

Introduction

This Project Planning Guide has been developed to assist all of those who develop GSA's Capital Program in evaluating, developing, and implementing federal facilities projects.

About This Guide

For GSA staff about to embark on a Feasibility Study or Program Development Study (PDS), this Guide outlines the project delivery process and keys to success. For other participants in a Feasibility Study or PDS effort, this Guide provides information on how you can support the process, as a team member, expert resource, or intended user of the final product.

This Guide is divided into five main chapters and several appendices.

- **Overview of GSA's Capital Program** outlines GSA's basic Capital Program development planning process and the fundamental roles of the Feasibility Study and the Program Development Study. The section includes summary sheets of each study and an overall project activity timeline.
- **What's Important and When** discusses GSA's primary business and program goals as presented in the Feasibility Study and PDS.
- **Pre-Planning Phase** describes the role that GSA's daily management of facility requirements, customer needs, and portfolio planning play in the project development process. GSA professionals know that projects seldom have a cold start. They germinate slowly over time as requirements accumulate. Managing this process is important to project scoping and planning.
- **Feasibility Study Phase** outlines the process for beginning, conducting, and completing a Feasibility Study, a process that ends with the submission of the Prospectus package for site and design funding. This section describes the process, deliverables, and keys to success to develop a sound project and site/design funding request. It explains that the Feasibility Study is the core of this process, but not the only ingredient needed for success.

The Feasibility Study plays the most important role in shaping the final delivered project. It evaluates alternatives; forms the breadth and scope of the project and budget; and sets expectations for the team, the customer agency, and the local community.

- **Program Development Study Phase** outlines the process for evaluating the Feasibility Study as the foundation for the PDS, digesting new information, refining the project further, and directing the project's design and construction strategy. This section discusses the process, deliverables, and keys to success to support a sound design start and construction funding request.
- **Appendices** include a glossary, process checklists, and worksheets to determine team roles and responsibilities, as well as resources for more information.

Beyond This Guide

The Guide identifies many additional sources and experts for detailed support of the planning process and outlines a strategy to make effective use of those resources. GSA has a comprehensive body of additional resources on key topics important to project development, from site selection and preservation handbooks, to pricing guides and facilities standards. *Consult Appendix F for the most detailed information regarding requirements for the Feasibility Study and PDS.*

New in This Guide

- Comparison of the Pre-Planning, Feasibility Study, and PDS phases in terms of level of analysis, required deliverables, and supporting studies.
- Typical timelines and durations for each study to assist with development of the Work Plan.
- Summary sheets and checklists for key steps in the process.
- Worksheets to assist with selection of team members.