

State Facilities Oversight

PROJECT OUTCOMES FORM

PURPOSE

This form is used to gather data about each project approved through the Modified Pre-Design process. The Office of Financial Management (OFM) will use the data gathered through this form to:

- Assess and improve the state's metrics for planning and project approvals.
- Evaluate the progress of the modern work environment initiative.
- Assess how well projects align with the Six-Year Facilities Plan.
- Develop and publish a summary of key real estate portfolio metrics by agency on a regular basis.

INSTRUCTIONS

Within 90 days of building occupancy, you must complete a project outcome form, attach a PDF of the final floor plan and submit it to the Office of Financial Management (OFM) Facilities Oversight office at FacilitiesOversigh@ofm.wa.gov

COMPLETING AND SUBMITTING THE FORM

Answer all questions in the project outcome form as completely as possible.

Tips

- Obtain approved metrics information from your modified pre-design approval memo from OFM.
- Obtain actual data from the executed lease, the floor plan designed to meet the business needs, invoices from vendors, and your agency's fiscal office.
- Develop a method to track one-time costs for each project by category.

For assistance in completing this form, contact your agency's assigned facilities analyst. Contact information can be found at:

<http://www.ofm.wa.gov/budget/facilities/contacts.asp>

