

## **Procedures for beginning projects under project management**

Projects need to be placed on the capital projects planning document which is based on a three year plan.

The estimated cost of every project on the planning document needs to be updated each year, even if the project will not begin in that fiscal year. (This helps to ensure your estimated project cost is not out of date due to the economy.)

To begin a project that is listed on the capital projects planning document:

- ◆ The project owner needs to complete the pre-project checklist and the Pre-Project Budget worksheet
- ◆ After the pre-project checklist and the pre-project budget worksheet are fully completed and provided to the city project manager, the project owner may put the project on the agenda so funds may be appropriated.
- ◆ Please include the completed pre-project checklist, completed budget worksheet and a written report outlining the work to be performed as an attachment to the agenda request.
- ◆ The Project Owner will monitor departmental small tools and capital purchases that are required for the project to meet its intended use. These items need to be budgeted in the correct period as the budget for these items do not carry over.
- ◆ The Project Owner will need to appropriately budget for all future cost related to the operations of the project.
- ◆ The project owner, in conjunction with the City's Project Manager, will make progress reports available to Council.
- ◆ If using a third party manager, please ensure City Project Manager is included on all status reports to monitor the status of the project.
- ◆ When a project is complete, please complete the project closeout report.
- ◆ This worksheet will be used by the Project Manager and Finance to complete a semi-annual project update for the Mayor and Council.

For a project that is not part of the planning document that was included in the adopted budget, you **MUST** discuss the project with Mike and obtain his, and the City Council's, approval to proceed. Then you will complete the steps listed above.