

Minor Projects Development

The typical lines of communication for a Minor Project are:

		Liases with	Project Roles & Responsibilities
Project Initiation	Dean/ Department Head	Director of Facilities Development	Puts in Project project scope, schedule and budget
	Director of Facilities Development		Delegates to Development Manager of Minor Projects on project program development and implementation authority from
			<ul style="list-style-type: none"> Director of Facilities Development to implement minor projects Works with consultants and User group to develop the detailed space program Provides preliminary estimates Commissions design consultants Reviews consultants' work Scheduling of project Prepares construction contracts (short form contract) Assesses tenders and awards the contract Arranges worksite access/ security Inspects the work in progress Monitors project costs and schedule Provision of furnishings, telephone/data outlets, and keys Determines final acceptance Receives the as built and project manuals to prepare building record drawings and for updates to the space inventory