## Phase 200: Programming

### Step 1: Schedule project kick-off retreat with client

- Conduct project kick-off retreat with client and project team:
  1. Establish/clarify roles, expectations and point of contact
  2. Formal identification of UDMs, stakeholders, and end users
  3. Review of processes, definitions, decision making
  4. Other topics as required by client and project requirements

### Step 2: Develop team and schedule project team

- Gather project information
- Develop/review program document

### Step 3: Project kick-off retreat

- Present program document to user group (POGC and PM director invited to attend session)

### Step 4: Project kick-off retreat

- Approve and fund design phases
- If budget not yet developed or insufficient

### Step 5: Gather project information

- Provide program information: user requirements, costs and funding, code review, site/building constraints, schedule and alternatives, consult with DPS and OIT about involvement

### Step 6: Develop/review program document

- Present program document to user group/client and UDMs.
- (POGC and PM director invited to attend session)

### Step 7: Review program document with POGC for advice on inclusion of all UDMs and discuss impact on campus community

### Step 8: Review program document

- Review and confirm: priority schedule, resource allocation and workload balancing

### Step 9: Present program document

- Communicate to project team and PM director

### Step 10: Approve and fund design phases

- Continue to next phase

### Step 11: Communicate to project team and PM director

- Resolve issues - facilitated by PM, collaborate with user group

### Step 12: Funding Process

- Yes
- No

- PM contacts BOPS to cancel project in Bronco Projects

### Step 13: Continue to next phase

- Yes
- No

- PM contacts BOPS to cancel project in Bronco Projects

### Step 14: Communicate proposed schedule to client

- Yes
- No