CAPITAL PROJECT PRE-DEVELOPMENT FLOW CHART

**PHASE 1**
- ORGANIZE & ENVISION
  - 1. Establish your Organizational Readiness
  - 2. Envision the Possibilities
  - 3. Check for Consistency with Mission & Community Fit
  - 4. Obtain Board Support
  - 5. Select Project Teams/Committees
  - 6. Prepare a Work Plan
  - 7. Acquire Pre-D Funding
  - 8. Prepare a Conceptual Business Plan

**PHASE 2**
- DEFINE & VALIDATE
  - 1. Identify Services to be Provided
  - 2. Determine the Need for the Project
  - 3. Validate Community Need and Alignment
  - 4. Explore Collaborative Opportunities
  - 5. Evaluate Potential Funding & Develop a Plan of Finance
  - 6. Prepare an Architectural Program
  - 7. Evaluate and Select a Site
  - 8. Prepare a Concept Plan
  - 9. Prepare a Cost Estimate
  - 10. Analyze Building Operational Costs
  - 11. Compile a Business Plan to Determine Financial Feasibility

**PHASE 3**
- PROCEED TO DEVELOPMENT
  - 1. Develop a Case Statement
  - 2. Prepare a Capital Campaign
  - 3. Acquire Funding
  - 4. Procure PM/AE Services
  - 5. Start Development Phase

**DETERMINE WHETHER TO PROCEED**
- Yes
- Revise
- No