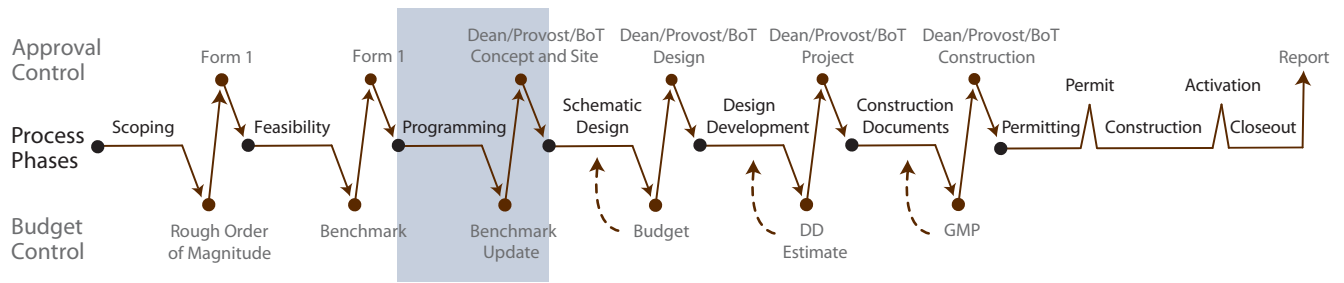# PROGRAMMING

Develop detailed program for one option selected in the Feasibility phase.

The Programming phase will confirm that the design requirements meet program needs of the user group with a degree of detail that enables the project team to obtain Board of Trustees Concept and Site Approval (or just Concept Approval if the project is a renovation with no site impacts).

This phase includes an initial study of site constraints and impacts, site-related design guidelines, diagrammatic floor and stacking plans, a space program, a building systems description, a summary schedule, and a preliminary budget with comparable benchmarks. The project manager should arrange a sustainability work session to review the principles of sustainability as they relate to building design, construction, and operation.

The project team should consider sustainability as it relates to project siting, orientation, and design guidelines, and discuss strategies that yield efficiencies in building space and function. The team should understand the benefits and potential costs when including sustainability features.

The project manager will schedule a kick-off meeting at the start of this phase to confirm project goals. The project team will reconfirm planning and design goals from the Feasibility phase, conduct user interviews, and establish and evaluate space data. The team will also develop a benchmark-level schedule and cost model to be included in the Programming Report, the major deliverable for this phase. The report provides the baseline for the project scope, schedule, and budget.

DPM prepares a report and presentation summarizing the Programming Report, preliminary schedule, updated benchmark budget, and Funding Plan for the Board of Trustees for Concept and Site Approval (for new construction) or Concept Approval (for renovations that do not impact the site).

›› *Resources for the Programming phase, including checklists and form templates, are online at:* **http://lbre.stanford.edu/dpm/PDP_Process**

TASKS

Project Controls & Logistics

Budget	Develop construction cost model and preliminary project budget; conduct space cost reviews
Funding	Develop a Funding Plan
Schedule	Develop preliminary baseline schedule
Internal reviews	Conduct stakeholder interviews
Board of Trustees	Prepare Concept Approval report/presentation
Logistics	Develop preliminary site logistics plan
Administration	Select and contract project consultant team
Jurisdictional	Determine special studies required by the GUP
Outreach	Outline community outreach plan

Building Program

School/Dept(s)	Conduct user interviews; reconcile program with space guidelines
Exterior/Site	Confirm design criteria and applicable site guidelines
O&M/MEP	Confirm applicable design guidelines; prepare draft basis of design
Structural	Confirm seismic performance level; present conceptual design to Seismic Advisory Group (SAG)

Sustainability

Energy use	Confirm target energy savings
Water usage	Confirm target water savings
Utilities	Identify preliminary loads & connection points

DELIVERABLES

Programming Report
Updated benchmark/contractor estimate
Project outline schedule
Funding Plan
Board of Trustees report/presentation
(materials prepared by the design team)

APPROVALS

Dean/Department and/or user representative
Vice President, LBRE
President/Provost
University Cabinet
Board of Trustees—Concept Approval