

# GLOSSARY

90-Day Communication Tool—Communication tool to provide impacted stakeholders with project related information. The tool includes dates and information on upcoming events, project milestones and related activities, who is impacted and involved in these activities, education and project information, and fun facts about the project or project team.

Building Readiness—Term to describe the state of readiness for physical aspects of the project including construction-related activities such as mechanical, electrical, plumbing, temperature control, major equipment installation, building management systems, and safety systems.

Building Turnover—The milestone at which the contractor delivers the building to the owner.

Certificate of Occupancy—Document issued by a local government agency or building department certifying a building’s compliance with applicable building codes and other regulations, and indicate the building is in a condition suitable for occupancy.

Champion—Group of individuals selected from each impacted department to support the various activities throughout the Transition and Activation Planning process. Champions receive additional training and orientation and serve as the new department resource to their department.

Communication Plan—Plan includes internal and external communication expectations, methods, and responsibilities.

Construction Safety Orientation—Training to teach people how to safely conduct themselves in an active construction zone.

Critical Path Line—Highlights key dates and the activities and milestones that are high-risk or problem-prone that may impact the project schedule.

**Culture**—The shared set of values, common beliefs, social ideas, and the collective perceptions held by employees within an organization or group.

**Decisions Document**—A communication tool to inform all stakeholders of key project decisions. Information includes: what decisions were made, who validated the decision, when the decision was made, the rationale for the decision, and if the decision has an impact to the transition or operational budget.

**Dress Rehearsal**—Use of interdisciplinary simulation-based exercises aimed at replicating day-to-day operations in the new healthcare environment before Day 1 Activation to validate training the champions received.

**Early Access**—The time prior to building turnover during which designated staff are allowed access to the building to begin Building Readiness activities.

**End-users**—Frontline staff who are responsible for performing day-to-day activities to support department operations.

**Fit-up Period**—The building is transformed from a finished construction building/project to a facility ready for use (or ready for patient care).

**Go/No-Go Assessment Tool**—Document to track readiness at a high level and identify any deal breakers for Day 1 Activation and is broken down by categories of Building Readiness, People Readiness, and Documentation Readiness.

**New Facility Orientation**—Orientation provided to occupants of the new facility related to new fire and life safety elements such as entrances, egress points, and paths of travel.

**Owner Furnished, Contractor Installed**—Equipment, fixtures, or components of a system procured by the facility and installed by the contractor during the construction period.

**Owner Furnished, Owner Installed**—Equipment, fixtures, or components of a system procured by the facility owner and installed by the facility owner or a vendor hired to complete the installation.

**Planning Phase**—This phase of the project can occur anywhere from 3 to 10 years before Day 1 Activation in the new facility. It includes the development of the strategic plan, master plan, environmental assessment, and the business analysis.

**Project Dashboard**—Provides overall project metrics of key performance indicators and relevant project information such as decisions that impact operations, project status, changes in equipment or systems, updates to the project schedule, and key dates and milestones.

**Project Plan**—Provides guidance on how a project will be implemented, managed, and controlled.

**Project Roadmap**—24-Month tool that includes detailed Transition and Activation Planning activities broken down by project topics.

**Punch List**—List of minor construction activities that needs to be completed at the end of a project before the general contractor’s scope of work is considered complete.

**RACI Matrix**—The matrix will clarify who is Responsible, who is Accountable, who needs to be Consulted, and who needs to be Informed about information and decisions.

**Stakeholders**—Anyone who is impacted by the Transition and Activation project.

**Task List**—Outlines the work breakdown structure required for successful completion of the project.

**Temporary Certificate of Occupancy**—Document issued by a local government agency or building department when project-specific circumstances do not allow for final inspection approval, but the building is safe and permissible to occupy in the interim.

**The Activation Phase**—During the Activation Phase the focus changes from “planning” to “doing.” This phase begins six to eight months before the move and activation and is where the building is transformed from a construction project to a live, interactive healthcare facility.

**The Construction Phase**—During the construction phase, the facility engages a contractor who along with subcontractors, will build the new facility according to the architectural plans and requirements.

**The Design Phase**—During this phase, the architects complete the schematic design concept and the design development documents.

**The Stabilization Phase**—This phase includes the immediate postmove activities and lasts three to six months. The facility focuses on stabilizing

ongoing operating procedures, refresh and focused orientation and training, facility issue management, and project close out.

**The Transition Planning Phase**—This phase occurs in parallel with the construction of the new facility. It includes engaging stakeholders to plan and validate facility readiness, people readiness, and documentation readiness for the new facility.

**Transition and Activation Budget**—The discrete costs directly related to the activation of a new facility.

**Transition and Activation Planning**—The process of planning, implementing, and evaluating the physical (Building Readiness) and Human Resource (People Readiness) components that support the opening of a new clinical space or building. The plan supports the organization's goal of taking the building from design and construction to a live and operational facility.