

Renovation Project Planning Guide
Normal Steps to planning and implementation of a Renovation or Construction Project

Updated 5-30-07

Strategic Business Plan	Facility Master Planning	Project Pre-planning	Schematic Planning	Design Development Phase	Construction Drawing Phase	Construction Phase	Close-out Phase
Financial viability of program?	Who will operate this program? Will it be us or outsourced?	Program Concept defined.	Generic Space plan of each room	Detailed space plan developed.	Exact locations defined for all components	Project Funds Approved	As- Builds
Is this the correct business to be in?	What do the numbers say that we can support ? How many beds?	How will we provide Treatment or care for our patients?	Special care features defined	Adjacency's defined	Detailed analysis of mechanical systems defined	Contracts Issued	Close out punch Lists
	Where will this program go?	What are other places doing? How does it work for them?	Block Diagrams developed	Equipment needs defined	Detailed Plan Review by support Departments and user groups, and final Sign off	Space Vacated	Operational Training
		Who do we want to design this new space?	Preliminary Code Compliance check	Sign off by user group	Plan submission to state, city and insurance carrier.	Construction Begins	User Debriefing: What went well/ What would you do differently?
			Sign off by user group	Final Code Compliance reviewed and incorporated into design	Contractor Bid or negotiate	Punch list	
					Final Budget preparation and project Cost Summary	Commissioning	
						Dust Settle in	
						Occupancy	

Work completed to date by St. Mary's/ St James Planning Committee ← | → Work remaining to be completed to build new Church