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| --- |
| Project: (Project #) (Project Name) |
| Estimator:  | Date: |

**Project Organization**

Roles and Responsibilities

1. FDC PM:
2. Customer Stakeholders:
3. FOD Stakeholders:
4. OSU Stakeholders:
5. Consultant Team:
6. Neighbors:

**Project Description**

Statement of Work

1. Project Objective:
2. Project Deliverables:
3. Space Types:
4. Assumptions:
5. Constraints:
6. Enablers:
7. Other:

**Construction Criteria**

Scope of Work

1. Area of Work:
2. Square Feet:
3. Current Usage:
4. New Usage:
5. Completed Program of Record:
6. Parking Impacts:
7. Other: