



# CAPITAL PROJECT CHARTER

Project Name:

Project Number:

Client Department:

Project Manager:

Charter Last Update Date:

1. Scope overview:
  - a. Details
  - b. Does the project have an IMSD technology component?
2. Why is the project required?:
  - a. Details
  - b. Project eliminates existing [significant] [potential] hazard.
  - c. Project addresses items set [by State / Federal Mandates] [legally binding agreement].
  - d. Project addresses cited and existing [ADA] [building code violations].
  - e. Alternative options [evaluated] [developed].
3. Background (Additional project details if necessary):
  - a.
4. Department / County Strategic Alignment / Racial Equity
  - a.
  - b. CFP Review and Comments
5. Schedule:
  - a. Planning, design & construction schedule:
  - b. Preferred construction timeframe:
6. Expected Deliverables
  - a.
7. Success criteria (How will we know the project is successful?):
  - a.
8. Sustainability: (What sustainable features will the project include?):
  - a.
9. Risks:
  - a. Risks if project is delayed:
  - b. Risks during the project:
10. Assumptions (What is in/out of the scope, etc.):
  - a.
11. Dependencies
12. Budget (Who is paying and how much?):



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- a. Details
  - b. Budget History
13. Other required resources (People, equipment, services, etc.):
- a.
14. Operations & Maintenance (O&M and total lifecycle considerations and costs):
- a. Details
  - b. Project will [increase] [decrease] [not impact] operating costs.
15. Anticipated T/DBE and Residency Requirements
- a. T/DBE Design 17%
  - b. T/DBE Construction 25%
  - c. Residency Goal 50%
16. Stakeholders (Power [1-5], Interest [1-5]). 1=low, 5=high:
- a. e.g. Mr. Smith (5, 2)

## Approvals for initial capital request

Client Department Program Manager Signature:

Client Department Capital Planning Coordinator:

DAS Capital Planning Manager Signature:

AE & ES Project Manager Signature:

## Approvals after final design

Client Department Program Manager Signature:



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Client Department Capital Planning Coordinator:

DAS Capital Planning Manager Signature:

AE & ES Project Manager Signature: