

**SUPPLEMENTAL  
CONSTRUCTION & PLANNING OFFICE  
PRAIRIE VIEW A&M UNIVERSITY**



**ARTICLE VIII - PROGRAMMING OF SCOPE FOR PROJECTS \$3,000,000.00 AND ABOVE**  
**PVAMU Programming of scope for projects \$1,000,000 to \$2,000,000**

- 8.1 The first step in project development is the preparation of a Program of Requirements (POR) which will define the intentions/needs of the User in a format suitable for architectural and engineering design development.
- 8.1.1 The POR is prepared by Construction & Planning Manager in conjunction with the User Coordinator and turned over to TAMUS FP&C for execution.
- 8.2 The User Coordinator, named by the Component CEO, is the official representative of the Component for whom the project is being planned. (See Exhibit 11a for “User Coordinator Outline of Functions and Responsibilities” and See Exhibit 11b for “Guidelines for Preparation of User Justification” in the POR in System Policies).
- 8.2.1 This individual will act as a liaison between PPA and the Component for all functions and activities related to the project.
- 8.5 A thorough review of the POR by the User Coordinator of the project will reduce misunderstandings and misconceptions of the scope of work and the estimated project cost. Appropriate component administrators and the component CEO (President) should also indicate concurrence with the POR by execution of the approval sign-off sheet.
- 8.7.1 Approval by the BPPC will establish the project budget and schedule.
- 8.7.2 In conjunction with the POR presentation, a ranked order recommendation of the proposed architectural/engineering (A/E) design teams will also be presented to the PVAMU CEO. The CEO will, in turn, recommend that he BOR take action on the ranked order.
- 8.8 An agenda item containing the System’s recommendation for approval of the POR, the selection of the A/E Design Team and the appropriation of funds to complete the design and bidding process is presented to the BOR through the BPPC.