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Applies to: WashU Medicine Leased, Occupied, or Owned Spaces

**GUIDELINES:**

Issued: February 2, 2015

Revised: October 14, 2024

Revised: June 1, 2025

**PURPOSE:**

To establish guidelines that ensure all WashU Medicine employees understand the process of reviewing and updating the Project Delivery Manual and corresponding documents.

**DEFINITIONS:**

**PDM:** Project Delivery Manual

**Document Owner:** Person(s) who manage and “own” the document in the manual and are responsible for making all changes to the document and submitting for review and approval prior to revised distribution

**OFMD:** Operations & Facilities Management Department

**PPPMO:** Planning, Projects, and Program Management Office

**PPPMO Senior Leadership Team:** Melissa Rockwell-Hopkins (AVC operations), Steve Sobo (Executive Director of Support and Strategy), Elizabeth Kohl (Senior Director of Campus Planning & Projects), Mark Hume (Senior Director of Facilities Engineering), and John Brauer (Senior Director of Clinical Projects Off Campus)

**GOAL:**

The goal of the Project Delivery Manual (PDM) is to improve understanding and communication among all stakeholders by clearly identifying the roles and responsibilities of the various team members, as well as the processes and controls expected at each phase of the project.

The PDM serves as a comprehensive summary of the key processes, procedures, tasks, and tools involved in initiating, managing, and completing a facilities improvement project at WashU Medicine. There are embedded links throughout this document that will allow the customer, Planner, or Project Manager to obtain the tools, information, and guidelines. The links provided should be utilized at all times to ensure the most current and up to date information is utilized. For WashU Medicine OFMD employees, please do not save these forms on your computers. For all other groups utilizing these forms, you must obtain permission from [Stephanie Maples](#), Program Manager, PPPMO Strategic Planning.

The PDM will assist in educating the Operations & Facilities Management Department (OFMD) employees. It is also designed to facilitate communication with internal and external stakeholders in understanding the WashU Medicine Project and Planning processes. The PDM is an active transactional document that will be reviewed at a minimum annually and revised to address the evolving needs, processes, and policies of WashU Medicine and other relevant entities.

Processes presented in this manual are meant to serve as a guide, but should be adjusted based on project scope, size, and required sequence of activities.

**PROCESS:**

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On a yearly basis, the Planning, Projects, and Program Management Office (PPPMO) leadership team will review the [Project Delivery Manual](#) as needed or annually at a minimum. It may be necessary to discuss the documents with others from different areas/departments.

If a document requires changes at other times during the year, the document and an explanation of changes should be forwarded to [Stephanie Maples](#), Program Manager, PPPMO Strategic Planning, utilizing the [PPPMO cover sheet form](#) for consideration and review with the PPPMO Senior leadership.

Once reviewed, the Program Manager will communicate the review recommendations with the requestor and their supervisor/team lead before integrating document revisions into the PDM.

If the PDM is updated, a full communication will be distributed to all members of the PPPMO, ELT, and Key Stakeholders from the PPPMO SLT via the Program Manager. Annual training will be held on the PDM.

For questions on PDM training, please contact any member of our PPPMO Senior Leadership Team.