

PPD Lifecycle at ANR FPM - October 2024

	STEPS:	RESPONSIBLE STAFF:	APPROX. TIMELINE	NOTES:
	<i>A Project Planning Document (PPD) is required for projects valued at \$35,000 or over. The PPD establishes the general scope of work, budget, etc. and documents internal ANR reviews and approvals.</i>			
	PPD Development Phase (pre award)			
1.	Projects may be initiated in multiple ways: request from REC, projects identified by ICAMP “Opportunities,” Senior Leadership initiatives, systemwide initiatives, emergency response, insurance, etc. PM will initiate PPD based on these factors with input from REC or project owner to outline initial SOW and estimated cost, and potential barriers for project.	PM		May need to identify pool of funding for PM recharge to startup PPD.
2.	Initial review of draft PPD to confirm project SOW, priority, and identify funding sources, create funding request or verify source(s) of funding, as appropriate.	Location Director, FPM, RPM	Varies based on project	Acknowledgement of project from responsible staff (not approval/signature)
3.	The Project Manager (PM) receives the funding letter or project approval.	PM		At times, FPM receives a batch of letters based on issuance from state or UCOP.
	PPD Implementation phase (post award)			
4.	The PM meets with the location staff/project owner to discuss and set priorities, refine the SOW, determine the project phases (if necessary), and assess the involvement level of major stakeholders/approvers like EH&S, CEQA, Fire Marshal, DSA, Engineers, Coastal Commission, etc.	PM	2 months +	UC policy, agency reviews or permits, (ex. tribal groups), insurance, etc. will dictate the involvement of external stakeholders.
5.	PM to create the project name and number on Access file, please leave the “Auth \$” blank and return to add the approved amount after collecting all signatures.	PM	1 day	
6.	The PM will create a text box to comments by EH&S, account numbers, and all necessary information.	PM		
7.	PM circulates a draft to all reviewers. Concurrent review in Box with track changes.	All reviewers	10 days	Time to make comments before circulating for signature.
8.	PM reviews comments, accepts or resolves conflicts/questions, and finalizes for signatures	PM	3-5 days	
	Signature flow (in DocuSign)			
9.	PM prepares the form for digital signature and sends it to all reviewers as follows: <ul style="list-style-type: none"> • Project Manager • Location Superintendent • Location Director • Director, Risk & Safety (Chris Jakober) • Capital Projects & Budget Manager (Danny Fung) • Director, FPM (Brian Oatman) 	PM Supt. REC Director Risk & Safety FPM RPM	5-10 days total	PM to allow comments box for Risk & Safety review, or others as needed. Concurrent review by all. Most will not need to see review/signature of others.
10.	PM will circulate for review/approval per project value: <ol style="list-style-type: none"> 1. Director, REC System (Darren Haver) 2. Director, RPM (Jennifer Bunge) 3. Projects > \$100,000: AVP BO (Tu Tran) 4. Projects > \$500,000: AVP R&E (Brent Hales) 5. Projects > \$1,000,000: VP (Glenda Humiston) 	PM	3-5 days (each)	Reviewers #3-5 if necessary, based on project budget amount

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				<p><i>PPD approved and signed by all – PM places fully executed PPD in project file. All signatories receive fully executed copy from DocuSign (can assign other staff to receive copy (CA, FA, etc.)). Project proceeds to bidding/contracting.</i></p>
				<p>When there is a material scope/budget change or a new phase being started, a new PPD should be created using the original one as a base and reference.</p> <ul style="list-style-type: none"> ▪ Add updates to scope in the description. ▪ Add new lines for cost estimates ▪ Add new fund source section for how to fund the new phase/scope ▪ Repeat steps 4-10 above for approval of revised PPD.

Definitions: AVP BO= Associate Vice President Business Operations; AVP R&E= Associate Vice President Research & Extension; BOC=Business Operations Center; CA=Contracts Administrator; FA=Fiscal Analyst; FE=Fully Executed; FPM=Facilities Planning & Management; PM=Project Manager; PPD=Project Planning Document; PR=Payment Request; RPM=Resource Planning & Management; SOW = Scope of Work