Design Management: User Group Coordination & Involvement

1.0 Purpose & Policy / Procedure Overview

Design Management Policy & Procedures (DMPP) has been prepared to assist Program/Project Managers and Consultant/Designers in the design and documentation for the MCCD Projects. The DMPP provides direction and guidance with regard to the District and State Agency requirements.

The DMPP is a "living document." We recognize that every project has its own special features and requirements, which may necessitate variations from the DMPP. When these situations occur, it is the responsibility of the Project Manager/Construction Manager (PM/CM) to develop the variation document, the desired change and forward this information to the Campus Program Manager (CPM) for review and final approval.

2.0 Responsibilities

Measure MM Project Managers are responsible for coordinating with the Campus Facilities and the CPM to develop the appropriate user group for their projects.

3.0 Procedures

CPM, PM/CM and Campus Facilities will identify the project's user group management team and the user group team members who will act as the steering committee.

PM should review the Measure MM Evaluation Teams spreadsheet located in SharePoint User Group Selection Committees and follow up with CPM and Campus Facilities to confirm the User Group for his/her project and document who those individuals will be on the spreadsheet. Student representatives should also be included to have a voice in the design.

PM/CM will coordinate an "initial" introductory meeting with CPM, user group, Campus Facilities, the Facility Master Plan Architect and the Design Team to discuss the specific goals of the project at hand, in terms of scope, budget and schedule and to review in detail the master program assumptions.

PM/CM shall bring to the meeting:

- o ArchPM shall bring the sign-in sheet
- o ArchPM shall be responsible for taking notes for this meeting
- o PM/CM shall set the schedule for the next subsequent meetings (if any and as deemed pertinent)

4.0 Exhibits/Reference Documents

4.06.1 Measure MM Evaluation Teams located User Group Selection Committees

5.0 Terms and Definitions

5.1 Abbreviations