

## **PROJECT PLANNING**

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**3043**

The most important part of the budgeting process is the planning phase. In this phase we must identify what is needed to support the activities at a given location. For example, in planning a fire station project, consider the following:

- How many personnel must be housed?
- How many and what type of vehicles are to be housed?
- What, if any, special or unique functions will take place at the facility?
- What does the Blue and/or Gray Book delineate for this location?
- Is the station located to adequately respond to the SRA?

For an office construction project, consider the following:

- How many people will work in the building? How much space will each person need?
- How will the people interact within the office?
- What support areas will be needed, like a conference room, storage, employee lounges, etc.?

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