



# PROJECT MANAGEMENT & GATE PROCESS MANUAL

## QUALIFYING CRITERIA FOR GATES

## I. General Requirements for All Capital Improvement Projects

- A. All capital improvement projects must be delivered in accordance with Pima County Administrative Procedure 3-28, Implementation of the Project Management Manual and Exit Gate Process.
- B. All projects set up in the capital improvement program must have an approved Project Charter that is signed by the Department Director and County Administration.

## II. Qualifying Criteria for Gates

- A. All capital improvement projects equal to or greater than \$100,000 require Gate 1-1 (Entry).
- B. All capital improvement projects must hold a Gate 5-1 (Close Out) meeting and obtain approval to close the project, even if it is a department-only process and meeting.
- C. All capital improvement projects will hold additional gates as proposed and approved in the Project Charter. These gates include Gate 2-1 (Project Development), Gate 3-1 (Preliminary Design), Gate 3-2 (Construction Documents Ready for Contractor Selection) and Gate 4-1 (Ready to Issue Letter of Construction Acceptance).