



AiM Field Definitions

AiM Field Term	Description
Building	Building relative to the project.
Project Title	Title given to the project.
Scope Description	This field needs to match the Scope Description in the Project Charter.
CP Status	Current Capital Project Status. See pg. 2 for all Status definitions.
Completed and Ongoing	Tasks completed or ongoing the week the APL report is completed.
Upcoming Work	Tasks upcoming after the APL report is completed.
Risk(s) to Project	Current risks to the project. For example, long lead-time on equipment.
Current Schedule Status	On Schedule Ahead of Schedule Behind Schedule
CP#	Number assigned to the project.
PM/OR	Team assignment to the project.
Initiation Budget Range	The self-selected budget range provided by the client upon filling out the Project Initiation Form.
Charter Budget Range	Budget Range identified in the Project Charter providing a Low End (client's project 'needs' and 'wants' + risks) vs. a High End (client's 'needs' and 'wants' + risks + percentage determined by PM/OR).
Authorized Charter Budget	Project budget authorized by client at the time of Charter approval. (Note: Authorized Scope Changes will impact the Authorized Charter Budget.)
Current Total Budget	Pulls from all components, which should be loaded into AiM at the time of Charter approval.
Anticipated Bid Due Date	Anticipated due date for bids.
Actual Bid Due Date	The date bids are received.
Initiation Date	The date that the client requested submitted the Project Initiation Form.
Client Target Completion Date	The date the requesting department expects to move into the project space, as identified in the Project Initiation Form.
Projected Occupancy Date (new field)	Projected occupancy date at the time of approved Project Charter.
Actual Occupancy Date (new field)	The date the requesting department occupies the project space.
Department	Level 3 Org (auto-filled when Project Initiation Form is completed)



Capital Project Status Definitions

Bidding	Project bidding opportunities are posted and D/C is awaiting submitted bids in order to award the bid(s).
Board Approval	Project has been sent to UO Board of Trustees for approval
Budget Approval	Client has approved budget. Project budget is entered into AiM and approved funding sources are added to the project.
Cancelled	Project is cancelled
Closed	Project is complete and closed
Constr Closeout	Project has completed direct construction and is entering warranty phase
Construction	Direct Construction for the project has started
Construction Docs	Project has achieved 100% Construction Documents
Design	Project is in the Design phase
Design Development	Project is in Design Development
Feasibility Study	Project assessment for project requirements and options is underway.
Final Closeout	Project warranty period is finished. Final punch list tasks are being completed. Final systems walkthrough completed.
Financial Closeout	All project commitments/expense payments are verified. Close project and return excess funds(if any) to the project contributors
Hold	Project is on hold
Prebudget Approval	Project feasibility study budget entered and awaiting user approval
Project Initiation	New project has been requested
Schematic Design	Project is in Schematic Design
Scope and Estimate	Project is assigned to a PM/OR and they have begun initial scoping and estimating of the project
Update Funding	Project budget has increased and additional funding is needed