Owner's Project Requirements
A Project tool to define the scope and state the high level functional and operational performance goals of the project

PROJECT INFORMATION	Considerations

		Project Title
Project #:		*Building Name (if different from Project Title)*
Date:		
Level of Commissioning required:		*Address, Floor(s), Rm Nos., etc*
OPR Version:		

		Project Description identifies the problem the project will address, a set of goals, overall objectives.
Project Description:		*- Brief Summary of Project* *- Mission: (e.g Huntsman Cancer mission etc.)* *- Overall Objectives* *- Intended Use* *- Occupancy* *- Construction Type*

PDC Project Manager:		PDC Team Director:	
Project Funder (Sponsor):	[Project Manager's name]		[Preferred Method of Contact]
	[Team Director's name]		[Preferred Method of Contact]
End User (Client):	[Sponsor's name]		[Preferred Method of Contact]
	[Client's name]		[Preferred Method of Contact]

Life of the Building/Remodel

	[in years, describe expectation by type: e.g. Interior remodel expected to last 10 years, campus standard of 50 years]

SCOPE (Ensure project scope describes high level objectives and goals for the project)

		Project scope to include a list of specific project goal, deliverables, tasks, costs and schedule deadlines.
Define scope:		
		Bulleted format is preferable.

Project Types	Programming Meeting	Energy Engineer	Cx	BECx	HPBS Sections apply	U Requirements	LEED Silver
HVAC Modifications	No	No	No	No	5.5C(2), 5.7-8, 5.10, 5.12 (Need to update)		No
Lighting Modifications	No - Outline requirements to comply	Yes-Scope dependent		No	5.5C(2), 5.7-8, 5.10, 5.12 (Need to update)		No

Design and Performance Outcomes:

		Performance parameters may include such items as LEED v4 Silver; BIM Level 400; addition of solar array for energy considerations; recycling of demo'd building material, client specific goals and performance standards.
Identify performance parameters		
		Possible variances needed to University and DFCM requirements.
Key Milestones and Constraints (END USER)		*Milestones are typically schedule driven and mark a significant change or stage in development of the project life cycle. Project constraints are any restriction that defines a projects limitations with the big three being schedule, cost and scope. For example, the scope, is the limit of what the project is expected to accomplish.*

Project Goals

Key Goals and Measurements of Success for each goal

		[e.g. Hospital Aesthetic Design Standards]
Design Standards		*[e.g NCAA soccer field tolerances]*
		[e.g. HPBS Housing Standards]
Facility Operations		*[e.g. 100% outside air, energy use intensity of 68, etc.]*

ACKNOWLEDGEMENT

By signing below you are acknowledging that the appropriate stakeholders have reviewed and discussed the scope, and the high level project goals and constraints are identified.

_____   _____   _____   _____
Project Funder (Sponsor)   Date   PDC Team Director   Date

_____   _____   _____   _____
End User (Client)   Date   PDC Chief Design & Construction Officer   Date

_____   _____
Stakeholder (Other/Optional)   Date

For technical support, to provide feedback or other questions:

s.jensenaugustine@utah.edu