DEFINITION/PROGRAMMING KICKOFF AGENDA

PROJECT NAME: ________________________________________________________

PROJECT NUMBER: ________________________________________________________

Notes:

1. The ASU Design Manager and/or ASU Project Manager will review the following items during the Definition/Programming Kickoff Meeting.
2. The Customer shall review each item and check the box or note as N/A if not applicable to the project.
3. The Customer must verify completed checklist to the ASU Design/Project Manager.

Checklist:

_____ Review the PD Questionnaire with Stakeholders: Identify Gaps and How They Will Be Addressed
_____ Identify Roles and Responsibilities from Each Team Member
_____ Identify Rooms and Spaces Impacted by the Project
_____ Identify Spaces for Anyone to be Displaced by the Project
_____ Identify Possible Variances to the Project Guidelines
_____ Identify Budget and Funding Sources for the Project
_____ Requestor Prioritizes the Importance of Budget, Schedule, and Scope on the Project
_____ Discuss Potential Donor Project Signage Requirements
_____ Team Identifies Potential Design and Construction Risks

CHECKLIST SUBMITTED BY: Name __________________________ Date ____________

ASU Project Manager: __________________________

ASU Design Manager: __________________________

Customer: __________________________

Project Design Professional: __________________________