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| --- | --- |
| **OFPC Project Number:** | *XXX-XXX* |
| **Project Title:** | *Enter Project Title as it will appear in the CIP* |
| **Institution:** | *Enter Name of Institution* |
| **Location:** | *Address, Building and Room (Include infromation for parking)* |
| **Dates:** | *Session 1 - Month Day, Year and Time*  *Session 2 - Month Day, Year and Time*  *Session 3 - Month Day, Year and Time* |
| **IMPORTANT!** | **Please arrive no later than 15 minutes before the scheduled start time to register and get seated.** |

**Session 1**

1. Opening Remarks *Enter Name* (+ others as invited)
2. Introductions *Enter Name* (Name, organization, role on project)
3. OPR Overview *Enter Name*
4. Project Overview *Enter Name*
5. Introduction of facilitator *Enter Name*
6. Group Work *Enter Name* (facilitator)
   1. Group warm-up
   2. Purpose:
      1. To capture the “whats” and the “whys”
      2. A value-add process for the project and everyone here
      3. To increase common understanding
      4. To fulfill the purpose of the OPR document in providing important and comprehensive information for the success of the project
   3. Ground Rules
   4. Process:
      1. Explanation of Nominal Group Technique
      2. Writing SMART requirements:
         * Specific
         * Measurable
         * Achievable
         * Realistic
         * Timely
      3. Collection of Requirements
         1. Facilitator poses a question and each person works silently to write ideas on the Post-it pads provided. The color of the pad represents your stake-holder group:
         * User Group: Green
         * Operations & Maintenance Group: Blue
         * Institution CIP Representatives: Red
         * Consultants & Contractors: Orange
         1. Write only one idea or item per page
         2. Write legibly in large print letters
         3. There are no “wrong” responses
         4. Start sentence with an action verb and use a complete sentence as much as possible/reasonable
         5. Make them as SMART as possible
         6. Some requirements are “have-to’s” and some are “desired”
         7. Label each requirement on the top right side of the Post-it note to fit into a specific Template Category; or, write “Other” (If unclear, group will discuss for proper classification)
         8. Individuals read out responses. Each idea may be briefly discussed for clarification. Each person reads only one item at a time; round-robin (goes around table) until everyone’s ideas have been read.
         9. Each Post-it note will be collected and placed onto the appropriate flip-chart/category
         10. Discussion is captured on the computer
         11. “No-consensus” items are noted
7. Review of flip-charts
8. Path forward for OPR continuation
9. Feedback: Group “Plus/Delta”
10. Closing

**Open Ended Requiremnents Questions**

*From your point of view and the stakeholder group that you represent, what are the requirements for the success of this project…*

**Question 1:** *Regarding the functioning and the relationships of the structural, utilities, MEP infrastructure, operations and maintenance, and energy efficiency and sustainability.*

**Question 2:** *Regarding the functioning and relationships of and between major spaces, as well as security requirements?*

**Question 3:** *What are the limitations, challenges, or issues that could hinder the success of this project?*

**Question 4:** *What are the priorities to keep the pool operational for the next \_\_ years?*

**Session 2, 3, and Beyond…**

1. Welcome
2. Introductions
3. Ground Rules
4. Review of Session 1 and path forward for today
5. Hand out new document
6. Group Work
7. Review of flip charts
8. Path forward for OPR completion
9. Feedback: Group “Plus/Delta”
10. Final comments and closing