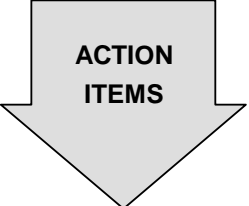




Area of Responsibility Matrix

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1.1 Master Planning																										
1	Review Master Plan		I			L					L							S								
2	Decide update or new plan is needed		I			L		A			L							R								
3	Decide how to obtain: Designer named or RFP		I			L		A			L							R								
4	Make formal planning project request for SBC action		R			L					L	S														
5	Designer is obtained										L															
5a	if RFP		I			L					L	S									A	S				
5b	if RFP contract		I			L					L	S						A			A	S				
5c	if Appointment contract		I			L					L	S						A			A	S				
6	Coordinate planning process		I			L					L	S						S								
7	Facilitate planning meetings		I			X					I	S						L								
8	Presentation of master plan to campus		I			X		A	I	I	I	I	I	I	I	I	I	L								
9	Presentation of master plan to governing board (and OSA)		I			X	A	A			S						S	L				I				
10	Presentation of master plan to THEC review / approval																					I				
10a	Full Master Plan	I	L	R	A	X	A										I	L			I	I				
10b	Master Plan Update	S	L	R	A	X	A				L						I	S			I	I				
10c	Master Plan Amendment	S	L	A		X	A				L						I	S			I	I				
11	Presentation of master plan & master plan update to the SBC		S	R		L	I				S						I	L			A	S				
1.2 Project Programming																										
1	Review Program Guidelines					L					L	S														
2	Document academic need					L					L	S	S				I									
2a	Educational Specifications & equipment needs					L					L	S	S				I									
2b	Program Statement					L		A			L	S	S				I									
3	Decide if to obtain: Designer named or RFP					L		A			L	S					R									
4	Make formal planning project request for SBC action if required		S			L					L	S														
5	Retain designer as required																									
5a	if RFP		I			L					L	S									A	S				
5b	if RFP contract		I			L					L	S						A			A	S				
5c	if Appointment contract		I			L					L	S						A			A	S				
6	Prepare Facility Program																									
6a	if Campus					L		I			S	L	S				I									
6b	if Designer					X		I			S	S	S				I	L								
7	Circulate final document for approval		I			L		A			I	L	S				R									


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2 Capital Budget - Project Request(s)																											
1	Validate current State objectives	L	L	L																							
2	Review / Update capital budget submittal criteria	S	L																								
3	Review / Update capital budget scoring criteria	S	L																								
4	Issue capital budget criteria to Systems & LGIs	S	L	A	I																						
5	Receive and review capital budget criteria					L			I		L	S					I										
6	Update project information & gather supporting information & details	S	S			L				S	L	S															
7	Review institution priorities and objectives					L	A			S	L	S					R										
8	Develop construction cost and total cost for each project					L			I		L	S					I										
9	Complete required documents for each capital outlay budget request					L			I	S	L	S															
10	Complete required documents & priority for maintenance projects					L					L	S				R											
11	Complete required documents for each disclosed project	I	I			L			I		L	S					I										
12	Respond to capital budget questions	S	S			L	I		I		L	S					I										
13	CC & TCAT & UT institutions submit requests to their System	I	I			X																					
14	TBR & UT Systems review and prioritize institutions requests	I	I			X																					
15	Submit capital budget request to governing board for approval		I			L	A	L	S	I	S					I	S										
16	Receive approval of capital budget from governing board		I			L	A	L	I	I	S					I	I										
17	Submit all required forms to THEC (Capital Outlay - Maintenance - Disclosed)	I	S			L	A	I	I	L						I	R										
18	Respond to THEC questions	I	S			L	I	I	I	L						I	I										
19	Receive all capital budget submittals	S	L																								
20	Assemble review team	S	L																								
21	Evaluate submittals and score each request	S	L	I																							
22	Develop capital budget recommendations (including Maintenance & Disclosed)	S	L	I																							
23	Submit capital budget recommendations to THEC Commission for approval	S	L	R	I																						
24	Receive approval of capital budget from THEC Commission	S	L	R	A	X																					
25	Submit capital budget recommendations to F&A / Gov.		S	L		X																I	S				
26	Answer follow-up questions		S	I		X																S	L				
1	Review criteria for Schedule D and distribute to Systems & LGI's	I	L			I			I	L	L						I										
2	Validate institution data and complete Schedule D & related data	I	S			L	A		R	L	R						R										


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		3A Deed or Easement or Disposal Lease																								
3A.1 Fact Finding																										
1	Determine whether to acquire or dispose of property					L	A	A	I	R		S					I	S								
2	Determine key aspects of transaction:		I			L			S		S								L							
2a	Acquisition (gift or non-gift) or disposal?																									
2b	Included in Facilities Master Plan?																									
2c	Determine impact of identity of counterparty - (advertisement needed, FMV, etc.)																									
3	Consider and assess relocation impact (if any)		I			L					S							L								
4	Coordinate the conduct of an environmental identification survey and develop follow-up plan if needed		I			L					S							L					S			
5	Coordinate the conduct of a facilities evaluation survey of bldgs. on property		I			L					S				S		L						I			
6	Determine if any impact on a SBC project (report easements for SBC projects, timing of acquisitions, etc.)		I			L			R		L					I	I	S					I			
3A.2 Approval																										
1	Submit key documents to STREAM Real estate transaction request form Recorded deed to property Survey of property Tax assessor's map Facilities evaluation (if req'd) Historical Commission approval (if req'd) Environmental identification (if req'd)		S			L			R	I	S							L				I		S		
2	Assess all documentation for quality and completeness before proceeding					L			R	I	S							L								
3	Approval by SBC		S			L				I	S							L			A	S		S		
4	Execute title transfer instrument					X				I														L		
5	Distribute instrument					L				I	S							L								
6	Modify master plan accordingly		S			L		I		I	S	L	S				I	S				I				

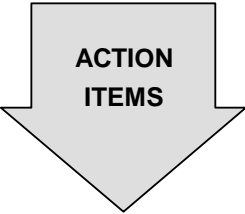
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		3B Acquisition Lease - (if >150K or > 5 Yr)																										
		3B.1 Pre-Review																										
		1	Assemble/submit lease pre-review package utilizing previously approved forms					L			R			S						L						S		
		2	Submit lease pre-review package to OSA & THEC		I			L						S						L				S				
		3	Review, comment and make recommendations		L			X																S		L		
4	To SBC or ESC for approval		S			X															A	S		L				
5	Determine if included in Master Plan or if Master Plan must be revised		S			L						L						I	S				I					
3B.2 Advertising																												
1	Select Lead for Advertising role					X						S						L							L			
2	Advertising process																											
2a	if by Institution					L						S						L				I		I				
2b	if by STREAM - all in hands of SPA now					X																I		L				
3	Receive proposals/analyze/prepare agreement																											
3a	if by Institution					L		R		R	S						I	L				I						
3b	if by STREAM - all in hands of SPA now					X																I		L				
3B.3 Approval																												
1	Obtain necessary institution and correspondent signatures					L		A				S						L										
2	Obtain necessary approvals					L		A	S		R	S						L										
3	Approval by SBC		S			L						S						L			A	S		S				
4	Additional signatures					L						S						L										
5	Distribute signed leases					L		I	I	I	I	I	I				I	I	L									

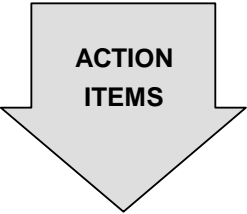
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		4A SBC Process for Appropriated Projects																								
1	Prepare agenda item, lead sheet and supporting documents					L						S	L				I									
2																										
3	Request item(s) to be placed on SBC agenda		I			L																S				
4	Post notice for designer interest					L						R	S		L											
5	Receive and evaluate all designer responses					L						S	L													
6	Prepare & submit SBC agenda item with supporting documents		I			L						L	S				I					S				
7	Prepare SBC presentation notes for President / Chancellor					L						L	S													
8	Attend Pre Agenda conference call		S			X						L	S									L				
9	Attend Pre Agenda Meeting		S			X						L	S		I		I					L				
10	Submit designer recommendations to State Architect		I			L		I	I			L	S				I				I	S				
11	Approval of project & Selection of Designer		I			L			I			S	L									A	I			
12	Update the project tracking system					L																				
4B SBC Process for Non Appropriated & Other Projects																										
1	Prepare agenda item, lead sheet and supporting documents					L						S	L				I									
2	Request item(s) to be placed on SBC agenda		I			L						L	S				I					S				
3	Request project approval		S			L																S				
3a	SBC-1 Form & supporting Document					L						S	L													
3b	Educational specification & Program statement.					L						S		L			I									
3c	Designer recommendations					L						S	L	S			I									
3d	Funding Verification					L			L			S	S				I									
4	Prepare & submit SBC submittal agenda		I			L						L	S									I	S			
5	Prepare SBC presentation notes for President / Chancellor					L						L														
6	Pre Agenda conference call		S			X																L				
7	Attend Pre Agenda Meeting		S			X																L				
8	Submit designer recommendations to SBC					L						L	S		I		I					I	S			
9	Approval of project & selection of Designer		S			L		I	I			L	S				I					A	S			
10	Update the project tracking system					L			I			S	L													
A1	Threshold projects require approval of OSA					L		I	I			L	S		I		I					A	S			
A2	Demolition projects require approval of ESC					L		I	I			L	S		I		I					A				

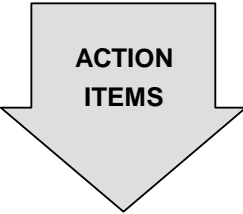
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5.1 Project Initiation																											
1	Monitor costs and schedule throughout design					L						S	L							S							
2	Designer agreements & determine required signatures					L						S	S		L					I			A				
3	Review terms & conditions					L						S	S		S					A			S				
4	Circulate agreement for signature					L			R						L					A			A				
5	Distribute agreement					L			I	I		I		I	L					I							
6	Pre-design conference / Designers' Manual agenda					L						S	L							S							
7	FF&E Plan (furniture, fixtures, movable equip, voice, data, video eq., signage)					X														L							
8	Special consultants as required					X														L			S				
9	Special considerations (power, temporary facilities, security)					L							S	L						S							
10	Confirm project budget, program and schedule					X														L							
11	Designer payment(s)					X														L							
12	Update the project tracking system					L						I	S		L												
A	All Phases:																										
A1	Designer additional services > 20% or > \$100K require OSA approval					L						S	L		I					I			A				
A2	Changes in scope, funding or budget require SBC - or ESC approval					L			I	I		S	L	I						I			A	S			
5.2 Schematic Design																											
1	Authorize Designer to proceed					L						L	S							I							
2	Establish site analysis					X						A	S							L							
3	Concept drawings, narrative & alternatives					X						A	S							L							
4	Evaluate alternative delivery methods											L	R										A	A			
5	Review with Fire Marshal and regulatory authorities as required					X						S	S	I						L						S	S
6	Budget cost estimate					X						A	S							L							
7	SDP Review/Designers' Manual agenda					X						S	S							L							
8	Designer payment(s)					X			S			A	R							L			A			S	S
9	Update the project tracking system					L						S	L														
10	Update the project tracking system					L						S	L														


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		5.3 Design Development																								
1	Authorize Designer to proceed					L					S	L							I							
2	Fully develop design concept																									
2a	Outline specs/Drawings					X					I	S							L						S	S
2b	Cost estimate					X					I	S							L							
2c	Campus meetings					X					I	S							L							
2d	Milestone meetings					X					I	S							L							
3	DDP review/ Designers' Manual Agenda					X					I	S							L							
4	Approval of DDP by VP/Pres as required					L	I	A			I	L	S	S		S	R	S								
5	EDP presentation for SBC if required	I	S			X					S	S						L		A	S					
6	Designer payment(s)					X				S	A							L				A				
7	Update the project tracking system					L				S		L														
5.4 Construction Documents																										
1	Authorize Designer to proceed					L					S	L							I							
2	Develop documents																									
2a	Drawings					X					I	S	I					L								
2b	Project Manual					X					I	S	I					L								
2c	Final cost estimate					X					I	S	I					L								
2d	Campus meetings					X					I	S	I					L								
2e	Milestone meetings					X					I	S	I					L								
3	Campus review documents					L					A	L	S	R	S	I		S								
4	CDP review / Designers' Manual agenda					X					S	S	R					L								
5	Completion of CDP					X					A	S	I					L								
6	Fire Marshal and/or Regulatory agency					X					S							L						A	A	
7	Designer payment(s)					X				S	A	S						L				A				
8	Update the project tracking system					L				S		L														


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		5.5 Project Bid																									
1	Authorize to proceed with bid					L						S	S			L											
2	Establish date & location					L										L			I								
3	Advertise for bid					L										L			S								
4	Distribute Documents					X									S				L								
5	Pre-bid conference					X							S	S	S				L								
6	Bid Opening					X		I				I	S		S	S	I		L			I					
7	Bid irregularities sent to OSA					L						L	S		R		I		S			S					
8	Recommendations of award					X						I	S			I	I		L								
9	Prepare & Issue Agreement					L			R							L		I	I			I					
10	Circulate Agreement for approval					L										L			A			A					
11	Present Agreement					L			I			I	S	I	L	I	I		I	I							
12	Complete T-100 (Insurance form)					L						S	L														S
13	Designer evaluation					L						S	L						I								
14	Designer payment(s)					X				S		S	S						L				A				
15	Update PFI & PFS information					L						S	L	S	S												
16	Update the project tracking system					L				S		S	S			L											
5.6 Construction Administration																											
1	Monitor costs and schedule throughout construction					X							L	S					L	S							
2	Pre-construction conference					X								S					L	S					I	I	
3	Notice to proceed					X						I	I	S	I		I		L	I							
4	Project meetings/Designers' Manual Agenda					X								S					L	S							
5	Permits					X								S					S	L							A
6	Establish site presence					X						I	I	S		I			S	L							
7	Submit project schedule					X								S					S	L							
8	Update the project tracking system					L								L													
9	Submit schedule of values					X						I	I	I	I				A	L							
10	Construction progress site visits					X						I	I	S					L	S					S	S	
11	Evaluation of progress schedule update					X						I	I	S					L	S							
12	Reports													L													
12a	Daily work reports					X								S					I	L							
12b	Field reports and meeting minutes					X								S					L	L							

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5.6 Construction Administration																										
13	Action items log					X						I	I	S					S	L						
14	Visitor log					X								S					I	L						
15	Shop drawings					X						I	I	R		I			A	L						
16	Shop drawing log					X							I	I					I	L						
17	Request for information					X								I					S	L						
18	RFI log					X								I					S	L						
19	Request for Proposals					X							I	I					L	S						
20	RFP Log					X							I	I					S	L						
21	Modifications																									
21a	Program Change (discretionary)					L						A	L	S					A	A						
21b	Design Change request					X							S	S					L	A						
21c	General requirements changes					X							S	S					A	L						
21d	Claims					X							S	S					A	L						
21e	Construction necessities					X								S					A	L						
21f	COs exceeding 10% cumulative or > \$500K require OSA approval			I		L						L	S	S					A	A	I	A				
21g	Replacement of a subcontractor requires SBC approval			I		L						L	S	S					A	A	A	S				
21h	Extended overhead					X								S					A	L		I				
21i	Change Order Preparation and Directives					L								L	A				I							
22	Change order log					X						I	I	I					S	L						
23	Contractor payment					X			S					A	I				A	L			A			
24	Designer payment					X			S			A	S	I					L				A			
25	FF&E implementation											L														
25a	Moving coordination					L								L					S	S						
25b	Furniture, fixtures, movable equipment, voice, data, video eq., signage					L						I	S	L	A				S	S						
26	Special considerations (power, temporary facilities, security)					L								L					S	S						
27	Operations & Maintenance Manuals and training					X							I	I	I	I			S	L						
28	Certificate of Occupancy					X							I	I	I	I	I		S	L				A	A	
29	Update the project tracking system					L			S					L	S											

Area of Responsibility Matrix

		THEC				Institution											SVC		State-Wide															
		Fiscal Staff	Facilities Staff	Executive Director	Full Commission	LGI - TBR - UT	UM Board of Trustees	President / Vice President	Legal	Finance	Academic	Univ Architect / Facility Mgr	SBC Project Manager	Construction Rep.	Contracts Officer	Physical Plant	Chief of Operations	Business Services	Designer	Contractor	State Building Com. & ESC	State Architect	Dept. of Finance & Adm.	Dept. of General Services	State Fire Marshal	Regulatory								
 <p>Legend: L=Lead Responsibility S=Support A=Approve I = Informed R = Recommend</p>																																		
5.6 Construction Administration																																		
30	Substantial Completion																																	
30a	Request					X							S	S						A	L													
30b	Perform inspection, punch list additions					X							S	S		S				L	S					A	A							
30c	Certify Substantial Completion					X								S						L	A													
30d	Evaluation of Designer					L					S	L								I														
30e	Evaluation of the Contractor					L					I	S	L								I													
31	Punch list					X														S	L													
32	Transfer responsibility for Insurance					L							L	S						I	I													
33	Transfer responsibility for utilities					L							S	L						S	S													
34	Install permanent keying					L								S		L				I	S													
35	Update the project tracking system					L							S	L																				
5.7 Project Closeout																																		
1	Transmit Record documents & project binders					X								S						I	L													
2	Request Final Inspection					X								S						S	L													
3	Inspect & certify final completion					X								S						L	S													
4	Campus review record documents					L					S	S	L		S					S														
5	Transmit record documents					X							S							L	S													
6	Monitor remedies and performance solutions					S							S							I	S													
7	Designers final request for payment					X			S		A	S								L			A											
8	Schedule one year inspection					L						L								S	S													
9	Perform one year inspection					X						I	L	S						L	S													
10	Written Report of one year inspection					X						I		L						L	S													
11	Follow-up on Report Items					X								S							L													
12	Update the project tracking system					L						I	L	S																				
		L	1	15	2	0	125												54	26	0	4	1	6	0	0								
		X					95																											
		S	13	22	0	0													28	18	0	28	1	5	4	5								
		A	0	0	2	3													13	6	16	7	8	0	3	4								
		I	9	33	3	2													20	5	7	17	0	3	1	1								
		R	0	1	5	0													0	0	0	0	0	0	0	0								