

## **APPENDIX C**

### **Forms for Project Description and Goals**

Project goals and project description have a direct impact on delivery method selection. Chapter 4 of this guidebook provides details and examples. This appendix provides the reader with a checklist and a blank form to document the project description and project goals.

## Project Description Checklist

The following items should be included in the project description. The relevant documents should be added as appendices.

- Project Name
- Location
- Major Features of Work
  - Runway
  - Apron
  - Terminal
  - Other
- Estimated Project Budget
- Estimated Project Delivery Period
- Required Delivery Date (if applicable)
- Source(s) of Project Funding
- Project Site Dimensions or Project Limits
- Security Issues or Concerns
- Rate of Return on Capital Investment/Payback Period (if applicable)
- Major Schedule Milestones
- Major Project Stakeholders
- Labor Union Status
- Major Challenges (as applicable)
  - With Permitting and/or Environmental Approvals
  - During Construction Phase
  - During Operation and Maintenance
- Main Identified Sources of Risk
- Sustainable Design and Construction Requirements

Table C-1. Project Goals and Objectives.

Generic Project Goals	
<p>Schedule</p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<p>Quality</p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>
<p>Cost</p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<p>Sustainability</p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>