**Minor Projects Development**

The typical lines of communication for a **Minor Project** are:

<table>
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<tr>
<th>Project Initiation</th>
<th>Liaises with</th>
<th>Project Roles &amp; Responsibilities</th>
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| Dean/ Department Head | Director of Facilities Development | • Puts in Project Initiation request to Facilities Development  
• Communicates with Facilities Development on project scope, schedule and budget |
| Director of Facilities Development | | • Delegates to Development Manager of Minor Projects on project program development and implementation |
| Minor Project Development Manager (DM) | Reports to Director, Facilities Development User/ Faculty/ Department Representative | • Acts with delegated authority from the Director of Facilities Development to implement minor projects  
• Works with consultants and User group to develop the detailed space program  
• Provides preliminary estimates  
• Commissions design consultants  
• Reviews consultants’ work  
• Scheduling of project  
• Prepares construction contracts (short form contract)  
• Assesses tenders and awards the contract  
• Arranges worksite access/ security  
• Inspects the work in progress  
• Monitors project costs and schedule  
• Provision of furnishings, telephone/data outlets, and keys  
• Determines final acceptance  
• Receives the as-buils and project manuals to prepare building record drawings and for updates to the space inventory |