

Appendix 13 – Furniture and Equipment / Information Technology Project Accountability Matrix

The following matrix outlines the key responsibilities of the four parties involved in planning and procuring furniture and equipment, including information technology equipment, for major capital projects delivered by Alberta Infrastructure. It is presented in the following key categories:

- a) Budget Management and Reporting;
- b) Project Phases;
- c) Asset Management; and
- d) Post-Occupancy.

Note: The matrix does not represent a linear process

Legend

Responsible – role responsible for the task

Accountable – accountable for correct completion of task/sign off/approves the work

Support – resource allocated to Responsible, who will assist with the task

Consult – those whose opinions are sought, who may provide input to the task

Inform – those kept up-to-date on progress, often only at completion of the task.

	Alberta Infra- structure	AHS CPSM/ IT	Alberta Health	AHS Client Dept
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a) Budget Management and Reporting

Prepare grant agreement and payment plan for approved projects.	R&A	I	I	-
Manage scope, budget and timelines: <ul style="list-style-type: none"> • Ensure adherence to overall project scope, budget and timelines • Ensure adherence to approved equipment budget allocation, including scope and timelines and identify variances • Approve reallocation of variances in equipment budget allocation and release of contingency funds • Prepare to submit to AI, quarterly reporting of project expenditures, including administration costs (as well as forecasted annual cash requirements) 	R&A	I	I	-
	I	R&A	I	-
	R&A	I	I	-
	I	R&A	I	-
Provide final listing of equipment project expenditures upon completion of building warranty period or completion of procurement activity.	I	R&A	I	-

	Alberta Infra- structure	AHS CPSM/ IT	Alberta Health	AHS Client Dept
b) Project Phases				
b1) Business Case Phase				
Develop Project Budget Estimate (construction, soft costs, etc)	R&A	-	C	-
Develop F&E/IT Budget Estimate	S	R&A	C	-
Approve F&E/IT Estimate (as part of Business Case approval)	S	C	R&A	-
b2) Project Approval Phase				
Determine project organization, major participant types and roles	R&A	S	C	C
Determine F&E/IT organization, major participant types and roles	C	R&A	I	I
b3) Functional Programming Phase				
Draft Equipment Plan and Costs based on the draft of Functional Program	S	R&A	I	S
Establish inventory of equipment to be transferred to new facility	S	R&A	I	S
Prepare final Functional Program Equipment Plan and budget (append to functional program)	S	R&A	I	-
Review and approve Equipment Plan	S	S	R&A	-
b4) Design Phase				
Review proposed scope changes	R&A	S	S	-
Approve Equipment Plan and costs based on Schematic Design	S	S	R&A	S
Communicate specification guidelines for equipment ¹	S	R&A	-	S
Initiate Procurement Plan	I	R&A	-	-
Initiate Delivery and Installation Plan	S	R&A	-	S
Initiate Risk Analysis Plan	R&A	S	S	S
• For overall project				
• For F&E and IT	S	R&A	S	S
End User Sign-off by Department	I	R&A	I	S

¹ Please consult the DI RASCI chart.

	Alberta Infra- structure	AHS CPSM/ IT	Alberta Health	AHS Client Dept
b5) Procurement/Tender Phase				
Finalize Procurement Plan, Delivery and Installation Plan and Risk Analysis Plan	S	R&A	-	-
Obtain approvals for Procurement Plan, Delivery and Installation Plan and Risk Analysis Plan	I	R&A	-	-
Manage equipment selection according to approved list	I	R&A	-	S
Procure F&E and IT according to approved Equipment Plan	I	R&A	I	-
Update delivery, installation and commissioning schedules	S	R&A	-	S
Coordination of delivery and installation with contractor	R&A	S	-	-
Manage cost of procurements in concert with approved F&E budget (All F&E / IT activities)	S	R&A	-	-
b6) Construction/Delivery/Installation Phase				
Construct facility according to approved design including design specifications to accommodate approved equipment	R&A	S	I	-
Manage delivery and installation of F&E and IT ²	S	R&A	-	S
Manage storage (internal / off-site)	S	R&A	-	-
Transfer and install existing equipment assets as identified in asset inventory	S	R&A	-	S
Insure all F&E / IT equipment upon delivery	I	R&A	-	-
Manage/mitigate risks identified in Risk Management Plan (F&E / IT)	S	R&A	I	S
Manage safety requirements in relation to installation of equipment ³	S	R&A	-	-
<ul style="list-style-type: none"> • If installed by vendor or AHS • If installed by contractor 	R&A	S	-	-
b7) Commissioning/Testing Phase				
Manage facility commissioning	R&A	I	-	S
Facilitate commissioning/testing of equipment by AHS staff	S	R&A	-	S

² For turnkey installations R&A will shift to the contracting organization.

³ Not to be confused with the Prime Contractor's responsibility for safety.

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b8) Project Close-Out Phase				
Handover completed facility to AHS	R&A	I	I	
Manage warranty phase for building components	R&A			
Manage warranty phase for F&E/IT components by AHS staff	I	R&A		
b9) Change Management				
Review proposed scope changes	R&A	S	S	-
Approve scope changes	S	S	R&A	-
c) Asset Management				
Perform lifecycle management of equipment assets	-	R&A	-	S
d) Post-Occupancy				
Undertake contractor and consultant performance evaluations	R&A	-	-	-
Undertake performance evaluations on equipment suppliers / installers on performance related matters (as required).	I	R&A	-	-
Undertake unit cost analysis for building components for future project cost estimating	R&A	-	I	-
Undertake unit cost analysis for F&E and IT components for future project cost estimating	I	R&A	I	-
Undertake post occupancy evaluations of facility	R&A	S	S	S
Undertake post occupancy evaluations of F&E/IT (AHS Departments)	I	R&A	I	S
Undertake Building Performance Evaluations (BPE)	R&A	S	S	S