

SKCAF Project Management Procedure

Effective Date:	TBD
Approved by SKCAF Board on:	TBD
Applicability:	All development projects
Responsibility:	SKCAF Board

This procedure defines the activities and responsibilities that must be carried out in the planning and execution of development projects for the Lake Wilderness Arboretum.

Preliminary Phase Activities

During the preliminary phase, a project proposal must be presented to the Board in writing. The proposal and concepts presented should be consistent with the Foundation's Mission and Master plan. Conceptual drawings should be included if feasible. Quite often, but not always, the preparer and presenter of the proposed project becomes the project manager. Sometimes the instigation of the preliminary phase will be the appointment of a project manager by the Board.

The proposal should include:

- A project summary including, but not limited to:
 - What is it?
 - What will it do for the Arboretum?
 - Why should we do it?
- A list of major project milestones (event names and dates)
- Estimated labor and material cost (both contract and volunteer)
- A general timetable showing estimated start and end dates for major tasks
- Possible funding sources
- Maintenance and sustainability impacts of the project.

The preliminary stage or phase of the project can be iterative as appropriate and as requested by the Board if more details or further discussions are necessary. Upon acceptance of the proposal by the Board, they or their representative(s) shall present it to the appropriate Maple Valley officials and insurance carriers for input and compliance verification.

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Upon initial approval of the Board, a final project plan should be submitted to the Board for final review and approval. The final plan should flesh out the preliminary plan and should include, but not be limited to:

- Identification of the proposed project manager
- Labor (volunteer and otherwise) required
- Identification of contracts and permits required
- List of required materials and their estimated cost

SKCAF Board Responsibilities

The SKCAF Board is responsible for oversight of all projects. Their responsibilities are

- Approval of the project plan
- Appointment of the project manager
- Monthly review during the course of the project
- Assignment of action items as deemed appropriate
- Approval of plan changes including any funding changes
- Financial support per the plan
- Provision of volunteer support for the project
- Liaison between project manager, City, and other agencies involved
- Publicity
- Certificates of appreciation to appropriate personnel and agencies
- Dedication at project completion, if appropriate

Project Manager Responsibilities

The project manager's primary responsibilities are to develop, maintain, and manage the execution of the project plan. A project manager may be identified prior to, or after, the preliminary project phase. In either case, once the project manager is appointed, he or she is responsible for any further project planning and execution. Duties of the project manager include:

- Insuring that necessary permits are issued
- Presenting contracts to the Board for approval
- Following standard safety guidelines during the project

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- **Overseeing contractor's work**
- **Insuring that contracts have a Release of Lien for suppliers and subcontractors**
- **Coordinating volunteer help with Volunteer coordinator and oversee volunteer work**
- **Providing written and oral report to the Board each month. This report shall provide both cost and schedule actuals versus estimates.**
- **Maintaining a project file for ongoing management and subsequent historical purposes. This file should consist of such things as presentations, plans, diagrams, ongoing cost and schedule reports, and identification of key personnel. This file shall be given to the corresponding secretary at project completion.**
- **Providing a summary report at the completion of the project with key lessons learned and suggestions for subsequent projects as appropriate.**