

PUHSD Project Scope Form



SITE _____ DATE _____

REQUESTOR _____

PROJECT NAME _____, or

EQUIPMENT DESCRIPTION _____

OVERVIEW

1. Project Goal (Background and Description)

(Describe how this project came about, who is involved, and the purpose)

2. Project Scope

(Project scope defines the boundaries of a project. Think of the scope as an imaginary box that will enclose all the project elements/activities. It not only defines what you are doing (what goes into the box), but it sets limits for what will not be done as part of the project (what doesn't fit in the box). Scope answers questions including what will be done, what won't be done, and what the result will look like)

3. Location & Plans

(Define and provide a sketch of the project location. If required, provide complete plans for construction including dimensions, materials, layout, etc. If the project requires compliance with codes (Division of State Architect – DSA), they must adequately address these issues and be signed and approved by the appropriately licensed professional)

4. Outcome

(List student populations of others that will be impacted and describe how they will be affected by the project. Define the LCAP Goal/Action)

5. Funding

Prepare a spreadsheet showing the project cost estimate broken down by significant tasks. Identify approved project funding sources such as Grants, Donations, In-kind Donations, ASB, etc. Please don't identify "potentially" available funds. For example, please do not include the District as a funding source unless there are pre-approved funds for this specific project.

6. Specific Exclusions from Scope

7. Implementation Plan

8. High-Level Timeline / Schedule

(Describe what the timeline/schedule will be to plan, design, develop, and deploy the project. Generally, by when do you expect this project to be finished?)

PROJECT TEAM

(A list of all parties involved in the project, including a brief description of their role)

| Name | Role |
|------|------|
| | |
| | |
| | |

APPROVALS – *Work is not to commence until all signatures and approvals are complete.*

Site Principal

Date

Jeff Patton, Director of Maintenance, Operations & Facilities

Date

Peter Efstathiou, Assistant Superintendent, Administrative Services

Date