

Massachusetts Institute of Technology
DEFINITIONS OF COMMON TERMINOLOGY

Administrative Officer (AO)	Department or Lab point-of-contact for DLC initiation of CRSP project requests, CRSP approval requests and proposed funding.
Assistant Dean (AD)	School or Unit point-of-contact for Dean's endorsement of requests and proposed funding.
Building Committee	Committee that reviews Capital Projects and recommends disposition to Executive Committee
CRSP	Committee for the Review of Space Planning. Provost's Committee that includes the Associate Provost, Associate Provost for the Arts, Chancellor, EVP, Vice President for Research, Director of CPEC, CPEC Director of Campus Planning, CPEC Director – Project Management Renovation and Renewal, Assistant to the Provost for Space Planning, MIT Space Administrator, DoF Liaisons, and VPF Senior Financial Analyst
DLC	Department, Lab or Center
EVP	Executive Vice President
Executive Committee	Chair of the Corporation's Committee that reviews Major Capital Projects for approvals and funding
Guaranteed Maximum Price (GMP)	Used when construction pricing is based on subcontract bids and a construction manager's fee instead of on a lump sum basis.
In Cycle Process	CRSP batch review/approval to coincide with annual Institute Budget Cycle (Dec - Apr)
MRO	Major Repair Operation
Out of Cycle Process	Year round process used except for December to April
PICS	Project Information and Cost System, See Below
Plan/Study	Work carried out by Campus Planning and Design
Programming	The planned use of, and requirements, for a space renovation
Proposed Preliminary Budget	Second estimate for a project, typically based on Schematic Design
Project Information and Cost System	CPEC's MS Access customized database that merges non-financial project information with SAP Financial Information networked on Project Manager's Desktops
R-CRSP – The Renovation Subcommittee of CRSP	Reviews and approves CRSP planning studies, space changes, space space re-assignments. Meeting minutes are used to notify the Community of project decisions and to direct the transfer of funds to specific projects.
Proposed As Bid Budget	For Lump Sum Work, final estimate before construction, typically using Construction Documents and Contractor Bids
Schematic Design	After completion of programming and conceptual design, typically first schematic layout including impact on building systems
SCR	Space Change Request Form, same as Project Request Form, see below

SEG	Systems Engineering Group within CPEC
Space Change	All project on campus greater than \$10,000 or that involve moving of walls or two or more trades
Stage 1 Budget	First estimate after Programming for a project to cover initial design work through Schematic Design costs.
Project Request Form (SCR)	Document executed by an MIT Senior Officer to initiate a project. An SCR has 3 Options: Plan/Study, Space Change, or Space Request
Space Request	DLC request to permanently or temporarily use space not currently assigned to it.

Additional, Institute Defined Abbreviations are available at:

<http://web.mit.edu/comdor/editguide/style-matters/acronyms.html>