



PRELIMIARY PLANS PRESENTATION

1. After a series of meetings, the facility advisory committee finalizes the proposed schematic plan for the project.
2. The Director of the Division of Construction (DOC) reviews and approves the schematic plan.
3. Eight weeks prior to the Board meeting, the Chief Operating Officer's office is notified to have the project's preliminary plan presentation put on the Board agenda. Preliminary plans may only be put on the agenda for day meetings. A maximum of two project plans may be considered at any one meeting unless a special exception is granted.
4. The design architect prepares a draft report.
5. The MCPS project manager reviews the draft report and makes corrections.
6. The MCPS facility planner reviews the draft report and adds corrections.
7. The MCPS design team leader reviews the draft report and adds corrections.
8. The design architect revises the draft report based on corrections provided.
9. The DOC Director reviews the revised report. If additional revisions are required, it is returned to the architect to make corrections before the Director does another review of the final report.
10. The architect has 75 copies of the report printed by the MCPS contract printer.
11. The MCPS project manager distributes the final report to the Facility Advisory Committee, the Department of Facilities Management, and the Office of the Chief Operating Officer.
12. The MCPS project manager invites the stakeholders to the Board meeting and asks some of them to prepare short comments for the Board. The list of invitees is forwarded to the office of the Chief Operating Officer.
13. The preliminary plans are presented to the Board of Education for approval.
 - 13.1 Should approval be denied, the process starts all over.
14. If the preliminary plans are approved by the Board of Education, they may then be submitted to the State of Maryland for approval.
15. The design development portion of the project may begin.

IGOE

MCPS Board of Education Policy
DOC Design Process

GUIDES

INPUT

Facility Advisory Committee Meetings
Draft Preliminary Plans Brochure
Division of Construction Review
Finalized Preliminary Plans Brochure

**Preliminary Plans
Presentation Process**

OUTPUT

Approved Schematic Design

ENABLERS

Facility Advisory Committee
Architect and Engineering Consultants
MCPS Design Team
DOC and DFM Director
Board of Education