Instructions: This form should be filled out by FDC Project Manager to define Team Structure for task accountability and decision-making processes. Delete this red text.

The purpose of this document is to define the role each internal project team (and its members) in relation to others involved in the project. This document may require amendments to include additional details, meetings, roles and communications. It may also be necessary to adjust team membership as the project progresses.

**Project Team:** The Project Team is a term generally used to reference all members that are involved with the project. There are subgroups as noted below that will participate in more specific roles.

**Core Team:** The core team is a small group of key people that are involved in virtually all the decisions at the project level. Typically, one person per unit.

**Responsibilities:**

* Facilitate communication between other project members and stakeholders.
* Coordinate project process, project budget, schedule management, and reporting
* Escalating items to their respective Executive Team Member
* Attend regularly scheduled meetings during construction

Instructions – fill out table below. Remove and/or add any rows as necessary. Typical for all team member tables. Delete this red text.

|  |  |
| --- | --- |
| **Core Team** | |
| **OSU Customer (Abbrev.)** | |
| OSU Customer Rep. Name | Customer Abbrev. and title |
| Name | PARE – Planner & PM |
| Name | FDC – Project Manager |
|  |  |
| **Architect Firm – Architect / Engineer (A/E)** | |
| Architecture Firm Rep. Name | A/E PM |
|  |  |
| **Contractor – Contractor Delivery Type (Abbrev.)** | |
| Rep. Name | Delivery Type – Rep. Position |
|  |  |
| **Company – Commissioning Agent (CxA)**  (Ifapplicable to the project .delete this text) | |
| Rep Name | CxA – Project Manager |
|  |  |

**Executive Team:** The Executive Team consists of The Ohio State University Leadership overseeing the project at-large.

**Responsibilities:**

* Give final approval of project modifications, amendments, and modifications of project cost
* Attend meetings as necessary to review design and construction status updates.
* Attend meetings when design, legal, or contracting issues require special attention.
* Assist with Design Review Board (DRB), Board of Trustees (BoT) and Master Planning & Facilities Committee design review meetings.

Note: The Executive Team table below consists of people typically not on the core team.

|  |  |
| --- | --- |
| **Executive Team** | |
| OSU Customer Rep. Name | Title (Dean, Assoc. Dean, Director, etc.) |
| Name | University Architect |
| PARE Director (or designee) | Director – Facility Planning |
| DOP | FDC – Director of Projects |
|  |  |

|  |  |
| --- | --- |
| **Programming Team:**  The Programing Team consists of the core group, user group and contractual representatives of the design team. | |
| **User Groups:** This is the department or unit that requested the project. One person from each user group department should be designated to serve as the primary contact for the project and to represent the department on the project team. |
|  |
| **Responsibilities:**   * Serve on this team throughout the life of the project. * Provide clear communication of project progress between the project team and requesting department (user). * Coordinate project design review with the user after each subphase of design (schematic design, design development, and construction documents). |

**Program Team Responsibilities:**

* Review specific spatial needs, ideal adjacencies, and other operational needs of their business unit/department
* Attend regularly scheduled program meetings as they relate to their departments and will be tasked with assignments and action items

Instructions: Delete Contractor and or Commissioning Agent involvement in the table below if project delivery method is not CM(R) or DB. Delete this red text.

|  |  |
| --- | --- |
| **Programming Team** | |
| **OSU Customer (Abbrev.)** | |
| Name | Department |
| Name | Department |
| Name | Department |
| Name | Department |
| Name | Department |
| Name | Department |
| Name | Department |
|  |  |
| **Architecture Firm Here – Architect / Engineer (A/E)** | |
| Name | A/E PM |
|  |  |
| **Contractor Here – Contractor Delivery Type (Abbrev.)**  (Ifapplicable to the project .delete this text) | |
| Name | Position |
|  |  |
| **Company Here – Commissioning Agent (CxA)**  (Ifapplicable to the project .delete this text) | |
| Name | Position |
|  |  |

**Construction Team:** Depending on the project delivery method, this group consists of Core team, OSU Maintenance representatives and additional construction team representatives (ex: representatives for the General Contractor, the Construction Manager team or Design Builder).

**Responsibilities:**

* Implementing the overall construction effort.
* CM/DB provide input on cost, constructability, and schedule early on during the design phase.
* CM/DB engage trade contractors through competitive bid and selection process leading to construction of the project once Construction Documents have been completed.
* General Contractors will engage their sub-contractors during the bidding process.

|  |  |
| --- | --- |
| **Construction Team** | |
| **Contractor Here – Contractor Delivery Type (Abbrev.)** | |
| Name | Position |
| Name | Position |
| Name | Position |
|  |  |
| **OSU Maintenance Representatives** | |
| Name | Position |
|  |  |

**University Stakeholders:** This group typically consists of technical subject matter experts within the university that review and inform the project to ensure compliance with university standards and requirements. They will provide support and direction for various subjects including but not limited to: campus master planning, landscape, fire alarm systems, building automation, information technology, elevators, utilities, locks and keys, access and security, public safety, accessibility, environmental health and safety, sustainability, Campus Parc, ENGIE/OSEP, etc.

|  |  |
| --- | --- |
| **University Stakeholders** | |
| Name | Department |
| Name | Department |
|  |  |

**Friends and Neighbors:** This consists of both on and off campus groups that may be affected by, but do not have a direct influence on the project. This group should be kept abreast of the progress via meetings, e-mail updates or other publications.

Instructions: The table below is typically used for main campus projects. Delete if project resides on a regional campus. Delete this red text.

|  |  |
| --- | --- |
| **Friends and Neighbors** | |
| Name | Department |
| Name | Department |
|  |  |

\*Direct any press and media inquiries to Dan Hedman, Director of Marketing & Communications.