

STANDARDIZED TEMPLATE OF OWNER'S REQUIREMENTS (STOR)

Implementation Guidelines

The University of Texas at Austin

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UT Austin's Campus Stakeholders have identified a Standardized Template of Owner's Requirements (STOR) that apply to most projects on the UT Austin campus. The STOR is to be used when developing the Owner's Project Requirements (OPR) for each project. Upon completion of an OPR Workshop, all primary requirements for the project must be identified, and the OPR Document will serve as a building block for the overall project development.

Not all the requirements in the STOR will apply to all projects, depending on the specific nature of each project. Prior to conducting an OPR Workshop for a project, the OPR Manager (typically a representative from the Office of Campus Planning) should work with the OPR Workshop Facilitator and the UT Project Manager to review the STOR and edit as appropriate for the specific project. For instance, a major renovation project may not include any exterior work and therefore items related to work outside the building envelope can be reviewed and eliminated, as appropriate, before the OPR Workshop. This pre-editing allows the STOR to be scaled to the functionality and budget for each individual project.

Approximately 2 week before the OPR Workshop, the edited STOR should be sent to all invitees to the OPR Workshop, with the request that they review their section of requirements prior to the workshop, and:

1. Become familiar with the project that is the subject of the OPR Workshop. Review "Pre-Workshop Preparation" items identified in the STOR to determine the impact these items may have on the project, and bring information related to those topics to the Workshop for discussion.
2. The edited STOR requirements including all unique requirements developed in the OPR will be approved by campus executives as part of the OPR approval. STOR edits should be proposed and support the primary functional scope that the project is intended to provide. All STOR edits shall be discussed in the OPR Workshop.
3. Pre-Workshop preparation inputs into the OPR workshop shall be vetted within the Technical Work Group's staff who provide technical review inputs to projects and in conjunction with departmental leadership, and should focus on identifying requirements that are unique to the project – beyond those already documented in the STOR – and bring those to the OPR Workshop for discussion.

After the OPR Workshop, the OPR Facilitator will combine STOR requirements with additional unique requirements identified during the Workshop to create the Draft OPR document for the project. This document will be circulated to Workshop participants for review and comment. At the same time, the UT Project Manager will be working to confirm any unknowns, follow up with stakeholders who agreed to provide additional feedback or information, and address and resolve any issues that did not have clear consensus during the workshop. A final draft document is sent to all stakeholders for confirmation that comments have been addressed, and then the final OPR Document is issued for executive signature approval.

