CAPITAL PROJECT PRE-DEVELOPMENT FLOW CHART

PHASE 1

ORGANIZE & ENVISION

PHASE 1 STEPS

1. Establish your Organizational Readiness
2. Envision the Possibilities
3. Check for Consistency with Mission & Community Fit
4. Obtain Board Support
5. Select Project Teams/Committees
6. Prepare a Work Plan
7. Acquire Pre-D Funding
8. Prepare a Conceptual Business Plan

PHASE 2

DEFINE & VALIDATE

PHASE 2 STEPS

1. Identify Services to be Provided
2. Determine the Need for the Project
3. Validate Community Need and Alignment
4. Explore Collaborative Opportunities
5. Evaluate Potential Funding & Develop a Plan of Finance
6. Prepare an Architectural Program
7. Evaluate and Select a Site
8. Prepare a Concept Plan
9. Prepare a Cost Estimate
10. Analyze Building Operational Costs
11. Compile a Business Plan to Determine Financial Feasibility

DECIDE WHETHER TO PROCEED

- Revise → DEFINE & VALIDATE
- Yes → PROCEED TO DEVELOPMENT
- No

PHASE 3

PROCEED TO DEVELOPMENT

PHASE 3 STEPS

1. Develop a Case Statement
2. Prepare a Capital Campaign
3. Acquire Funding
4. Procure PM/AE Services
5. Start Development Phase

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