

Role of the PPC

A Project Planning Committee (PPC) will be established at every school where a major capital project (to include modernization, school replacement, addition, renovation or remodeling) is scheduled in the proposed Capital Improvement Plan (CIP) for each fiscal year. The PPC's main focus is to participate in the development of the educational specifications and schematic design of a school specific project. The PPC is expected to continue to be engaged through the design development and completion of construction, be available for updates, consult on issues that arise during construction, and disseminate information to their peers.

Composition of the PPC

The PPC is chaired by the school principal (or a designee). However, most meetings will be coordinated and facilitated by the Department of Capital Programs (CP) staff or consultants. The PPC is selected by the principal and is expected to include the following:

- Teachers
- School staff
- Parent/ Teacher Association Representatives
- Neighborhood/Business Representatives
- Students
- Councilmember/ State Senator/ Delegate(s)
- PGCPS Central Staff Representatives, as needed
- Supporting Services Representatives, as needed
- MD State Dept. of Education (MSDE) School Facilities Architect, ex-officio

Committee size should be 12-16 people. Note: While the Principal chairs the PPC, CP will assign a CP Planner to provide ongoing administrative support between the PPC and political representatives as well as project architects and contractors.

Coordination and Continuity

It is the responsibility of the CP Planner to:

1. Identify all schools where major projects are scheduled to begin the next fiscal year.
2. Contact the principals of each school to explain the process.
3. Provide an invitation letter.
4. Schedule and conduct the first PPC meeting.
5. Support CP staff and consultants throughout the process to include printing, mailings, tour coordination, refreshments, etc.

Either the CP Planner or Project Manager will be available for all meetings with the CP Planner not always attending every PPC meeting.

Process

Step 1. CP Planner meets with the Principal to discuss the project scope and process. A tentative date is set for a "Get-To-Know" meeting.

Step 2. Principal identifies school-based PPC members and notifies CP Planner prior to the first meeting.

Project Planning Committee (PPC)

Coordination and Process

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Step 3. 'Get-To-Know' meeting

- Discuss project scope and planning process
- Outline PPC role and responsibilities
- Introduce CP staff and consultants
- Disclose number of meetings to be held during the project life cycle (Establish next meeting date and time)
- Obtain mailing list including email addresses, contact phone numbers and faxes of PPC members

Step 4. Educational Specification (Ed Spec) Meetings

- An Educational Specification writer (CP Planner or consultant) usually begins the process with a review of the draft Ed Spec, which is based on the Board approved prototype.
- A second meeting may include a revised Ed Spec based on feedback from the first meeting, input from school and central office staff, and an understanding of the scope/budget.
- For smaller projects and most elementary schools, a third meeting may be needed to discuss any further revisions to the initial draft.
- For more complex projects and high school projects, multiple meetings with subcommittees may be needed before a final draft is finally presented to the PPC.
- The PPC does not 'approve' the educational specification but consensus is desirable.

Step 5. Feasibility Study Meetings, if required

- When required, a Feasibility Study of the building and site will be conducted prior to finalizing the scope/budget of the project.
- The consultant usually begins the process with a guided discussion of the assets and problems in the existing building, the expectations for this project and how the educational program influences the outcome.
- The PPC does not 'approve' the Study but consensus on the recommendation to be presented to the Board for approval is desirable.

Step 6. Schematic Design (SD) Meetings

- The CP Planner and Project Manager manage the design meetings and typically have 2-3 meetings to show concept designs/drawings and get feedback.
- The PPC does not 'approve' the design but consensus is desirable.

Step 7. Design Development (DD) Meetings

- The CP Planner/ Project Manager may convene PPC meetings on a scheduled basis with PGCPs central staff as well as school based staff and representatives as needed.

Step 8. Construction Document (CD) Meetings

- The CP Planner/ Project Manager may convene PPC meetings on an 'as needed' basis

Information dissemination for PPC meeting

1. CP will develop flyers/ letters for distribution through school Principal, community organizations and neighborhood associations, etc.
2. Schedule at least one public information meeting on the project to solicit community input.
3. Send out information emails to stakeholders and parents based on mailing list from community meeting.
4. Post information on a web page and develop news bulletins to create awareness amongst senior PGCPs management.
5. Phone calls and follow-ups as necessary.