

## Final draft

### TIMELINES FOR PROJECT DELIVERY

The table below is a guide to the timelines to be expected as a new project \* moves through the various stages of request, estimating, approval, design and construction. The group responsible is also listed.

	<b>Steps</b>	<b>Action</b>	<b>Base Time</b>
1	Client initiates Req 7	<b>Client</b>	<b>Client driven</b>
2	Req 7 scheduled Client contacted for additional information, project given to estimator/designer	Scheduler	<b>1-7 days</b> Upon receipt
3	Estimate Phase Designer provides written estimate of work to be performed	Designer	<b>2-28 days</b> Depending on technical/planning issues
4	Estimate Approval	<b>Client</b>	<b>Client driven</b> Approval required prior to proceeding to design phase
5	Design Phase Designer makes plans and specs for construction drawings	Designer	<b>1 week to 12 weeks</b> Depending on complexity of project
6	Design Approval	<b>Client</b>	<b>Client driven</b>
7	Tender In-house trades and/or outside contractors bid on project based on plans and specs	Project Coordinator, Trades, Purchasing	<b>2-4 weeks</b> Depending on complexity of project
8	Tender Approval	<b>Client</b>	<b>Client driven</b>
9	Construction	Project Coordinator, Scheduler, Designer Trades and/or Contractor	<b>1 month – 12 months</b>
10	Substantial Completion Client Acceptance Review of work performed	Project Coordinator <b>Client</b>	<b>1-4 weeks</b>

The summary table above shows the range that project durations can cover. The range is dependent on a number of factors:

\*Size of the project: the greater the size requirements, and therefore cost, the more effort and time is required. The process outlined above is applicable to basic projects up to the \$200,000

range; larger projects will involve a similar process but with timelines tailored specifically to the project.

Complexity of work: e.g.: laboratory projects take more time than offices; upgrading finishes takes less time than a full renovation involving several trades such as carpentry, painting, flooring, ventilation, plumbing and electrical.

Other Users: Req 7 work in the affected area may conflict with others who need to conduct their daily business in a related or adjacent area. A suitable schedule for shut down of building HVAC or electrical systems affected by the work may extend the project duration.

Specialty items: special equipment, furnishings, carpeting, fixtures, etc. can cause a delay in the project due to the time required for manufacturing and delivery of the products.

Code and Safety Impacts: if the project requires changes in use, exiting issues, hazardous materials, asbestos abatement, structural or ventilation changes, designers will need to spend additional time to ensure the design provides the necessary health and life safety upgrades.

Please feel free to discuss the scheduling issues with the Project Scheduler, Designer and/or Co-coordinator. If your deadlines are known in advance, solutions can be adapted to suit. We may not be able to provide everything, but we can try to provide you with as much as we possible can under the circumstances.

**TO HELP US MEET YOUR PROJECT GOALS, PLEASE PLAN AND IMPLEMENT YOUR REQUESTS WELL IN ADVANCE OF YOUR REQUIRED COMPLETION DATE.**

For further scheduling information please contact:

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