



### **Libraries Offsite Shelving + iSchool Retrofit – Project No. 206472 Project Governance**

**Purpose:** A good project governance structure is critical for making defensible and timely decisions that allow the project to move forward expeditiously. In a complicated organization like a university, this requires a variety of perspectives to ensure the best interest of the University are being served. An appropriate governance structure should balance the potential opportunity any new project represents with the long-term goals and realities of the institution. The governance structure is developed at the very beginning of the project and remains in place throughout the project. It is the project manager's responsibility to reinforce its role enabling the project to move forward. The governance structure includes the following individuals and entities:

- **Responsible Party** – High level administrator responsible for ensuring that overall institutional objectives are met. This person is accountable for the overall success of the project. Monthly updates will be provided by the Executive Committee, including significant decisions. Any recommendations that may extend the project parameters must be made by the responsible party. UW Provost Mark Richards will be the responsible party for this project, ensuring at a high level that all institutional objectives are met.
- **Project Executive Committee** – All major project decisions, recommendations, and trade-offs within the established parameters of the project (site, budget, schedule, financing) will be made by the Project Executive Committee, a small, high-level committee representing broad University perspectives as well as project-specific views. This group may also engage in collaborative design sessions with the Project Management Team and the Project Work Teams. It will include: UW Facilities Project Delivery Group, UW Libraries, and UW iSchool. The Committee will meet on a monthly basis.
- **Project Management Team (PMT)** – Day-to-day project management decisions, such as change order reviews, and minor design changes, will be made by the Project Management Team, consisting of project managers from the University, the architecture firms, and the construction management company. This team should meet at least weekly throughout the delivery of the project.
- **Senior Management Team (SMT)** – A separate team consisting of principals from the architecture and construction company and the project director will meet quarterly to ensure that the team is working and communicating effectively and is being supported appropriately.
- **Project Working Teams** – These subgroups focus on certain design aspects. These teams make recommendations to the PMT and the Project Executive Committee. Members of these teams include the UW project manager, the project architect, the construction project manager, and University representatives with specific expertise to the design aspect. Members of these teams will also assist in identifying participants for focus groups to better inform the work of the teams. They will also integrate input from University process

partners from Campus Engineering, Environmental Health and Safety and Information Technology. Project Work Teams may also involve the Executive Committee in collaborative design sessions.