What Are The Different Types of Requirements?

**Strategic Requirements** represent high level information that establish basic project parameters. This information includes existing occupancy information, total square feet, approximate headcount, location, use of space, parking, and utilization rate (UR) for the follow on project. Identifying strategic requirements on time is critical to a project's overall success.

**Functional Requirements** are developed from the strategic requirements by the GSA Project Manager and project team. This refined data set defines the new space's parameters, operations, expectations, schedule, and cost goals. Functional requirements include, but are not limited to, a verified total square footage, headcount, and geographic location. The Project Manager reviews the functional requirements and the initial project management plan/schedule with the customer at the project kick-off meeting.

**Technical Requirements** refine the strategic requirements into the specific details needed to deliver the project. Technical requirements include agency-specific requirements, agency-specific security information, basic space plans and adjacency plans. This is the final step in the requirements-gathering process before a Request for Lease Proposals (RLP) can be issued or a construction project can begin in owned locations. These details will inform the Project Management Plan. Note: Initial schedule, costs, and an OA will be shared prior to lease award.

**Client Project Agreement**

The Client Project Agreement (CPA) is a collaborative document that helps define a project's strategic requirements and other occupancy considerations. The Regional Planning Manager and other GSA team members will work with you on completing the CPA.
## GSA PBS Project Lifecycle & Customer Requirements Development Timeline

(Milestone dates apply to expiring customer occupancy projects only)

<table>
<thead>
<tr>
<th>Project Phase</th>
<th>Non-Prospectus Projects</th>
<th>Prospectus Projects</th>
<th>GSA Point of Contact*</th>
</tr>
</thead>
</table>
| **Identification** | • Determine Strategic Requirements  
• Sign Client Project Agreement (CPA)  
• Sign Draft OA | 36-30 months prior to OA expiration | 18-12 months prior to OMB submission | Regional Planning Manager |
| **Initiation** | • Assign Project Manager  
• Project Team Kick Off  
• Develop Preliminary Schedule and Budget | 30-29 months prior to OA expiration | 12-11 months prior to OMB submission | Project Manager |
| **Planning** | • Determine Technical Requirements  
• Finalize Project Management Plan, Schedule, and Budget  
• Obtain Funding Commitment | 29-24 months prior to OA expiration | 53-36 months prior to OA expiration (aligns with CILP** date)*** | Project Manager |
| **Execution** | • Determine Final Requirements Package  
• Request Lease/RFP Issued  
• Project Award/Design/Construction | 24-0 months prior to OA expiration | 36-0 months**** | Project Manager |
| **Closeout** | • Final inspections/punchlist  
• OA Finalized to begin Rent Payments | Substantial Completion | Substantial Completion | Project Manager |

* Certain PBS personnel, such as the Lease Contracting Officer, will remain involved at multiple phases  
** Capital Investment and Leasing Program Prospectus (CILP)  
*** Once strategic requirements are identified, project manager secures technical requirements over next 24 months  
**** Typical duration, actual schedule may vary

### For More Information

To learn more about the PBS project lifecycle and requirements gathering process, contact your GSA customer lead or planning manager.