

## **PUSD FACILITIES MASTER PLAN PERFORMANCE MEASUREMENT & COMMUNICATIONS**

### **OVERVIEW**

The Master Plan purpose, as described in the executive summary, is to provide a roadmap for accomplishing facilities maintenance and improvement objectives. The PUSD Superintendent, with support from Facilities Planning and Business Administration, has overall responsibility for implementation of this plan. Ongoing performance measurement and communication with key stakeholders are essential to optimize accountability and help ensure successful outcome of the Plan.

### **PERFORMANCE MEASUREMENT**

The PUSD Chief Finance and Operations Officer has responsibility for ongoing management and monitoring of the Master Plan projects, including the development and execution of weekly, monthly, and quarterly performance reports. The Business and Facilities staffs will provide technical support and review the financial elements of the reports.

Monthly and quarterly reports will include the following information:

- Executive summary, which briefly describes the overall status of each Master Plan project relative to stated objectives, milestone accomplishments, significant changes, key issues, and mitigation plans (if necessary).
- Construction schedule (for active projects) with highlighted changes.
- Change order summary for each project.
- Deferred maintenance progress report, which includes; (a) summary of completed projects, (b) schedule of planned / in-progress projects, , (d) completed project costs .
- Financial summary, which provides the following information by project and total plan; (a) total expenditures to date, (b) total committed cost to date, (c) estimated total cost to complete, (d) estimated total cost at completion vs. original plan, (e) cost and funding variances with explanation, (f) Cash flow analysis, showing planned and actual application of costs and funds / sources.
- Revenue summary including time line for funds arrival and explanation of revisions

Weekly progress reports will address emerging issues, such as project change orders that affect scope or schedule, and critical new information that could impact the outcome (favorable or unfavorable) of Master Plan projects.

### **COMMUNICATIONS**

Monthly performance reports will be distributed to the Superintendent on Wednesday of the week prior to Board meetings, followed by a discussion that includes the Director of Facilities, Chief Finance and Operations Officer, and Superintendent. Board members will receive monthly reports in the information packets on Friday prior to their session,

and the Facilities Master Plan will be a standing agenda item for regular Board meetings. Master Plan agenda items will be added to Board Study Sessions at the Superintendent's discretion.

Quarterly performance reports will be distributed to the Citizens Oversight Committee (COC) one week in advance of scheduled meetings. Quarterly reports, containing the same information presented at prior month's Board meeting, will be discussed at COC meetings. As part of this report Recommended Capital Addition forms will be presented for approval

Master Plan progress reports will be developed for joint PUSD / City Council meetings at the Superintendent's discretion.

Weekly progress reports will be distributed to Superintendent as necessary, and follow-up discussions scheduled as necessary. The weekly Superintendent report to the Board will include key items from this facilities report.

***The overall objective is to provide updates which balance revenue and expenses or identify discrepancies and recommend actions to get the Plan back in balance***