. Pre-Design

Design: Provides substantial details on project components (location, schedule, and capital and operating budgets). Process involves development of client and operating requirements.

C. BOARD 1 PRESENTATION & APPROVAL

Approval Components
- Preliminary
- Programme / Design
- Schedule
- Capital and Operating Budgets
- Location

D. Design

Final Design: Provides full details on project components, schedule, capital and operating budgets.

Goal: is to move towards documentation required for final approval to allow tendering of project.

E. BOARD 2 PRESENTATION & APPROVAL

Approval Components
- Final
- Programme / Design
- Schedule
- Capital and Operating Budgets
- Location

F. Construction

Tender and Construction: The contract is awarded based on the tender results and construction of the project starts.

G. Post - Construction

Post Construction: Addresses project deficiencies, balancing of building systems and occupancy.

H. BOARD (FYI) Project Wrap-up

Wrap up: Final report to Board of Governors.

Major Project Request Form: Initial project request includes information available for:
- concept
- description
- rationale
- justification
- capital and operating estimates
- funding source

STAGE 1: Project Request
STAGE 2: Pre-Planning
STAGE 3: Planning Approval
STAGE 4: Major Project Governance