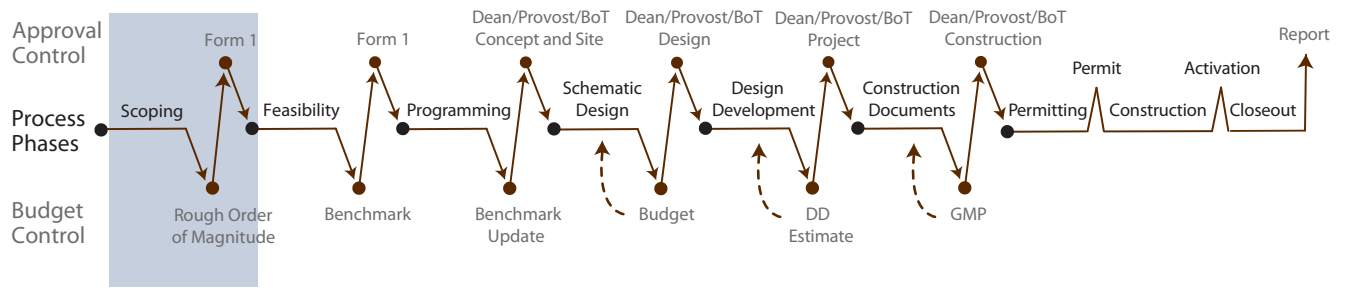


# SCOPING



## Translate academic or departmental initiatives into potential facilities needs.

During the Scoping phase, the Department of Capital Planning and Space Management along with University Architect/Campus Planning and Design, Land Use and Environmental Planning, DPM, and members of the school/department user group identify program requirements and conduct preliminary site analyses to determine whether a capital construction project is necessary. This phase includes space needs assessments and definition of project parameters.

If a capital project is desired, the Scoping Document should identify constraints and outline options to be studied in the Feasibility phase. Sustainability goals should be introduced to the project team in this phase so they can be considered with other information as the Project Scoping Document is developed.

The user representative submits a Form 1 in order to document the project goals and boundaries. This request formally initiates the project and is the mechanism that provides the Provost's approval for moving ahead.

## TASKS

### Project Controls & Logistics

Budget	Identify rough order-of-magnitude cost and budget constraints/risks
Funding	Confirm funding strategy outlined in the Capital Plan
Schedule	Define project milestones
Internal reviews	Engage internal stakeholders as required
Board of Trustees	N/A
Logistics	Establish preliminary site logistics plan
Administration	Identify internal team
Jurisdictional	Identify applicable General Use Permit (GUP) conditions
Outreach	N/A

### Building Program

School/Dept(s)	Reference space guidelines and existing space studies; identify surge and relocation needs; determine vacated space backfill plans
Building	Identify existing facilities and site limitations

### Sustainability

Clarify general sustainability goals and identify potential strategies

## DELIVERABLES

- Scoping Document
- Signed Form 1 (required before proceeding with Feasibility Study)

## APPROVALS

Signed Form 1 serves as approval for the Scoping phase

>> Resources for the Scoping phase, including checklists and form templates, are online at: [http://lbre.stanford.edu/dpm/PDP\\_Process](http://lbre.stanford.edu/dpm/PDP_Process)