**Project Baseline Approval (PBA) Project Design Phase**

**Project Title:**

**Section 1: (Completed by Design Project Manager) Date:**

Note: The goal of this section is to give the reader a broad overview of the project to include the scope, cost and schedule (Baseline). Highlight significant changes from when the PSD was developed to the 35% design completion. This document should give the reader and understanding of the baseline without having to review detailed additional documents. The length of the document should not be more than two pages maximum. Details on any element of the baseline will be located in the project folder on the M drive. Project Baseline Approval is required prior to proceeding to the next design phase (60% or 100% design).

**Baseline Summary**

Project Scope: List a short summary of the scope of the project. Identify high level project scope requirements.

Project Cost: Summary of total cost for project not including labor. This includes design, construction, and services needed during execution. Highlight significant changes from budget estimate to 35% estimate.

Project Schedule: List major milestones…Design start and finish, contract award, project completion. Highlight any SAD coordination issues if present.

References: (1) Project Scope Document (PSD)
 (2) 35% Basis of Design (BOD)
 (3) 35% Design Meeting Minutes
 (4) Project Schedule
 (5) Cost Estimate

Note: All references will be posted in the project folder on the M drive prior to baseline approval.

**Section 2: Date:**

**Review and Approvals**: (Design Manager for projects < $25K, Engineering Manager (Projects between $25K and $200K) and/or FM&L Director for projects above $200K)

Design Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Engineering Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

FM&L Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Notes/Comments: