

## Departmentally Managed Project (DMP) Policy

**SUMMARY** This document describes University policy for schools and departments that elect to manage facilities and infrastructure projects with their own departmental staff, otherwise known as Departmentally Managed Projects (DMPs).

### POLICY STATEMENT

The DMP Policy provides a basis for a consistent standard of management and delivery of facilities projects and studies that are not managed by Land, Buildings and Real Estate (LBRE). The scope and complexity of DMP requests will be reviewed by LBRE to determine if the proposed project presents significant risk to the University. Projects that present such risk may not be approved for departmental management. Projects exceeding \$5 million shall not be departmentally managed unless otherwise approved by LBRE.

All DMP requests by Stanford University academic departments and administrative units are required to follow the [Form 1 Policy](#) and must be submitted via the on-line [Form 1 System](#) prior to the project's commencement.

LBRE requires that any department electing to undertake a DMP must complete an LBRE-sponsored training program. Department participants shall include both the individual that authorizes the DMP (generally the Dean and/or Vice President's designee) and the staff that will manage the DMP.

### AUTHORIZATION

The School/Department Representative is required to obtain authorization to departmentally manage a project via the Form 1 process prior to the project's commencement. The signature of the Dean/Vice President and/or their designee on the Form 1 signifies:

- Funding is available for immediate transfer to a project account by the Controller's Office
- School/Department is responsible and accountable for managing the DMP, and will comply with all campus, code, and jurisdictional requirements
- School/Department has the responsibility to develop and manage the project budget and track expenditures
- School/Department Representative managing the project has completed the required LBRE sponsored training

The DMP request is considered fully executed when approval is confirmed via the Form 1 system.

**Note:** Projects requiring Board of Trustees approval are generally managed by LBRE. Exceptions include Department of Energy funded SLAC projects and Stanford Health Care projects.

## PROCESS/PROCEDURES

Upon approval of the DMP, the School/Department Representative (henceforth the DMP project manager) assumes full responsibility for managing all aspects of project delivery, including but not limited to the following:

- All work must be accomplished in accordance with campus policies and procedures and must meet Stanford's design standards
- The project will adhere to the University's Project Delivery Process (PDP)
- DMP project manager will obtain all planning approvals from Stanford and local jurisdictions and acquire the necessary permits associated with the project before commencing any work
- DMP project manager is responsible for the project schedule, building in adequate time for required Stanford reviews, the permitting process, and contractor bidding/contract award process
- Construction work for DMPs can be completed by outside licensed contractors or by Buildings and Grounds Maintenance (BGM) staff
- DMP project manager shall follow University procurement policies and procedures
- DMP project manager is responsible for project closeout and maintains all project records necessary for audit purposes

Subject to the scope of the project, the DMP project manager will review and coordinate with the following University resources as applicable:

- Capital Planning – project initiation via Form 1
- Controller's Office – project funding and accounting
- Space Management and Planning – space planning guidelines such as adding, changing, or repurposing allocated space
- Land Use and Environmental Planning – specific to General Use Permit (GUP), Architectural and Site Approval (ASA), and biological and environmental resources
- Heritage Services – historic, such as buildings 50 years or older, and cultural and archeological resources
- University Architect/Campus Planning and Design – historic architecture (buildings 50 years or older), campus standards and design guidelines, including landscaping, circulation, signs, etc. and construction laydown
- Diversity and Access Office – compliance with state and federal (“ADA”) accessibility guidelines
- BGM, Zone Management and Operations – plans review, maintenance of building systems and grounds, Facility Design Guidelines

- Sustainability and Energy Management – utility services, parking and transportation services, and sustainability (energy, water, recycling, etc.)
- Information Technology Services (ITS) – access and telecommunication services, including card access
- Environmental Health and Safety (EH&S) – hazardous materials management including permits and licenses, lab design review, Material Safety Data Sheets, and site safety
- Stanford University Fire Marshal Office (SUFMO) – fire and life safety compliance and programs, plans review, hot work permits, chemical inventory summary report, fire protection system shutdowns and inspections
- Procurement – bid process and procedures, contract administration and documentation
- Project Management Resources – permitting requirements and processes; DMP project delivery training program
- Parking and Transportation Services – construction logistics plan and contractor parking needs
- Department of Public Safety – traffic and pedestrian safety control and site security
- Government and Community Relations – community liaison for projects impacting on/off campus neighborhoods
- Maps and Records – facility record information and mapping services, including as-built drawings, and Underground Service Alert (USA) utility locating
- Seismic Advisory Committee – building structural system reviews and approvals

**SUPPLEMENTARY REFERENCES/RESOURCES:**

The DMP project manager is directed to the following links on the LBRE website:

- [LBRE-sponsored training program: DMP Project Delivery Training](#)
- [Department of Project Management Resources](#)
- [Resources for Departmentally Managed Projects](#)
- [Form 1 Policy](#)

**AUTHORITY** This policy is approved by the Provost.

**ADMINISTRATION**

LBRE is delegated by the Provost to administer this policy. Questions about this policy should be directed to the [Department of Project Management Resources/LBRE](#).