

WORK PLAN AND SCHEDULE 90854.00 tBP/Architecture	Meeting Date	2016													
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
		NEEDS						OPTIONS			SOLUTION				
CCSF FACILITIES MASTER PLANNING															
1. GOALS															
Approach: Review EMP and on-going projects to identify project goals. Work with client to develop Participation Plan.															
Product: LIST OF PRELIMINARY PROJECT GOALS															
★ Workshop with District Trustees															
● Meet with Capital Projects Planning Committee															
● Meet with FMP Advisory Working Group	2-29-16														
★ Prepare materials for online project update for public review/comment															
2. EXISTING PHYSICAL CONDITIONS															
Approach: Conduct Facilities Condition Assessment & evaluate functional campus 'flow' issues per project goals to identify planning criteria.															
Product: LIST OF PLANNING CRITERIA															
● Tour each site, interview site staff															
● Meet with FMP Advisory Working Group	3-21-16														
● Meet with FMP Advisory Working Group	4-11-16														
3. ENROLLMENT & ASF PROJECTIONS															
Approach: Use College enrollment, WSCH data to calculate future space needs based on															
Product: SPACE NEEDS PROJECTION															
● Meet with FMP Advisory Working Group	5-2-16														
★ Prepare materials for online project update for public review/comment															
★ Conduct public survey to gather input on potential facilities issues.															
● Meet with FMP Advisory Working Group	5-16-16														
★ Prepare materials for online project update for public review/comment															
4. SITE PLAN OPTIONS															
Approach: Develop planning program & site plan options for each site based on planning Gather broad stakeholder input on options & all project data in order to develop preferred site plans.															
Product: PREFERRED SITE PLAN FOR EACH SITE															
Planning Team to prepare graphics								SUMMER							
● Meet with FMP Advisory Working Group															
● Meet with FMP Advisory Working Group															
★ Meetings with Campus Committees and Community Stakeholders															
★ Prepare materials for online project update for public review/comment.															
★ Workshop with District Trustees															
● Meet with FMP Advisory Working Group															
★ Prepare materials for online project update for public review/comment.															
5. Facilities Master Plan															
Approach: Develop Preferred Option into draft site plans, project scopes, estimates Gather broad stakeholder input on draft Facilities Master Plan Board Workshop to review draft, identify project priorities Develop funding strategy & schedule Board Meeting for approval of final FMP															
Product: Draft Facilities Master Plan															
Approved Facilities Master Plan															
● Meet with FMP Advisory Working Group															
★ Presentation to District Trustees															
● College to review and provide written comments on rough draft FMP document															
● Meet with FMP Advisory Working Group															
★ Circulate public draft FMP document to campus committees and community stakeholders for comment															
● Meet with District Facilities Advisory Committee															
● College to review and provide written comments on final draft FMP document															
★ Presentation to District Trustees															