

TENNESSEE BOARD OF REGENTS - FACILITIES DEVELOPMENT PROGRAM

Project Area of Responsibility Matrix

The shepherding of the facilities development program requires a clear sequential path of duties and responsibilities of all the individuals and organizations involved in the process in order to avoid duplication of efforts or required tasks not being performed. There are many tasks to be performed in this process. The identification of these tasks and the corresponding responsibility for each task is the primary goal of this Matrix.

The structure and format of the matrix is outlined below and on the following page.

OVERALL STRUCTURE

The Matrix is set up in five (5) major processes of facilities development, with the overall aim of providing a suitable structure and logical framework for identifying key tasks:

1. Institution Planning
2. Budget Request
3. Acquisition/Disposal of Real Property
4. State Building Commission
5. Design and Construction

RESPONSIBILITIES (ROLES OR ACTIONS TO PERFORM)

Each task within each of the five processes requires that specific types of Action be performed in order to complete the task successfully. The **primary responsibilities or roles shown on the Matrix** are:

L = The individual or department with direct or **Lead responsibility** for “owning” or performing the task

S = The individual or department required to **Support** the Lead in carrying out the specific task

A = The individual or department responsible for **Approval** of documents created or actions performed within the task

I = The individual or department to be **Informed** or kept updated on the status of the action or task

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ORGANIZATIONS INVOLVED, JOB FUNCTIONS AND TITLES *(matrix top header)*

Four (4) primary organizations are included, with further functions or positions identified as needed within each of the four. Assignment of key responsibilities and roles can be found by intersecting the selected task within a given process (moving horizontally - right) with the specific position or function within each of these four primary organizations (moving vertically - down):

TBR - Tennessee Board of Regents

Project Manager	-	Project Manager - TBR OFD
Proj. Mgr. Director	-	Project Manager Director - TBR OFD
Contracts Manager	-	Contracts Manager - TBR OFD
Construction Rep./Sch.	-	Construction Representative or Construction Scheduler; TBR OFD or Heery Int'l.
Construction Director	-	Construction Director - TBR OFD
Planning Director	-	Planning Director - TBR OFD
Exec.Dir/VCh/Chan.	-	Executive Director, Vice Chancellor or Chancellor - TBR OFD

SVC - Service Providers

Designer	-	Designer; e.g., Architect or engineer of record, including all support disciplines
Contractor	-	Contractor

Institution - The specific institution participating in a facilities development project

Facility Coordinator	-	Facility Coordinator representing the campus' interest in the project
Physical Plant	-	Operations and maintenance personnel for the particular institution
Program Personnel	-	Program personnel/department head, others assigned to represent their interest during the project
Vice Pres./President	-	Vice President or President of the institution or campus, as appropriate

State-Wide - Organizations involved with direct or indirect responsibility for the facilities development project

State Building Com.	-	State Building Commission / Executive Sub-Committee / State Architect
TN Higher Edc. Com.	-	Tennessee Higher Education Commission
Dept. of Finance & Adm.	-	State Department of Finance & Administration
State Fire Marshal	-	State Fire Marshal
Regulatory	-	Any governmental authority with provisions for document approval or other approval