

Glendale Community College District

6301

Administrative Regulation

FISCAL MANAGEMENT OF MAJOR PROJECTS

The District shall implement procedures and controls to ensure that major projects including information technology, facilities, construction etc. can be monitored on a timely basis. For all major projects that require a budget that exceeds \$250,000, the following procedures will be performed:

- Develop a project plan that will identify dates and dollars for meeting major milestones.
- Incorporate contingency plans within the project plan that will address major problems to ensure project is completed on schedule and within budget.
- Prepare a monthly informational board report that will provide an update on the project's budget, timeline, and outstanding and completed tasks.

For all major projects that require a budget that exceeds \$1,000,000, the following procedures will also be performed:

- Use outside experts to review major contracts and verify that the District is getting good value and can contain costs through contract provisions.
- Dedicate sufficient staffing to projects with the backfill of positions if needed.
- Establish an oversight and/or steering committee with representatives from all major groups impacted by the project.

Adopted: March 15, 2011