206734 Learning Commons and Engineering Renovation Project Governance

**Purpose:** 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 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. The Vice Chancellor of Finance and Administration will be the responsible party for this project, ensuring at a high level that all institutional objectives are met.

- **Project Executive Committee (PEC)** – 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 a project-specific views. This group may also engage in collaborative design sessions with the Project Working Team.

- **Project Working Team (PMT)** – This team will provide day-to-day project management oversight and decision-making, consisting of project managers from the University, the architecture firm, and the estimator. This team should meet at least weekly throughout the delivery of the project.

- **Project Working Teams (PWT)** – This group focus on certain design aspects. These teams make recommendations to the PMT and the Project Executive Committee. Members of this team will also assist in identifying participants for focus groups to better inform the work of the team. The Project Work Team may also involve the Executive Committee in collaborative design sessions.

- **Focus Group (FG)** – This group comprises of representatives from groups or department that will occupy, maintain and use the spaces as well as community partners. They will provide valuable technical input on the needs and functionality for their programs and relations with the surrounding stakeholders.