**Project Scope Document (PSD) Project Planning and Programing Phase**

**Project Title:**

**Section 1: (Completed by Planning Manager)**

Proposed Timing: (near term 1-3 yrs or backlog)

Buildings Potentially Impacted (Building numbers):

Configuration Control Manager (CCM):

System Expert(s):

Project Benefactor:

Project Type (FMRIG or FMOMG or other):

Was the project(s) identified in a Condition or Functionality Assessment and recorded in CAIS? (Yes or No):

If no, who originated project?

Is there a Service Request or Work Order in MAXIMO? If yes list number. If no leave blank. (Wil not create in the planning and programming phase)

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**Section 2: (Completed by SE or designated resource) Date:**

**Author**:

**Overview**

Provide a high-level scope of the project along with any helpful background information. If available, pictures, drawings, diagrams, etc. can be inserted as figures in this section to help clarify the scope.

**Schedule**

Provide a recommended schedule for executing the project along with a brief explanation of the primary driver(s) for the recommendation. Include estimated duration of the project, and any special constraints, dependencies, or requirements for phasing.

**Budget**

Provide the estimated budget required to complete the project. This should be a ROM planning estimate for entire project to include design cost, construction, CM oversight, commissioning, and other costs to execute the project. If available, an estimate can be referenced as an attachment.

**Justification**

Provide a brief description of the anticipated benefits of completing the project as well as any impacts if not funded.

**Additional Comments**

Additional comments should be inserted in this section. Provide a brief description of any identified issues or concerns.

**Section 3: (Engineering Manager Review) Review Date:**

If the project was not identified in CAIS should it be entered and maintained on the backlog? (yes or no)

If yes, what budget year should this be considered?

If no, provide explanation below and send copies to the originator, SE and Planner:

E-signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Section 4 (Planning Manager) Date:**

Update or originate appropriate CAIS condition assessment data from sections 2 and 3

Create Project in CAIS and save project summary sheet in appropriate budget folder on M drive