

## Appendix 1.1 - Health Facilities Capital Manual Glossary of Terms

1. Accountability .....	4
2. Acquisition Cost .....	4
3. Activities.....	4
4. Activity (relative to project critical path) .....	4
5. Administration Allowance, Furniture and Equipment.....	4
6. Administration Costs – Infrastructure Maintenance Program.....	4
7. Agreements/Charters.....	5
8. Agreement on Internal Trade (AIT) .....	5
9. Alternative Financing.....	5
10. Asset .....	6
11. Budgeting .....	6
12. Building Commissioning (SHC Integrated Schedule Definitions) .....	6
13. Building Components .....	6
14. Building and Land Information Management System (BLIMS) .....	6
15. Building Performance Evaluation (BPE) .....	6
16. Building Systems .....	7
17. Business Case.....	7
18. Business Plan.....	7
19. Canadian Standards Association (CSA) .....	7
20. Capital Costs .....	8
21. Capital Expense .....	8
22. Capital Maintenance .....	8
23. Capital Plan .....	8
24. Chief Information Officer.....	9
25. Client.....	9
26. Commissioning.....	9
27. Commissioning Plan .....	9
28. Committed .....	9
29. Construction .....	10
30. Construction Cost Escalation.....	10
31. Construction Opportunities On-Line Network (COOLNet).....	10
32. Construction Specifications Canada (CSC) .....	10
33. Consultant .....	11
34. Consultant Contract.....	11
35. Contract Review Committee (CRC).....	11
36. Contractual Holdbacks.....	11
37. Contracting, Procurement and Supply Management (CPSM) .....	11
38. Cost .....	11
39. Cost Plan.....	12
40. Deferred Maintenance .....	12
41. Deficiency .....	12
42. Design.....	12
43. Design Development Report.....	12
44. Efficiency .....	12
45. Element (of a building) .....	12
46. Emergency Project.....	13
47. Escalation .....	13
48. Estimate.....	13
49. Equipment Plan.....	13
50. Evaluation.....	13
51. Expansion Project .....	13
52. Expenditure Officer (EO).....	13
53. Facility.....	14

54. Facility Condition Assessment (FCA).....	14
55. Facility Condition Index FCI.....	14
56. Failure.....	14
57. Function.....	14
58. Functional Program.....	14
59. Functional Adequacy.....	15
60. HEALTH.....	15
61. Healthcare Facility.....	15
62. Inflation.....	15
63. Installation Costs.....	15
64. Integrated Design.....	16
65. Leadership in Energy and Environmental Design (LEED®).....	16
66. Legislation.....	17
67. Life Cycle.....	17
68. Maintenance.....	17
69. Major Capital Project.....	17
70. Marshaling Costs.....	17
71. Master Equipment List.....	17
72. Master Plan.....	18
73. Metrics.....	18
74. Moving Costs – Furniture, Equipment and Information Technology.....	18
75. Needs Assessment.....	18
76. Net Present Value (NPV).....	18
77. New or Expansion Project.....	19
78. New West Partnership Trade Agreement (NWPTA).....	19
79. Occupancy (SHC Integrated Schedule Definitions).....	19
80. Occupancy Permit.....	19
81. Operating Costs.....	20
82. Operational Plan.....	20
83. Operational Maintenance.....	20
84. Orientation (SHC Integrated Schedule Definitions).....	20
85. Peer Reviews.....	20
86. Performance Measures.....	21
87. Phasing.....	21
88. Physical Condition.....	21
89. Policy.....	21
90. Pre-Tender Report.....	21
91. Preventative and Operational Maintenance.....	21
92. Price.....	22
93. Prime Consultant.....	22
94. Prime Contractor.....	22
95. Procurement Plan – Furniture, Equipment and Information Technology.....	22
96. Project Charter.....	22
97. Project Implementation Management System (PIMS).....	23
98. Project Manager (PM).....	23
99. Project Management.....	23
100. Project Planning.....	24
101. Project Scope.....	24
102. Public-Private Partnership (P3).....	24
103. RASCI.....	24
104. Real Estate Capital Asset Priority Planning (RECAPP).....	25
105. Regulatory Agencies.....	25
106. Rehabilitation.....	25
107. Renewal.....	25
108. Replacement.....	25
109. Reporting.....	25
110. Request for Proposals (RFP).....	25
111. Request for Qualifications (RFQ).....	26
112. Requisitioned.....	26
113. Risk.....	26
114. Risk Management.....	26

115. Risk Management Plan .....	26
116. Risk Register .....	26
117. Schedule .....	27
118. Schematic Design Report .....	27
119. Scope .....	27
120. Service Plan.....	27
121. Set-up (SHC Integrated Schedule Definitions).....	27
122. Standards .....	27
123. Storage Costs for Furniture and Equipment .....	28
124. Substantial Performance .....	28
125. Support Services.....	29
126. Supported Infrastructure Organization (SIO).....	29
127. Technical Resource Centre (TRC).....	29
128. Technical Services Branch (TSB).....	29
129. Templates .....	29
130. Tendering.....	29
131. Testing .....	30
132. Trade Investment Labour Mobility Agreement (TILMA) .....	30
133. Total Project Cost (TPC).....	30
134. Total Provincial Support (TPS) .....	30
135. Typical Equipment List .....	31
136. Upgrades .....	31
137. Utility (company) .....	31
138. Utilization.....	31
139. Value .....	31
140. Value Engineering.....	31
141. Value Management .....	31
142. Warranty Period .....	32
143. Wrap-up Liability Insurance .....	32

**Accountability**

*Government of Alberta, Infrastructure*

Accountability means that a party is jointly answerable or responsible for a certain activity, process, item, and practice or other, to their organization or to other parties involved or impacted. The accountability is generally outlined or referred to in a document or agreement.

**Acquisition Cost**

*Government of Alberta, Infrastructure - CPMP*

The initial cost to gain possession of the completed product. It includes research, development, testing and evaluation costs, as well as the investment and installation cost.

**Activities**

*Government of Alberta, Infrastructure*

The various steps or combination of steps that occur through the life of a process or project and which contribute to the completion and success of that process or project. The activities can be direct or indirect.

**Activity (relative to project critical path)**

*Government of Alberta, Infrastructure - CPMP*

The method selected to perform a function (or group of functions).

Note: The activities are not normally shown on the [FAST Diagram](#), but rather used in the analysis to determine when to stop listing functions: i.e., when defining functions the next connection is an activity, and then the team has defined the functions to their lowest level. Therefore, today's teams place the independent functions both above and below the major critical path.

**Administration Allowance, Furniture and Equipment**

The portion of the Equipment Budget that may be used by AHS CPSM to pay for the incremental costs of administering the planning, procurement, installation, testing, commissioning, reporting, and auditing requirements of Program Delivery Equipment for the Project(s). The actual Administration Allowance provided to AHS by the Minister will be based on a percentage of the approved Equipment Budget, excluding IT Equipment, calculated on a sliding scale as outlined in the Health Facilities Capital Manual.

**Administration Costs – Infrastructure Maintenance Program**

Costs incurred by AHS' project management employees who are directly responsible for managing the implementation of eligible IMP projects. Eligible project administration costs can include the cost of manpower and employee benefits, and employee travel costs (within province) incurred as a direct result of managing eligible approved projects. For example, where a project

estimated at \$100,000, and where actual costs at completion are \$92,000, the eligible administration costs will be three per cent (3%) of \$92,000 or \$2,760;

- costs that may be incurred by other groups within AHS which provide support to the management of IMP projects, such as AHS' Finance Division, are not considered eligible for reimbursement under the IMP; and,
- other incremental costs directly related to the implementation of approved projects and approved by INFRA.

### **Agreements/Charters**

*Government of Alberta, Infrastructure*

An agreement is a document(s) that represents an exchange of promises between two or more parties in relation to a specific activity, service or other issue/item.

- A charter, sometimes called a terms of reference, is a statement of the scope, objectives and participants in a project, which delineates roles and responsibilities, outlines the project's objectives, identifies the main stakeholders, and defines the authority of the project manager or team.

Also see [Project Charter](#) in this Glossary.

### **Agreement on Internal Trade (AIT)**

*Government of Alberta, Infrastructure – PIMS*

The Agreement on Internal Trade came into effect July 11, 1995 and was established to provide a framework to reduce and eliminate barriers to the inter-provincial movement of goods, services, labor and investment, and to bring about a more open and stable domestic trade within Canada.

Also see [Trade, Investment and Labour Mobility Agreement \(TILMA\)](#) and [New West Partnership Trade Agreement \(NWPTA\)](#) in this Glossary.

### **Alternative Financing**

*Government of Alberta, Treasury Board and Finance*

Alternative Financing includes private financing through Public-Private Partnership, or P3, contractual arrangements and financing arranged for capital project development by the Government of Alberta (GoA) or by [Supported Infrastructure Organizations \(SIO\)](#). Alternative funding can take different forms and could include P3s, capital leases, capital bonds and other borrowing but excludes direct government borrowing not raised specifically for an identified project or asset.

**Asset**

*Government of Alberta, Infrastructure - CPMP*

An economic resource controlled by an entity as a result of past transactions or events and from which future economic benefits may be obtained. An asset can be any item that has value to an organization over time (e.g., buildings, equipment, and computer software).

**Budgeting**

*Government of Alberta, Infrastructure – Capital Planning Initiative*

The process of quantifying immediate objectives and plans for operating and financing the physical infrastructure needs through the fiscal year, and perhaps within the three year business plan.

**Building Commissioning (SHC Integrated Schedule Definitions)**

*Government of Alberta, Infrastructure*

An intensive quality assurance process that begins during design and continues through construction and up to public user access. Commissioning ensures the new building operates as the owner intended and facilities staff are trained to operate and maintain systems and equipment.

**Building Components**

Components and elements, or parts thereof, which are part of the general building structure such as roofing, windows and doors, exterior finishes and weatherproofing, insulation and fireproofing, floor finishes, and other components not normally considered to be part of the building operating system.

**Building and Land Information Management System (BLIMS)**

*Government of Alberta, Infrastructure - PIMS*

The Building and Land Information Management System (BLIMS) is a web based application used to access Alberta Infrastructure and supported stakeholders, buildings and land inventory data and to create reports.

**Building Performance Evaluation (BPE)**

Applies a research perspective to the design, development and evaluation of health care facilities. While evaluating the building performance, it also provides feedback to inform new projects and helps to ensure that design decisions and capital investments are aligned with longer term operations and performance goals. The BPE measures building performance with respect to patient safety outcomes, including infections, falls, and medical errors. The process is initiated early in design and follows an prescribed, iterative evaluation process throughout the project to measure specific parameters.

**Building Systems**

- Those operating systems which were part of the building when the building was first built and contribute to the operation of the building. For example, security and fire protection, and elevators/lifts, mechanical and electrical are considered building systems; and
- for communications systems, support does not include terminal or head-end equipment such as software, hardware and other peripherals and is generally limited to conduit, raceways, cabling, conductors and wall/ceiling connectors. Terminal and head-end equipment are considered to be furniture and are supported through operating or other funding in relation to maintenance projects.

**Business Case**

A business case is a multi-purpose document that evolves from an expressed need within the organization, (i.e. an idea or problem is identified or becomes apparent otherwise). The business case is a disciplined approach to explaining the need, problem or opportunity, how and who it will impact, what others (peers) are doing, what the alternatives to resolving the need are, any associated risks or impacts, the costs/benefits of each alternative, and generally results in a tangible recommendation for action. In some cases, the business case recommendation may be to carry out further investigation. The complexity of a business case will be related to the nature of the business idea, problem or opportunity being explored.

In the context of health capital projects, the business case will be developed once the Needs Assessment has been reviewed and approved by Alberta Health and Wellness (AHW) with input from Alberta Infrastructure (INFRA), and a business case has been requested for the proposed project

**Business Plan**

*Government of Alberta, Infrastructure - CPMP*

A key document, used by management to define, assess and evaluate the best approach to either proceed or not proceed with a program or initiative.

**Canadian Standards Association (CSA)**

A not-for-profit membership association serving consumers, business and government for the purpose of developing standards covering such issues as safety, reliability, energy efficiency, durability and economy. The CSA standards provide critical and innovative information for designers, builders, manufacturers, suppliers and distributors. CSA products cover building systems, applications, design and sustainability.

**Capital Costs**

*Government of Alberta, Infrastructure - CPMP*

Costs applying to the physical (substantial) assets of the organization. They are the purchase or major enhancement of fixed assets (building and plant) and are often also referred to as 'one-off' costs.

**Capital Expense**

Capital expenses are payments to third parties (e.g. AHS, municipalities, post-secondary institutions, and school boards) specifically directed to support capital projects which the Government formally does not own.

**Capital Maintenance**

*Government of Alberta, Capital Planning Manual*

Work to rehabilitate or replace a system or components of an asset, to restore it to a required functional condition and to extend its useful life, any of which may incorporate some modification or upgrading for obsolescence. Capital maintenance excludes operational maintenance and generally involves repairing the system or a component to deliver its acceptable level of service.

**Capital Plan**

*Government of Alberta, Infrastructure*

A capital plan is a document that identifies the current and future capital requirements of an organization. The Capital Plan outlines the organization's needs with respect to facilities that are necessary in order for it to carry out its mandate. A Capital Plan should include new, expansion, and upgrade components within it and consideration for facilities, which have outlined their useful life. In support of the health capital program delivery, there are several levels of capital plan documents:

- a regional capital plan identifies proposed capital requirements (including buildings, furnishings and equipment) required to deliver health services within a specific geographic area;
- a province-wide capital plan, prepared by Alberta Health Services in concert with Alberta Health and Wellness, represents a consolidated, prioritized listing of proposed capital requirements required to deliver health services on a provincial basis;
- the Government of Alberta's Capital Plan identified all infrastructure projects approved for funding over a finite term (usually three to five years) and includes all types of infrastructure wholly or partially funded (schools, post-secondary institutions, health facilities, government



buildings, provincial transportation, municipal transportation and water/wastewater facilities, provincial water management facilities, and so on).

**Chief Information Officer**

The organization within AHS responsible for the planning, procurement, installation, testing and commissioning of IT Equipment for the Project(s).

**Client**

*Government of Alberta, Infrastructure – PIMS*

The client is the entity for which the project is being implemented, and is typically the end user of the completed facility.

**Commissioning**

*Whole Building design - Federal Green Construction Guide for Specifiers*

Commissioning is a comprehensive and systematic process to verify that the building systems perform as designed to meet the Owner’s requirements. Commissioning during the construction, acceptance, and warranty phases is intended to achieve the following specific objectives:

- Verify and document that equipment is installed and started per manufacturer’s recommendations, industry accepted minimum standards, and the Contract Documents.
- Verify and document that equipment and systems receive complete operational checkout by installing contractors.
- Verify and document equipment and system performance.
- Verify the completeness of operations and maintenance materials.
- Ensure that the Owner’s operating personnel are adequately trained on the operation and maintenance of building equipment. The commissioning process does not take away from or reduce the responsibility of the system designers or installing contractors to provide a finished and fully functioning product.

**Commissioning Plan**

A plan that describes the objectives, deliverables, outcomes, schedule, resources and coordination of activities concerning the commissioning process.

**Committed**

The actual dollar value of an issued purchase order.

**Construction**

*Government of Alberta, Infrastructure - Capital Planning Initiative 2000*

The process of converting a design into physical reality. This includes the managing and monitoring of contracts to ensure that project is completed as specified, and that quality assurance is done.

**Construction Cost Escalation**

*Government of Alberta, Infrastructure – CPMP*

Construction Cost Escalation is composed of:

1. Inflation. A long-term condition that operates at an international or national level. It represents the impact of increases in the costs of construction labour and materials. To measure inflation, Alberta Infrastructure monitors over time the price of a defined “Basket of Goods” for institutional buildings, which includes construction related labour and materials. Inflation is an important cost driver, especially during turbulent economic times; and
2. Market Conditions. The level of competition in local or regional markets. They are time, location and project sensitive. When work is plentiful, contractors seek to assume less risk by raising prices; when work is scarce, they take on more risk and prices fall. In the past this phenomenon has resulted in price changes of between -20 percent and +50 percent in specific locations.

**Construction Opportunities On-Line Network (COOLNet)**

*Government of Alberta, Infrastructure – PIMS*

COOLNet is an Electronic Plan Room (EPR), which provides industry with public access to construction procurement opportunities within Alberta, regardless of their geographical location. Nominal fees or membership to a Construction Association within Alberta is required for viewing and downloading electronic bid documents and for printing hard copies. There are two EPRs: COOLNet Alberta at [www.coolnet.ab.ca](http://www.coolnet.ab.ca) and COOLNet Edmonton at [www.coolnetedmonton.ab.ca](http://www.coolnetedmonton.ab.ca). Tendering authorities are encouraged to provide project tender information and documents to the EPRs at no charge.

**Construction Specifications Canada (CSC)**

<http://www.csc-dcc.ca/>

Construction Specifications Canada (CSC) is a national multi-disciplinary, non-profit association with chapters across Canada committed to ongoing development and delivery of quality education programs, publications and services for the betterment of the construction community.

**Consultant**

*Government of Alberta, Infrastructure – PIMS*

A consultant is an entity engaged by the Minister to provide a specified scope of services.

**Consultant Contract**

*Government of Alberta, Infrastructure – PIMS*

A Consultant Contract or a Consulting Services Contract is a legally binding agreement between the owner and the consultant, by which the consultant provides services at mutually agreed cost and time schedule. It clearly outlines the duties, responsibilities, obligations and liability of each party in undertaking the work.

**Contract Review Committee (CRC)**

*Government of Alberta, Infrastructure – PIMS*

The Contract Review Committee is a committee comprised of Alberta Infrastructure senior management personnel, who are responsible and accountable to the Deputy Minister for procurement and contracting related decisions and activities within its scope of authority. The CRC's purpose is to consider and provide direction on procurement and contracting related issues and ensure consistency in the department's procurement and contracting related policies and practices. In other words, the CRC approves and/or denies recommendations for contract awards and consultant selections.

**Contractual Holdbacks**

*Government of Alberta, Infrastructure – PIMS*

The purpose of a 10 percent holdback from progress claims is to cover sub-contractors (trades) in the event that they are not paid by the contractor. This money is NOT to cover deficiencies; therefore, up to the whole amount can be released at interim. If there are claims by sub-contractors, the full amount would not be released.

**Contracting, Procurement and Supply Management (CPSM)**

The Contracting, Procurement and Supply Management organization within AHS responsible for the planning, procurement, and coordination of installation, testing and commissioning of Program Delivery Equipment, excluding planning, testing, installation and commissioning of IT Equipment, for the Project(s).

**Cost**

*Government of Alberta, Infrastructure - CPMP*

The gross amount of consideration to acquire, construct or develop a tangible capital asset.

**Cost Plan**

*Government of Alberta, Infrastructure - CPMP*

An estimate prepared in the early stages of design before all details have been decided upon, in a form which shows how costs might be distributed throughout the elements. Its objective is to set the cost parameters.

**Deferred Maintenance**

*Government of Alberta, Infrastructure - CPMP*

Maintenance work that should have been carried out or that was planned for and was not carried out.

**Deficiency**

*Whole Building design - Federal Green Construction Guide for Specifiers*

A condition in the installation or function of a component, piece of equipment or system that is not in compliance with the Contract Documents, does not perform properly or is not complying with the Owner's Project Requirements.

**Design**

*Government of Alberta, Infrastructure – Capital Planning Initiative*

This activity is project specific; the ultimate outcome is design documents for the enhancement of physical infrastructure.

**Design Development Report**

*Government of Alberta, Infrastructure – PIMS*

Consists of drawings and preliminary specifications produced during the design development stage, based on the selected and approved schematic design option. They are normally sufficiently detailed to allow a basic development permit application, but not enough for tendering for construction.

**Efficiency**

*CFI, your Facility Management Technology* <http://www.gocfi.com>

Performing a task with a minimum of waste, expense, or unnecessary effort.

**Element (of a building)**

*Government of Alberta, Infrastructure - CPMP*

A major component common to most buildings which usually performs the same function or functions irrespective of its design, construction or specification. The (six) major elements consist of: (1) Substructure (2) Shell, (3) Interiors, (4) Services, (5) Site and Ancillary Work, and (6) General Requirements and Allowances.

**Emergency Project**

*Government of Alberta, Infrastructure*

A project that is unplanned or not planned to be done for some time; however, due to circumstances beyond anyone's control, must be done immediately (such as a fire in a building).

**Escalation**

*Government of Alberta, Infrastructure - CPMP*

See [Construction Cost Escalation](#) in this Glossary.

**Estimate**

*Government of Alberta, Infrastructure - CPMP*

Prediction of probable cost based on a particular design.

**Equipment Plan**

The detailed listing of the Program Delivery Equipment required for the Project(s), including cost estimates for the itemized equipment and anticipated budget requirements for equipment purchases, prepared by CPSM, approved by HEALTH, and agreed to by the Minister of INFRA.

**Evaluation**

*Government of Alberta, Infrastructure – Capital Planning Initiative*

The process of analyzing and interpreting the significance of the data collected through monitoring against specific performance indicators.

**Expansion Project**

*Government of Alberta, Capital Planning Manual*

Increasing the size or operational capacity of existing infrastructure to meet increasing demand for an existing program or for an enhancement to an existing program.

**Expenditure Officer (EO)**

*Government of Alberta, Infrastructure- PIMS*

An Expenditure Officer is an individual who has been given the legislated authority to initiate and approve disbursements of government funds. He or she must carefully manage the funds over which he/she has authority. Section 37 of the Financial Administration Act (FAA) sets out the responsibilities of Expenditure Officers. Approval limits are set out in the Infrastructure Expenditure Officer Authority Guidelines, located in the Expenditure Officer Authority Guidelines document.

**Facility**

*Government of Alberta, Infrastructure – Corporate Asset Management Program*

A structure that is built, installed, or established to encompass land, buildings, other structures, and other real property improvements.

**Facility Condition Assessment (FCA)**

*Government of Alberta, Infrastructure - CPMP*

Condition Assessment Report is a reporting process that critically reviews the condition and performance of existing assets and sub-assets.

**Facility Condition Index FCI**

*Government of Alberta, Infrastructure*

Facility Condition Index (FCI) is an industry standard for measuring building performance, and is used by Alberta Infrastructure to measure and compare facility conditions across the provincial portfolio. An FCI closer to 100 percent indicates a better asset condition.

**Failure**

*CFI, your Facility Management Technology <http://www.gocfi.com>*

No longer capable of performing the intended function.

**Function**

*Government of Alberta, Infrastructure - CPMP*

An end or purpose that an item or activity is intended to perform, expressed in a verb-noun form. The natural or characteristic action performed by a product / service / project. A required performance action of a product / service / project described in two words using an active verb and a measurable noun (e.g., contain heat, resist deterioration, receive power).

**Functional Program**

*Government of Alberta, Infrastructure – PIMS*

A Functional Program is a detailed description which analyzes and models project service activities, identifies the corresponding human, technical, financial and system requirements and establishes the building requirements needed to house them.

A functional evaluation requires that detailed assessment be undertaken to determine the following:

- a description of the functions to be delivered within the required space
- a description of the proposed operations of the required space, in relation to existing operations in the case of an expansion of a facility
- the projected workload based on historical data for each service or program to be delivered

- design criteria including the physical and operational requirements to be incorporated into the design
- capacity requirements (number of beds, rooms, support spaces, etc.)
- net and gross space requirements based on capacity requirements
- performance specifications describing the required results or outputs.

### **Functional Adequacy**

*Government of Alberta, Capital Planning Manual*

*Addresses the appropriateness of infrastructure with regard to functional service. Infrastructure may be in poor physical condition with sufficient available capacity to meet demand, but poor physical layout or inefficient design may reduce operational usefulness or efficiency.*

Assessments of whether infrastructure is able to meet program requirements or provide an adequate level of service. Poor physical layout (i.e. ergonomics), inefficient design (i.e. high operating costs), and converted use facilities may contribute to functional inadequacies. This measure may include suitability of location and ability to meet present and future program requirements. For example, poor location may result in underutilization.

### **HEALTH**

The Ministry of Health of the GoA.

#### **Healthcare Facility**

Any building which is currently (or has previously been registered) as an Approved Hospital, Auxiliary Hospital, General Hospital, Nursing Home or a Community Ambulatory Care Centre as defined in legislation, regulations and/or Ministerial Orders.

Also see definition for [Facility](#) in this Glossary.

#### **Inflation**

*Government of Alberta, Infrastructure - CPMP*

A long-term condition that operates at an international or national level. It represents the impact of increases in the costs of construction labour and materials. To measure inflation, Alberta Infrastructure monitors over time the price of a defined “Basket of Goods” for institutional buildings, which includes construction related labour and materials. Inflation is an important cost driver, especially during turbulent economic times.

#### **Installation Costs**

These include the following activities:

- Clinical equipment rental costs to address transfer issues associated with service continuity
- Third party decommissioning, removal, cleaning, transport, placement, rigging and re-commissioning of transferred project equipment and furnishings; and

- Third party installation costs for new procured items where installation has not been included as part of the item purchase price.

Installation costs can be the responsibility of either INFRA or AHS. Assignment of equipment installation responsibility is determined through consultation between CPSM/IT and the Project Manager.

### **Integrated Design**

*Government of Alberta, Infrastructure- PIMS*

Integrated design is a collaborative process between the client group including occupants, operating staff and a multi-disciplinary design team, focusing on the design, construction, operation, and occupancy of a building over its complete life cycle. Functional, environmental, and economic goals are defined and realized by processing from whole building system strategies, through increasing levels of specificity, to achieve more optimally integrated solution.

### **Leadership in Energy and Environmental Design (LEED®)**

*Government of Alberta, Infrastructure – PIMS*

Leadership in Energy and Environmental Design (LEED®) is an internationally recognized green building certification system. It provides third-party verification that a building has been designed and built using strategies to improve building performance in metrics such as energy savings, water efficiency, CO<sub>2</sub> emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.

The LEED® Green Building Rating System, developed by the U.S. Green Building Council (USGBC), provides a suite of standards for environmentally sustainable construction.

Different versions of the rating system are available for specific project types. They include:

- LEED® for New Construction: New construction and major renovations (the most commonly applied-for LEED® certification)
- LEED® for Existing Buildings: Existing buildings seeking LEED® certification
- LEED® for Commercial Interiors: Commercial interior fit ups by tenants
- LEED® for Core and Shell: Core-and-shell projects (total building minus tenant fit ups)
- LEED® for Neighborhood Development: Neighborhood development
- LEED® for Schools: Recognizes the unique nature of the design and construction of K-12 schools.



**Legislation**

*Government of Alberta, Infrastructure*

Legislation is law which has been enacted by a legislature or governing body, in this case, the Government of Alberta. Legislation can have many purposes; to regulate; to authorize; to proscribe; to provide (e.g. funds); to sanction; to grant; to declare; or to restrict.

**Life Cycle**

*Government of Alberta, Infrastructure - CPMP*

The time interval between the initial use of a product, service or project's and its disposal.

**Maintenance**

*Government of Alberta, Infrastructure - CPMP*

Described as the act of keeping fixed assets in an acceptable condition. It includes preventative maintenance, normal repairs, replacement of parts and structural components or other activities needed to ensure preservation of the asset in a condition that continues to provide an acceptable level of service.

**Major Capital Project**

*Government of Alberta, Infrastructure*

For the purposes of the delivery of infrastructure, a major capital project is defined by the Government of Alberta as a new project that is \$5 million or greater in Total Project Cost.

**Marshaling Costs**

The costs associated with securing and outfitting a space to temporarily place project equipment and furnishing that have been received from a vendor in order to unpack, assemble, test / certify, inventory tag and deploy. Typical costs could include material handling equipment and supplies. AHS will consult with Project Manager to determine the availability of any required material handling equipment and supplies in support of marshaling activities. AHS may be authorized by the Project Manager to procure the required material handling equipment and supplies; however, any equipment procured by AHS will revert to the Project Manager for reallocation upon completion of the project. If required to meet project timelines, third party labour costs associated with unpacking and assembly may also form part of the marshaling cost allocation. Where appropriate, item assembly costs will be included as part of the overall item purchase price agreed to with the vendor.

**Master Equipment List**

The final end user reviewed version of the Typical Equipment List that has been jointly approved by the Project Manager, AHS Clinical Lead and CPSM / IT. The MEL identifies all clinical and non-clinical items that will be procured for the project including their associated funding source.

**Master Plan**

*Government of Alberta, Infrastructure*

An over-arching plan that encompasses the holistic needs of an organization over time. The plan considers current and expanded or new (proposed) facilities, and their inter-relationships, to define planned service delivery outcomes according to short and long-term programmatic priorities, as well as the sustainment of the services/programs and supporting infrastructure. A Master Plan may be represented by a series of objectives and milestones over a time horizon.

**Metrics**

*CFI, your Facility Management Technology <http://www.gocfi.com>*

Objective means of measuring performance and effectiveness. Often called Key Performance Indicators (KPIs).

**Moving Costs – Furniture, Equipment and Information Technology**

The costs associated with third party moving of equipment that will be transferred from within an existing location to a new location. Typical costs could include move labour, trucking and supplies, site requirements (i.e. elevator operator and security).

**Needs Assessment**

*Government of Alberta, Infrastructure*

The Needs Assessment is a tool for determining needs, or “gaps” between current conditions and desired conditions, and for substantiating requirements to be satisfied and the decision to pursue resolution. Participants are identified, information is gathered and reviewed, objectives are established, and high level estimates are prepared. The organization responsible for the preparation of the Needs Assessment is the end user, in this case Alberta Health Services. A proposal may be prepared that recommends the application of additional resources to resolve a deficiency. As the funding organization, Alberta Health and Wellness is the approving authority for such requests, in consultation with Alberta Infrastructure. Needs, by definition, focus on those things which are necessary to carry out the intended work or achieve the intended outcome and are objective in nature.

**Net Present Value (NPV)**

*Government of Alberta, Infrastructure - CPMP*

The sum of the present values of all benefits less the sum of the present values of all costs for an activity over a given period. In Life Cycle Cost Analysis, the NPV of a considered alternative is that alternative’s Life Cycle Cost.

**New or Expansion Project**

*Government of Alberta, Capital Planning Manual*

Project for the construction of a new facility or expansion of an existing facility. If less than fifty percent of the project cost is for expansion of a facility or the project is for the replacement of an existing facility with the same capacity and functions, it is classified as Capital Maintenance and Renewal.

**New West Partnership Trade Agreement (NWPTA)**

The NWPTA is an accord between the Governments of British Columbia, Alberta and Saskatchewan that creates Canada's largest, barrier-free, interprovincial market. Under the NWPTA, British Columbia, Alberta and Saskatchewan are the first jurisdictions to commit to full mutual recognition or reconciliation of rules that hinder the free movement of goods, services, investment, and people within Canada. The NWPTA builds on the TILMA agreement.

Also see [Trade, Investment and Labour Mobility Agreement \(TILMA\)](#) and [Agreement on Internal Trade \(AIT\)](#) in this Glossary.

**Occupancy (SHC Integrated Schedule Definitions)**

*Government of Alberta, Infrastructure*

Living in or using premises, as a tenant or owner following issuance of Occupancy Permit.

(Clinical commissioning may commence in part at this stage.)

**Occupancy Permit**

*Government of Alberta, Infrastructure*

Issued by the Authorities having Jurisdiction after all Inspectors (who have reviewed progress of the work) have signed off on the project:

- An Occupancy Permit attests to the general conformance of the new construction or renovations to the Alberta Building Code (ABC) based on inspections undertaken at the completion of key stages of construction pursuant to the *Building Code Act*;
- An Occupancy Permit does not certify or warrant the work of a builder, only general conformance with the ABC;
- For the City of Calgary, it confirms that the minimum requirements for occupancy as set out in the ABC have been met and that all inspections have passed; and
- For the property owner, it confirms that any identified ABC deficiencies noted during any of the scheduled inspections by a City Building Official have been resolved.

There are two types of Occupancy Permits:

- A Partial Occupancy Permit is used when the permit holder wishes to allow occupancy to occur in an unfinished building. (Partial Occupancy will not be sought for the main Hospital building, only for the Materials Handling Building.);
- A Final Occupancy Permit is issued when all outstanding Code deficiencies as listed in inspection reports have been addressed.

### **Operating Costs**

Government of Alberta, Infrastructure

Operating Costs are the day-to-day expenses incurred in the running and operating an asset. Includes sales administration and maintenance. These costs are variable and do not add to the book value of an asset.

### **Operational Plan**

Government of Alberta, Infrastructure

Operational planning flows from an overall strategic work plan and describes short-term ways of achieving milestones and explains how, or what portion of, the strategic work plan will be put into operation during a given operational period. Operational plans can be the basis of support for, or justification of an annual budget need. Operational plans should contain: clear objectives; activities to be delivered; quality standards; desired outcomes; staffing and resource requirements; implementation timelines; and a process for monitoring progress.

### **Operational Maintenance**

Government of Alberta, Capital Planning Process - Capital Maintenance and Renewal Sub-Committee

Typically revolves around component parts. The set of activities required to keep an existing component or system functioning as it was originally designed and constructed.

### **Orientation (SHC Integrated Schedule Definitions)**

Government of Alberta, Infrastructure

Staff introduction to the campus and training in regards to clinical processes, computers and equipment.

### **Peer Reviews**

Government of Alberta, Infrastructure – PIMS

Peer review is a collaborative process where a consultant's design is reviewed by other consultants who are experts in the same field in order to provide constructive feedback.

**Performance Measures**

*Government of Alberta, Infrastructure*

Performance Measures quantify to the extent to which an organization is meeting its objectives. There are generally four types of measures: outputs, outcomes, efficiency, and cost-effectiveness

**Phasing**

*Government of Alberta, Infrastructure*

Phasing of a project is to undertake the project in a planned, staged approach over a specified timeline. Each phase will have specified outcomes or deliverables.

**Physical Condition**

*Government of Alberta, Capital Planning Manual*

Deals with the condition of infrastructure with regard to the need for maintenance. It is a critical factor in the decision to reconstruct, rehabilitate, and maintain infrastructure. This measure includes the current physical condition of infrastructure based on established standards for that particular type of infrastructure (e.g., load bearing capacity, sound/stable foundation; and compliance with health and safety standards, fire regulations, ventilation system).

**Policy**

*Government of Alberta, Infrastructure*

Deliberate plan of action to guide decisions and achieve rational outcomes. Policies can be political, management, financial, and/or administrative. Policy is generally high level and can be supported by regulations, which provide further definition.

**Pre-Tender Report**

*Government Alberta, Infrastructure- PIMS*

The Pre-Tender Report is a written description of the project prepared by the architect consultant, when the contract documents are complete. Submit the Pre-tender Report to the department executives/board for formal approval to proceed to tendering of the project. The report contains detailed description of the scope, cost and timing of the construction.

**Preventative and Operational Maintenance**

Preventative maintenance focuses on work that will extend or otherwise optimize the operating life of a facility or equipment, while operating maintenance focuses on maintaining environmental and operational standards within a building environment.

Both categories of maintenance are part of an ongoing program of continuous inspection, regular servicing, minor corrective actions(s), and upkeep that optimizes the operating life and efficiency of building system equipment and the respective components.

Both routine preventative and operating maintenance are funded through AHS' general operations budget. Failure to perform required maintenance can result in premature failure, major repairs and reduced operating efficiency of equipment and systems.

**Price**

*Government of Alberta, Infrastructure - CPMP*

A fixed sum of money expended by the User / Customer to purchase the product / project under study.

**Prime Consultant**

*Government of Alberta, Infrastructure – PIMS*

The Prime Consultant is the entity engaged by the Minister to provide consultant services for the project. The Prime Consultant is typically an architect, who usually contracts with sub-consultants to provide the services required under the Prime Consultant's Consultant Contract.

**Prime Contractor**

*Government of Alberta, Infrastructure – PIMS*

A work site having multiple contractors or employers engaged in work at the same time must have a single prime contractor for the site. There can only be one prime contractor for a work site. The prime contractor is responsible for occupational health and safety for everyone at that work site.

**Procurement Plan – Furniture, Equipment and Information Technology**

A plan that will define how the Program Delivery Equipment will be procured, the process that will be undertaken to appoint suppliers or vendors contractually.

**Program Delivery Equipment**

The required equipment or furniture to enable the occupant to deliver health services;

**Project Administration Costs:**

- costs incurred by AHS' project management employees who are directly responsible for managing the implementation of eligible IMP projects. Eligible project administration costs can include the cost of manpower and employee benefits, and employee travel costs (within province) incurred as a direct result of managing eligible approved projects. For example, where a project estimated at \$100,000, and where actual costs at completion are \$92,000, the eligible administration costs will be three per cent (3%) of \$92,000 or \$2,760;
- costs that may be incurred by other groups within AHS which provide support to the management of IMP projects, such as AHS' Finance Division, are not considered eligible for reimbursement under the IMP; and

- other incremental costs directly related to the implementation of approved projects and approved by INFRA.

### **Project Charter**

*Government of Alberta, Infrastructure- PIMS*

The Project Charter is a high level agreement between the Sponsor (client) and the Project Manager. The intent of the Project Charter is to obtain client agreement on all key parameters of the project (scope, time, and cost) prior to starting any work. By signing the Project Charter the client confirms his/her commitment to expend funds and resources in developing the project.

### **Project Implementation Management System (PIMS)**

*Government of Alberta, Infrastructure- PIMS*

PIMS is a web based application that provides a common portal that contains project management processes, project management plans (Project Charters, Phase Plans etc) and templates (Risk Register, Communication, Quality and meeting minutes, agendas) for all projects within Alberta Infrastructure. There are links to tools and resources that Project Managers require such as: Technical Resource Centre standards and guidelines, BLIMS, CSAM, ARTS and other websites such as TILMA and Agreement on Internal Trade (AIT). The Project Management content is based on the Project Management Institutes (PMI) framework. PIMS can be used as a self-directed learning system for new employees or by an experienced Project Manager to assist in the planning, design and construction of a project.

An External Consultant Site (ECS) provides central storage for all PIMS project management plans and any project related documents such as action requests, drawings, correspondence, photos, proposals, and minutes, etc. Links to consultant portals and a common projects contact list are also available. Two different document libraries are available, one for internal use only and one for external (consultants) documents. This site also provides easy access to authorized users only, to systems such as BLIMS, CSAM, ARTS, CMS and TRC.

### **Project Manager (PM)**

*Government of Alberta, Infrastructure- PIMS*

The Project Manager is the person responsible for the complete delivery of the project. For health facility projects, the PM is assigned by INFRA and is the Senior Project Authority who leads the Project Team. The PM has overall responsibility and accountability for the delivery of safe, functional, high quality, cost-effective, and sustainable facilities that meet AHS and AHW delivery needs.

### **Project Management**

*CFI, your Facility Management Technology <http://www.gocfi.com>*

Project management is the process of planning, organizing and managing tasks and resources to accomplish a well-defined objective, usually within constraints on time, resources or cost.

### **Project Planning**

*Government of Alberta, Infrastructure*

Project Planning includes the following:

- Needs Assessment and Business Case development;
- [Project Charter](#) (after approval of the project);
- [Functional program](#) that will describe how the business needs will be met;
- Estimating project costs and identifying sources of funding
- Identifying project delivery method;
- Stakeholder analysis;
- Initial risk analysis; and,
- Preparation of subsidiary project management plans (scope, schedule, procurement, communications etc.) to support the delivery of the project.

### **Project Scope**

*Government of Alberta, Infrastructure*

Project scope is the extent of the work that needs to be accomplished to deliver a service or product with the specified features and functions. Project scope is defined through documentation such as functional programs and schematic design and is general in nature.

### **Public-Private Partnership (P3)**

*Government of Alberta, Infrastructure – Capital Planning Initiative*

P3 is a cooperative venture where there is an allocation of the risk inherent in the provision of a Public Service between the public and private sector partners.

For the purposes of Government of Alberta capital projects, a Public Private

Partnership (P3) is defined as a form of procurement for the provision of capital assets and associated long term operations that includes a component of private finance.

Payment to the contractor is performance based.

Also see [Alternative Financing](#) in this Glossary.

### **RASCI**

A RASCI matrix represents the five key responsibilities in the lifecycle of a project: Responsible, Accountable, Supported, Consulted, and Informed. It describes the participation by various roles in completing tasks or deliverables for a project or business process. It is especially useful in clarifying roles and responsibilities in cross-functional/departmental projects and processes.



**Real Estate Capital Asset Priority Planning (RECAPP)**

*Government of Alberta, Infrastructure*

A software program and database for tracking individual facility condition assessments.

**Regulatory Agencies**

*Government of Alberta, Infrastructure – PIMS*

Regulatory Agencies are government departments that have jurisdiction in approval of INFRA project. For INFRA projects, they may include City Planning, City Fire Departments, Ministry of Environment, Federal and/or provincial Transportation, Ministry of Health, Ministry of Labour, Solicitor General, Ministry of Justice, Education Boards, Regional Health Authorities etc.

**Rehabilitation**

*Government of Alberta, Capital Planning Manual*

The action of restoring system(s), component(s), or asset to an original condition or to current standards.

**Renewal**

*City of Edmonton - Edmonton City Council's Infrastructure Strategy*

Investment in existing infrastructure to restore to its former condition and may extend its service life, which may include replacement of individual components as they age or become obsolete. Capital investment in renewal extends the period of service potential but does not change the replacement value, and so does not increase the size of the infrastructure asset portfolio.

**Replacement**

*Government of Alberta, Capital Planning Manual*

The action of replacing system(s), component(s), or assets.

**Reporting**

*Government of Alberta, Infrastructure*

A mechanism to provide information to a designated audience or authority and which contains specified or desired information. Generally provided on a regular or stipulated time basis. Reporting is generally statistical or financial in nature.

**Request for Proposals (RFP)**

*Government of Alberta, Infrastructure – PIMS*

Request for Proposals is a document issued to solicit Proposals for consultant services to be provided for a project. An RFP is typically a value based selection. The evaluation criteria normally include considerations of price and qualifications of the proponent.

**Request for Qualifications (RFQ)**

*Government of Alberta, Infrastructure – PIMS*

A Request for Qualifications (RFQ) is a document issued preceding an RFP, to evaluate the qualifications of prospective proponents, and to select a number of proponents to submit proposals for the RFP stage. This process is implemented in order to reasonably limit the number of RFP submissions. An RFQ is strictly a qualification based selection.

**Requisitioned**

The expected dollar value of a purchase order. Requisition values are based on a contract price or quote received from a vendor.

**Risk**

*Government of Alberta, Infrastructure - CPMP*

A concept that denotes a potential negative impact to an asset or some characteristic of value that may arise from some present process or future event. In everyday usage, "risk" is often used synonymously with the probability of a loss or threat. In professional risk assessments, risk combines the probability of an event occurring with the impact that event would have and with its different circumstances.

**Risk Management**

*Government of Alberta, Infrastructure - CPMP*

A structured process to identify, assess, categorize and develop management strategies, along with mitigation and status monitoring of potential risks and opportunities related to a process, program, project, service or system.

**Risk Management Plan**

A plan that identifies any known or anticipated risks, assesses the probability and impact of the identified risks, and defines methods to mitigate the risks to the extent possible. For Furniture, Equipment and Information Technology, CPSPM/IT develop the plan for joint review and approval with the INFRA Project Manager.

**Risk Register**

*Government of Alberta, Infrastructure - CPMP*

Continuously updated and reviewed throughout the course of a project, the register is a table containing the following information:

- Risk reference number (unique within register)
- Risk description and potential impacts;
- Author (who raised it);

- Date identified;
- Date last updated;
- Likelihood (i.e., probability that the risk will occur); and
- Consequences (i.e., impact should the risk occur).

The Risk Register is an effective tool to manage the Risk Monitoring and Control Plan.

### **Schedule**

*Government of Alberta, Infrastructure - CPMP*

A time display of the milestone events and activities of a program or project.

### **Schematic Design Report**

*Government of Alberta, Infrastructure- PIMS*

The Schematic Design report consists of drawings and other documents illustrating the general scope, scale and relationship of project components. The design is conceptual. The Schematic Design report:

- indicates the proposed plan form, site plan and appearance of the project in relation to orientation, topography, adjacent land use and utilities;
- shows the general approach to structural, mechanical and electrical systems; and,
- takes into account the determined time constraints and the estimate of construction cost.

### **Scope**

*Government of Alberta, Infrastructure - CPMP*

A definition of how, when, where, and what a project is expected to include and accomplish.

### **Service Plan**

*Government of Alberta, Infrastructure*

Plans designed to carry out the specific services provided by the organization. These are derived from the strategic and operational goals of the organization and are strategic in nature within the organization.

### **Set-up (SHC Integrated Schedule Definitions)**

*Government of Alberta, Infrastructure*

The initial phase where key staff members begin to come on site to set-up assigned areas, and arrange for installation of medical equipment and furniture. Stocking of some areas will begin.

### **Standards**

*Government of Alberta, Infrastructure*

Formal documents that establish uniform criteria, methods, processes, and practices. Standards can be in the form of a technical standard operating standard, standard practice, standard specification, standard unit, national/regional/international standard, and can be based on best practice.

### **Storage Costs for Furniture and Equipment**

Costs associated with third party storage and warehousing activities external to the construction site. Typical costs could include storage, moving and handling fees from a bonded warehousing company or AHS vendor. If other offsite storage space is secured and operated by AHS, typical costs may include lease or rental fees, utilities, security, insurance, temporary racking or shelving, material handling equipment and supplies (pallet jacks, dollies, wire carts, hand tools and packaging supplies). AHS will consult with the Project Manager to determine the availability of any required material handling equipment in support of storage operations. AHS may be authorized by the Project Manager to procure the required material handling equipment; however, any equipment procured by AHS will revert to the Project Manager for reallocation upon completion of the project.

### **Substantial Performance**

*Government of Alberta, Builders' Lien Act*

A contract or a subcontract is substantially performed:

- a) When the work under a contract or a subcontract or a substantial part of it is ready for use (The *Occupancy Permit* is a precursor to determining whether the building is ready for use. The *Occupancy Permit*, in turn, is issued only after a Safety Codes Officer has inspected the building and determined that the fire protection, elevator, boiler, HVAC and electrical systems are properly installed.)

OR is being used for the purpose intended, (The purpose of the contract is to deliver a functional **building**, not a functional **hospital** at Substantial Performance. The functional building would subsequently be “clinically commissioned” by AHS into a functioning hospital at which time it would be ready to accept patients.), and

- b) When the work to be done under the contract or subcontract is capable of completion or correction at a cost of not more than:
  - i) 3 percent of the first \$500,000 of the contract or subcontract price,
  - ii) 2 percent of the next \$500,000 of the contract or subcontract price, and,
  - iii) 1 percent of the balance of the contract or subcontract price.

For large projects such as hospital projects, the 1% figure is more relevant than the 3% figure.

**Support Services**

*Government of Alberta, Infrastructure - CPMP*

Include corporate management, administrative overheads, insurances, general support services, system shutdowns, disassembly and removal, recycling or safe disposal, site remediation, and product residual value.

**Supported Infrastructure Organization (SIO)**

*Government of Alberta, Treasury Board and Finance*

Include school boards, health regions, post-secondary institutions and any other boards and agencies that are eligible for GoA capital and operating budget support. Supported agencies do not include municipalities and other levels of government.

**Technical Resource Centre (TRC)**

*Government of Alberta, Infrastructure – PIMS*

Technical Resource Centre is a web site that contains information that pertains to all technical aspects of INFRA's projects. Guidelines and specifications for building infrastructure (Owned and Supported) ensures consultants and contractors comply with government's rules and regulations. Templates for Consulting Services Contracts and Master Specifications for Construction and, Building Management and Maintenance Services are located on the TRC site.

**Technical Services Branch (TSB)**

*Government of Alberta, Infrastructure – PIMS*

Technical Services provides a wide range of professional and technical support for the planning, design, documentation, construction, renovation, commissioning, use, operation, and maintenance of government owned and funded facilities. TSB also provides government with expertise in the achievement of Leadership in Energy and Environmental Design (LEED) designation for public buildings. Technical Services Bulletins can be found on the TSB SharePoint site.

**Templates**

*Government of Alberta, Infrastructure*

For the purpose of the health program, templates serve as a guide or pattern to ensure that the information included in a particular document is presented in a consistent and holistic manner (e.g. business case template) and that all necessary information is provided/combined within the template.

**Tendering**

*Government of Alberta, Infrastructure – PIMS*

The process by which construction contractors, as bidders, are asked to submit prices to perform the work of the project. Normally tendering is public, open to all bidders who qualify to bid under the terms of the tender documents.

### **Testing**

*Government of Alberta, Infrastructure (SHC Integrated Schedule Definitions)*

On-site testing of all areas including medical equipment verification, calibration and simulation.

### **Trade Investment Labour Mobility Agreement (TILMA)**

*Government of Alberta, Infrastructure – PIMS*

TILMA is a comprehensive agreement on trade, investment and labour mobility that applies to all sectors of the economy in Alberta and British Columbia. TILMA was fully implemented in April 2009.

In terms of corporate registration, TILMA will simplify, and in some cases eliminate, the additional registration and reporting requirements for businesses incorporating or registering in one province and extra-provincially registering in the other. Corporations will benefit from TILMA: if requirements are met in one province, they will be deemed to have met those of the other province. By removing duplicated registration and reporting requirements, it will make it easier and more cost-effective to expand your Alberta corporation, limited partnership or limited liability partnership into British Columbia and vice versa.

### **Total Project Cost (TPC)**

*Government of Alberta, Infrastructure – PIMS*

Total Project Cost is the total approved funding for the project as identified in the Project Approval Request form, and covers all related project costs. Total Project Cost (TPC) is the total funding allocated for the implementation of the project including hard costs (construction) and soft costs (design, studies, moves, furniture, etc.). The total expenditures on the project cannot exceed the Total Project Cost. If the TPC needs to be adjusted, the Application for Change in TPC form is used.

### **Total Provincial Support (TPS)**

*Government of Alberta, Infrastructure – PIMS*

The specific funding for the project that is provided by the GOA and excludes contributions from sources outside of the GOA like the Federal funding programs, municipal government cost sharing or the participation or contributions of private for profit or not for profit organizations.

**Typical Equipment List**

The equipment list first developed for the business case analysis and refined through functional programming and design development. The Typical Equipment List (TEL) is used to establish budget estimates, influence facility design, capture end user requirements, define installation responsibilities, identify equipment transfers and determine procurement responsibilities (items in or out of the construction contract).

**Upgrades**

*Government of Alberta, Capital Planning Manual*

Investment in added or enhanced components in existing systems and assets designed to improve its functionality.

**Utility (company)**

A third-party organization that provides systems and equipment to deliver electrical power, gas, water, water treatment, waste water collection and treatment, or communication services.

**Utilization**

*Government of Alberta, Capital Planning Manual*

Deals with the level of usage related to capacity. The intention of the measure is to determine the number of facilities that are well utilized. Significant overutilization or underutilization may indicate the need to construct, reconstruct, rehabilitate or dispose of facilities. This measure addresses actual vs. targeted utilization of facilities or structures (e.g. percentage occupied, flow rate, volume of water conveyed/stored).

**Value**

*Government of Alberta, Infrastructure - CPMP*

Takes into account the total cost of ownership as well as compliance with users' requirements, reliability of performance, appropriate quality and functionality, along with after sale support where applicable. Value is represented by a balance of quality and business terms, as assessed against specific criteria and benchmarked against comparable reference projects or systems.

**Value Engineering**

*Government of Alberta, Infrastructure - CPMP*

According to US Public Law 104-106 is "an analysis of the functions of a program, project, system, product, item of equipment, building, facility, service, or supply of an executive agency, performed by qualified agency or contractor personnel, directed at improving performance, reliability, quality, safety, and life cycle costs".

**Value Management**

*Government of Alberta, Infrastructure - CPMP*

A structured, analytical process for developing innovative, holistic solutions to complex problems. It involves representatives of key stakeholders in a facilitated workshop. The term is often used interchangeably with Value Analysis and Value Engineering. Within INFRA, Value Management is applied during the planning process to determine the overall project arrangement whereas Value Engineering is applied during the design process to 'tighten the project'.

### **Warranty Period**

A warranty for the construction project, including the building systems and equipment. The Warranty Period begins at Substantial Performance, or when the Final Occupancy Permit is issued, and extends for at least one year, unless specifically noted otherwise in the Contract Documents.

Program delivery equipment and information technology equipment is normally procured with a vendor supplied warranty period.

### **Wrap-up Liability Insurance**

*Practical Law of Architecture, Engineering and Geoscience, Brian M. Samuels and Doug R. Sanders, Pearson-Prentice Hall, 2007*

A wrap-up policy is a liability policy that insures all direct participants in a construction project, including the consultants, the owner and all subcontractors. It typically runs for the end for a project until a specified time afterwards, such as the end of the contractor's warranty obligations.

### **Zone Dyad**

AHS Zone Dyad refers to a combination of Zone leadership from an administrative leader and a clinician leader whom have a shared and complementary strategic and operational decision-making relationship. Major decisions and recommendations are made jointly. Responsibility and accountability overlap, but each leader has their own, mutually determined, focus. The AHS Zone Dyad model is used to drive clinical and organizational excellence.