ADMINISTRATIVE PROCEDURES

Procedure Number: **3-28**

Effective Date: **07/01/2009**
Revision Date: **01/31/2012**

County Administrator

SUBJECT: **IMPLEMENTATON OF THE PROJECT MANAGEMENT MANUAL AND EXIT GATE PROCESS**

DEPARTMENT RESPONSIBLE: **THE OFFICE OF THE COUNTY ADMINISTRATOR**

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1. STATEMENT

The Pima County Capital Improvement Program (CIP) is inclusive of all bond projects and any projects $100,000 or greater that will create or increase the life of Pima County's capital asset. An important part of a successful CIP is to establish a standard process that enables County projects to be developed and competed on time and within specification and budget. County departments are required to successfully manage the delivery of their bond and non-bond projects. The Project Management Manual contains comprehensive instructions designed to assist in the departments' project management efforts by establishing a countywide, uniformed approach to a successful CIP using a specific process. Exit Gate. The Exit Gate Process is a six-phased approach to successful project delivery. It is an effective way to assure that all stakeholder departments participate in the project development process at a time when their input is needed. This approach to effective project management also assures that all criteria are met before moving forward to the next phase of a project and avoids costly downstream project changes.

2. PROCEDURE

All County departments will deliver Pima County capital improvement projects using Pima County's Project Management Manual and Exit Gate Process. A complete copy of this manual, which provides step-by-step instructions and necessary documents to complete the process, can be found on the Capital Improvement Program's intranet website at http://www.pima.gov/cip/pmprocess/pmprocess.html.

3. DEPARTMENTAL RESPONSIBILITY

All County departments are responsible for following the established procedures to successfully manage, develop, and deliver Pima County's CIP projects. This procedure does not apply to vertical construction managed by the Pima County Facilities Management Department (PCFM) or to the acquisition, development or implementation of software managed by, or coordinated with, the Pima County Information Technology Department (ITD). Both PCFM and ITD are required to successfully manage the delivery of bond and non-bond projects and may, at their option, elect to participate in the Exit Gate process for a particular project from time to time.