



# Project Outcome Form

## Agency Instructions

Office of Financial Management  
December 2023

### PROJECT OUTCOMES FORM OVERVIEW

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 current state of the portfolio and progress on right-sizing space.
- Assess how well projects align with the Six-Year Facilities Plan.

### COMPLETING AND SUBMITTING THE FORM

A completed [Project Outcome Form](#) and PDF of the final floor plan must be submitted to the OFM Facilities Oversight and Planning program at [ofmfacilitiesoversig@ofm.wa.gov](mailto:ofmfacilitiesoversig@ofm.wa.gov) within 90 days of building occupancy. The Department of Enterprise Services, Real Estate Services (RES) will complete the form in most cases and will copy the applicable agency contact(s) on the submittal. Agencies with delegated lease authority will need to work with RES to complete the form.

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

#### Tips

- Obtain approved information from the OFM Modified Pre-Design approval memo.
- Obtain actual data from the executed lease, the floor plan designed to meet your agency's 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 with this form, contact your [assigned facilities analyst](#) or [DESRESContracts@des.wa.gov](mailto:DESRESContracts@des.wa.gov).