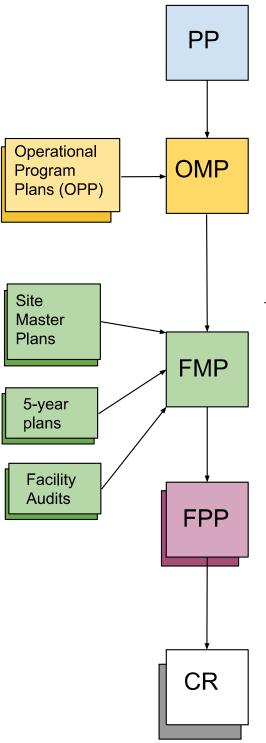# PLANNING DOCUMENT FRAMEWORK for STATE AGENCIES

State of Colorado, Dept of Personnel & Administration
Office of the State Architect
Statewide Planning Program

PP

Performance Plan
- Sets agency's annual direction
- OSPB instructions, review and approval
- Updated annually

Operational Program Plans (OPP) → **OMP**

Operational Master Plan
- Overall agency profile
- OSA instructions and *review only*
- Summary of programs and space summary agency wide
- Valid for 3 years with annual update cycle

Operational programming

Facilities programming

Site Master Plans

5-year plans

Facility Audits

→ **FMP**

Facilities Master Plan
- Organizes needs.
- OSA instructions, *review and approve.*
- Identifies and prioritizes agency capital needs.
- Valid for 10 years with annual update cycle.

FPP

Facility Program Plans
- Specific parameters of individual project.
- Cost / schedule estimates.
- OSA instructions, *review and approve.*
- Forms basis for and will accompany capital request.
- Valid for 3 years with annual update cycle.

CR

Capital Requests
- Prepared annually
- Organized in FMP
- OSA instructions, *review and approve*
- Valid for one year but can be resubmitted with updates.