



ADMINISTRATIVE PROCEDURE

SUBJECT: MASTER PROJECT AUTHORIZATION	Number <u>I - 20</u>	<u>Effective Date:</u> Issued: <u>12/1/94</u> Revised:	Page 1 of 4
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PURPOSE:

To establish a procedure for the use of the Master Project Authorization form (MPA) to:

1. Obtain General Manager’s approval to commence a new project;
2. Obtain General Manager’s approval to commence the Board approval process for an unbudgeted project;
3. Notify General Manager of a significant change in project cost or schedule and obtain General Manager approval to initiate appropriate steps for General Manager or Board Approval of the change; and
4. Notify General Manage of project completion and final costs.

POLICY:

All District projects, which include studies, investigations design, facilities improvements, shall have an endorsed MPA placed in the project file.

PROCEDURE:

This procedure provides the general instructions for the completion of the MPA form. All new budgeted operating and capital projects that exceed \$10,000 will have a completed MPA before work begins. New, unbudgeted projects that are estimated to exceed \$10,000 shall have a completed MPA to inform management and provide for project authorization. The MPA form will also be utilized to alert management to a change in project funding requirements (both positive and negative), project scope, or project schedule. The instructions for each element of MPA is as follows:

- a) **Date Prepared** – Enter the current date.
- b) **Project Number** – Enter the project or work order number used to track costs associated with this activity.

- c) **Initial** – Prepare the MPA prior to any work associated with the project following budget approval or the preliminary work required for project definition.
Revision # _____ – Update the MPA when there is a 25% change in either cost or schedule, when costs are projected to overrun the approved FY budget, or when a change in the schedule will impact another agency or entity. Obtaining General Management approval of a revised MPA is the first step in obtaining any required Board approvals. Number revisions consecutively.
Completion – Complete the MPA upon project Completion.
- d) **Project Title** – Identify the common name for the project.
- e) **Lead Department/Project Manager/Project Engineer** – Identify the department and individuals with lead responsibility for the project.
- f) **Initiating Department Contact** – Identify the individual responsible for the initiation of the project.
- g) **Impacted Departments Contact** – Identify the department and individual who will experience the greatest impact by the completion of this project.
- h) **CIP Estimate – Adopted** – Enter the current fiscal year allocation for this project as identified in the most recent adopted CIP.
CIP Estimate – Life – Enter the project life estimate as identified in the most recent adopted CIP.
CIP Estimate – Revised – Enter the current estimate for project lifetime costs and the date of the revision.
- i) **FY95 Budget – Approved** – Enter the current fiscal year allocation as adopted in the budget.
FY95 Budget – FY-To-Date – Enter the actual expenditures for this project for this fiscal year and the ending date (e.g., through 8/31/04)
FY95 Budget – Revised – Enter the current fiscal year allocation requirements and the date of the revisions.
- j) **Schedule – Planning** – Enter the dates - this project will be in the planning stage.
Schedule – Design – Enter the dates – this project will be in the design stage (through Bid Award)
Schedule – Construction – Enter the dates this project will be under construction (Bid Award through Project Completion).
- k) **Is Project in Current Budget?** – Place an “X” in the appropriate box.
- l) **Is Project in Current CIP?** – Place an “X” in the appropriate box.

- m) **If “no” to either, explain** – State the reasons for exclusion from either or both of these documents.
- n) **Source of Funds** – Identify the fund allocation for this project. Treated Water Sales, Treated Water Facility Reserve Charge, Raw Water Sales, Raw Water Facility Reserve Charge, or a combination of the above.
- o) **Project Description** – Briefly describe the project.
- p) **Purpose/Justification** – If this project is in the “initial” stage, identify the reasons for the requirement of this project at this time. If this project is in the “revision” stage, offer reasons for this revision. If this project is in the “completion” stage, leave this section blank
- q) **Approvals** – Have the following individuals review the MPA prior to forwarding to the General Manager for approval – Project manger; Department Head; Assistant General Manager. General Manager approval acknowledges the project initiation or modification but does not supersede any other required General Manager or Board approval Process.
- r) **Approved/Revised FY Schedule (Budget)** – Identify graphically the schedule for completion of this project.
- s) **Approved/Revised CIP dollars and schedule** – Identify the actually funding allocation as approved in the CIP. Graphically show this schedule over the 10-year period.
- t) **CIP and Budgetary Detail Costs – Lifetime Information** – Enter the Inception-to-date totals in the appropriate category.
CIP and Budgetary Retail Costs – Current Budget – Enter the FY-to-date totals in the appropriate category.

RESPONSIBILITY:

- The Project Manager is responsible for the initiation and completion of all aspects of this MPA in accordance with the outlined Procedure. This form in no way supersedes other required Board or Management approvals for project initiation adjustment.
- The Department Manager is responsible for monitoring adherence to this procedure on a periodic basis.

APPROVED:

Walter J. Bishop
General Manager

Attachments:

The following attachments are included as guides to this procedure and may be modified, as appropriate, based upon the needs of a specific project:

- Attachment A – MPA form (blank)
- Attachment B – MPA form (Sample)