



Facilities & Campus Development
Project Services Division
How We Work With You



British Columbia Institute
of Technology

bcit.ca/facilities



SW02 SoCAS renovation

How We Work With You

Project Services is BCIT's in-house **project management team**, we work with **approved projects for the Institute**.

How do you start a project?

- Discuss it with your Operations Manager or Director
- Define the project intent, program and equipment requirements (Business Case may be required through the Finance Budget Process)
- Identify possible funding source(s): self-funded, Facilities Space Planning (FSP) process, BCIT budget process, BCIT Foundation, and external grants
- Engage Project Services:
 - Operations Manager requests meeting with Director, Project Services
 - FSP refers approved projects directly to Project Services

Once the preliminary project requirements are defined by the Client and funding is obtained, Project Services develops project scope and requirements, and confirms budget and schedule. Project Services liaises with other groups such as BCIT's Space Management Committee, Purchasing, ITS, AV, Facilities Services, SSEM and municipal authorities to fulfill project objectives.

NE12 steel trades tower renewal

Before



After



Project Team

Client	<p>Client sponsor</p> <p>Typically a member of the leadership team.</p> <ul style="list-style-type: none">■ Authorizes projects and any scope changes■ Approves budget and any cost changes■ Accepts or signs off on delivery of the project (close-out)
	<p>Client Lead</p> <p>Typically the operations manager within the school or department.</p> <ul style="list-style-type: none">■ Liaises between client sponsor, users, project manager (PM) or project coordinator (PC)■ Provides project scope and clarifies requirements, including technology (IT/AV) requirements, and monitors design direction■ Participate in design and construction meetings
Project Services	<p>Project Manger (PM)</p> <p>Primary contact for all parties involved in the project, such as BCIT staff, consultants and contractors. Responsible for overall project delivery including:</p> <ul style="list-style-type: none">■ Quality■ Scope■ Schedule■ Budget■ Coordination with SSEM, ITS, AV, and Purchasing
	<p>Project Lead/Project Coordinator (PC)</p> <p>Represents the Project Manager and is responsible for day-to-day coordination of the project including, but not limited to:</p> <ul style="list-style-type: none">■ On-site liaison between Client Lead, BCIT, consultants and contractors■ Facilitates site access■ Monitors quality of work on-site■ Facilitates shutdown(s)■ Resolves invoicing and procurement issues■ Prepares project communications■ Coordinates technical review with Facilities Services

Stage	Key points within each stage	Project Team			
		Client Sponsor	Client Lead	Project Manager (pm)	Project Lead (pc)
1 Project Initiation	<ul style="list-style-type: none"> Project deliverables and intent defined Funding identified (self-funded; donations; FSP; BCIT business case process) Initial budget reviewed/approved 	✓	✓		
2 Pre-Design	<ul style="list-style-type: none"> Project Charter created Engage design consultant(s) to produce conceptual design Investigate for hazardous materials Confirm scope, budget, schedule and intent 	✓	✓	✓	✓
3 Design Development	<ul style="list-style-type: none"> Complete design and construction documents Re-confirm scope, budget, schedule, and intent Produce tender documents for construction procurement Municipal permitting 		✓	✓	✓
4 Construction	<ul style="list-style-type: none"> Tender and procurement period Scheduling Construction Periodic operational meetings with stakeholders Substantial completion achieved 			✓	✓
5 Post-Construction	<ul style="list-style-type: none"> Hand-off to Client and Facilities Services Resolve deficiencies (if any) Warranty period 	✓	✓	✓	✓

**British Columbia
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