

## **Unit Order: 09-009**

### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **ADMINISTRATIVE SERVICES DIVISION**

#### **FACILITIES PLANNING BUREAU**

**Unit Order: 09-009**

**Effective Date: 08/13/2009**

**Revision Date:**

**Subject:**

Project Scope, Budget, and Schedule

**Reference:**

Unit Order 03-001, "*Required Documentation for Project*", dated January 7, 2008; Sheriff's Facilities Planning Procedures Manual (revised 1993), section 5.8

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish the role and responsibility of staff in matters of Project Budget, Scope, and Schedule.

**SCOPE OF ORDER:**

This order shall apply to all planners, project managers, or others managing or acting as back-up on a Facilities Planning Bureau project. This order affects all projects, official and proposed.

**ORDER:**

The project scope, budget, and schedule are the backbones of project management. They are the framework that guide the project team, allowing them to look forward and prepare appropriately. Completing projects on-time and within budget begins with careful planning and is achieved through long term attention to the plan.

Any project manager, planner, or others managing or acting as the back-up on any Facilities Planning Bureau project is responsible for maintaining their respective project scope, budgets, and schedules. Once the scope, budget and/or schedule has been received and approved by the Director, it shall become the baseline of the project. Any deviation of any portion of the approved scope, budget, or schedule must be approved by the Director of Facilities Planning Bureau before any work proceeds.

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