



# TAHOE DONNER<sup>SM</sup>

## **CAPITAL PROJECTS PROCESS: PROJECT IDEA DEVELOPMENT**

WE HEAR YOU – HERE’S THE EXPLANATION YOU ASKED FOR

(article originally appeared in July 2016 Tahoe Donner News)

You have questions about the capital projects process; we have answers. Your questions illustrated to the General Plan Committee (GPC) that the original flow chart needed to be more understandable, so we went right to work on a revised flow chart with that goal in mind.

This revised chart (new name: Capital Projects Process) covers the first two pages (new name: Project Idea Development) which created most of your questions. The GPC will be revising the remaining four pages, as well.

It’s important to note that no flow chart can include every detail. The process includes every step from initial idea to post-project review, so it can cover many years of work and countless details. The flowchart is your GPC’s attempt to capture the big picture and provide enough detail for you to understand the process.

And it is *your* GPC. This committee is composed of members just like you, who bring a variety of backgrounds, experience and expertise. The common ground is that we are volunteer members, who advise the board by recommending capital project investments which provide maximum benefit to all members.

Your questions are always worth asking, and they are important to the GPC. You are welcome to bring questions and comments to GPC meetings (first Monday each month at 3 p.m. at Northwoods Clubhouse) or email GPC Chair Michael Sullivan at [GPC@tahoedonner.com](mailto:GPC@tahoedonner.com).

Here’s a brief tour of the first ten steps in the Capital Projects Process, which covers project idea development:

### IDEAS FUNNEL

This is where your ideas come into the planning process, and every idea is considered. Only a few ideas make it through the series of reviews to approved project status, but every idea tells your GPC and board of directors about member interests.

If you submit an idea that isn’t approved at any stage in the process, you can re-submit it. Anyone can submit ideas at any time.

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## PRELIMINARY IDEA LIST

All ideas are put on this list. It's important to recognize that everyone's suggestions are intended to make Tahoe Donner a better place. This list is circulated quarterly to the board of directors, GPC, and posted on [tahoedonner.com](http://tahoedonner.com).

## PRELIMINARY IDEA REVIEW

This is the first review, where ideas are evaluated by the general manager and staff, the GPC chair, and the board GPC liaison. They categorize each idea into one of five categories that help sort ideas for further consideration in: 1) the next few years, 2) the next five years, 3) future years, 4) operational ideas as distinguished from capital project ideas, and 5) ideas no longer considered. This review identifies some category 1 ideas that move forward to become preliminary ideas. The preliminary idea list is posted on [tahoedonner.com](http://tahoedonner.com).\*

## PRELIMINARY PROJECT LIST

This list of ideas that have become projects is circulated quarterly to the board of directors, GPC and is posted on [tahoedonner.com](http://tahoedonner.com).\*

## PROJECT INFORMATION PAPERS (PIPs)

Preliminary information is gathered and documented by the director of capital projects as the basis for review by the GPC. More detailed information will be developed through subsequent stages in the process. PIPs are posted on [tahoedonner.com](http://tahoedonner.com).\*

## PROJECT TASK FORCE (PTF) ANALYSIS

After reviewing the PIPs, the GPC appoints a project task force (PTF) to gather more detailed information and provide a preliminary analysis of the many factors that impact each project. PTF members bring a variety of experience, expertise and perspective to the project, and members are encouraged to volunteer their time and talents to participate in this process. Email your interest to [GPC@tahoedonner.com](mailto:GPC@tahoedonner.com).

## GPC REVIEW

The GPC reviews the preliminary project analyses of the PTF. Projects are approved for further consideration, sent back to the PTF, or rejected as not feasible at the present time. Members can attend GPC meetings or view GPC recommendations in GPC meeting minutes by going to Board of Directors > Meetings > Meeting Documents > Supporting Documents > Committee Reports.

## DECISION PAPER FOR CONCEPTUAL DESIGN REVIEW

This is another step where information is gathered and documented by the director of capital projects, this time in much greater detail. Decision papers provide the board of directors with essential data necessary to decide whether a project will be funded for conceptual design work to proceed, go back to the DCP for more information, or be rejected at the present time.

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## BOARD REVIEW

For each project under consideration, the board of directors reviews decision papers, project task force analyses and GPC recommendations. The board may approve projects for funding of conceptual design, send them back for additional information or analysis, or reject them at this time. Approved projects are added to the Capital Funds Projection (CFP), which is posted on [tahoedonner.com](http://tahoedonner.com).<sup>\*</sup> Members can attend board meetings or view board decisions and supporting documents in board meeting minutes posted on [tahoedonner.com](http://tahoedonner.com).

## WORKING TOGETHER

That's how we make progress, by working together. Your GPC is committed to inclusion and transparency, while understanding that no decision will please everyone, all of the time. By working together, with good and frequent communication, our goal is to fulfill the GPC charter (posted on [tahoedonner.com](http://tahoedonner.com)<sup>\*</sup>) to advise the board by recommending capital project investments which provide maximum benefit to all members.

It's worth repeating: Your input is always welcome. Put ideas into the funnel. Attend GPC and board meetings. Sign up for Tahoe Donner e-blasts. Read the Tahoe Donner News. Spend time on [tahoedonner.com](http://tahoedonner.com). Volunteer for committees and task forces. Your involvement is valuable and welcome. Talk to the GPC members – we'll be at the annual meeting and expo on June 26 to talk with you (see page 3 for event details).

And stay tuned – the remaining pages of the Capital Projects Process flowchart are under construction.

<sup>\*</sup>From [tahoedonner.com](http://tahoedonner.com), click on Members > Capital Projects > Capital Projects Spending Process.