

## Appendix 5 F

### Board of Regents of the University System of Georgia

#### Program Manager's Checklist

Items to be received prior to the  
Schematic Design Presentation Meeting

The Program Manager will authorize the design professional to schedule the final Schematic Design Presentation Meeting after receiving the items below.

No.	Chk.	Item
1		All items in App. 5 E have been received and are in order
2		The soils investigation has commenced
3		The title search has been initiated
4		The Program Manager and the campus have been presented with, and considered, three (3) reasonable design options, all of which are consistent with the approved project program
5		The building issues and concepts identified in the BOR "Preplanning Guidelines" have been addressed
6		Full and appropriate consultation between the campus user(s), campus administration, and the project architect has occurred
7		The project architect has provided an "in budget" cost estimate with supporting documentation
8		Note: Any exemption requests (design criteria, design philosophy, etc.) should be thoroughly identified by the project architect, justified in writing, and formally approved or denied no later than the Schematic Design review meeting. This should not, however, be the first time that the need for an exemption is identified, discussed or evaluated by the project architect, the campus, and the Program Manager