

**Appendix 3a
Facilities Planning & Construction Department
(FP&C)**

Draft V1.0
10/31/16

Project Responsibility (RACI) Legend:

R - Responsible - performs the activity
A - Accountable - approves of activity
C - Consult - should be consulted
I - Inform - informed of decisions/deliverables

Activities	Phases					FP&C										Other						Notes Notes/Comments								
	Applicable (All, Small, Large)	Initiation	Planning	Execution	Closeout	Director	Facilities Planner (FP)	Senior Project Manager (SPM)	Project Manager (PM)	Assistant Project Manager (APM)	Fiscal Manager (FM)	Construction Contracting Officer (CCO)	Administrative Assistant (AA)	CAD Technician (CT)	Associate Vice Chancellor (AVC)	Client	Architect/Engineer (A/E) Consultants	General Contractor (GC)	Board of Regents (BOR)	Facilities and Land Management	Campus Space and Land Management Committee (FLMC)		Planning Master Plan Working Group (PMPWG)	Accounts Payable (AP)	Procurement Office	IT Office	Facilities Maintenance and Operations (FMO)	Environmental, Health, Safety and Risk Management (EHS/RMS)		
Set and Manage Contingency	A	✓	✓	✓	✓	A																								
Project Reporting																														
Design Progress Reporting	L	✓	✓	✓	✓		A	R	C	C																				
Construction Progress Reporting	L	✓	✓	✓	✓		A	R	C	C			I																	
Financial Projections & Analysis	L	✓	✓	✓	✓		A	C	I	R		I																		
Financial Reporting	A	✓	✓	✓	✓		A	C	I	R		I																		
Small Project Dashboard Reports	S			✓				A	R																					
Change Management																														
Draft Potential Change Order (PCO) Request	L			✓	✓											I	R													
PCO Review and Approval	L			✓	✓	A	I	R		A		I																		
Contract Modification	L			✓	✓	I	I	A	C	R	R	I				I	I													
Procurement																														
Vendor Selection and Coordination	A	✓	✓			I	A	R																						
Solicitation	A	✓	✓			I	A	R																						
Designer Procurement	A	✓	✓			I	A	R																						
Contractor Procurement	A	✓	✓			I	A	R																						
Contract Negotiation	L	✓	✓			I	A	R																						
Insurance and Bonding Negotiation	L			✓		C	A	R																						
Award Notification	A			✓		I	A	R							I	I														
Purchase Order Issuance	A	✓	✓					A							C							R		C						
FF&E Purchasing	A	✓	✓					A							C							R		C						
Payment Processing																														
Pay Application Review and Approval (First, In-Progress, and Last)	A	✓	✓	✓		A			R		A											I								
Process Payments	A	✓	✓	✓							A											R								
Payment Processing Reporting	A	✓	✓	✓					R		C																			
Document Management																														
Setup Project on PMIS	A	✓				A			A						R															
Process RFIs	A		✓						AR																					
Process Submittals	A		✓						AR																					
Maintain Correspondence	A	✓	✓	✓		A	R	R	R	R	R	R	R	R																
Project Documentation	A		✓				I	C	C					R																
Document Archiving	A	✓	✓				I	I	I					R																
Lessons Learned																														
Project Lessons Learned	L	✓	✓	✓	✓	A	C	C	R	C	C	C	C	C	A	C														
FP&C Lessons Learned	A			✓		A	I	R	C	I	I	I	I	A																
Policies and Procedures																														
Policies and Procedures Update	n/a	n/a	n/a	n/a	n/a	A	C	C	R	C	C	C	R		I															

Color Legend	
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