



CONCORDIA LUTHERAN CHURCH – SOUTH ST PAUL  
NARTHEX AND ENTRY RENOVATION PROJECT

PROJECT PLAN SUMMARY AND REPORT  
REPORT DATE 8/6/2011

*This is a summary of the project activities within Concordia that will help prepare us to make the best possible decision about the entry areas of the church. After the selection of a firm and approval of the predesign concept, we will transfer to the firm's project management system for reasons of economy and simplicity.*

*This report captures the progress and current activities of the project team. The code:*

- ✓ *Items with a check mark are substantially completed.*
- ✓ *Items in **red** are currently under way.*
- ✓ *Key team and church leadership deliverables and decisions are in **blue boldface**.*

**Phase 0 – Preplanning**

- ✓ Visioning with stakeholders
- ✓ Gather input identifying issues and opportunities
- ✓ Group process preliminary findings
- ✓ Socialize findings and gain consensus
- ✓ **Prepare preliminary project definition and goals**
- ✓ Organize and designate primary project team

**Phase 1 – Talking and Looking**

- ✓ Identify results of other church building projects
- ✓ Get recommendations and referrals
- ✓ Research designers for master list
- ✓ Determine criteria for selection
- ✓ **Select initial list and cull outliers**

**Phase 2 – Learning and Thinking**

- ✓ Put together briefing package for design firms
- ✓ Identify manageable list of firms to contact (4-7)
- ✓ project definition and goals
- ✓ blueprints and photos
- ✓ preplanning documentation
- ✓ Select interview short list (2-4 firms)

- ✓ Send out invitations to solicit response packages

### **Phase 3 – Choosing**

- Presentations submitted by each firm
- Interview specific design team from each firm
- Review portfolio, project and planning process, references and deliverables
- **Select firm and backup**
- Negotiate agreement

### **Phase 4 – Planning and Pre-design**

- Approve project definition, process and scope
- Set project plan with oversight and change approval process
- Data gathering/validation
- Present design concepts
- **Approve preliminary design**

### **Phase 5 – Design**

- Detail Design and specifications
- Review
- Value engineering
- Approval of design and staging plan

### **Phase 6 – Execution**

- Contract documents for first phase
- Review and cost estimates
- Approval and budgeting
- Contractor begins development