

INTRODUCTION TO PROJECT MANAGEMENT

Project Management Assistance

Planning and Development Services offers limited Project Management services for customers whose projects meet specific criteria. If a project is accepted into the program, a Project Manager will oversee the project throughout the entire development review process. Projects generally consist of several permits or approvals and detailed review by other City departments or outside agencies.



Image Credit: JUMP/Adamson Associates

- **Multi-Disciplinary Team**

A Multi-Disciplinary Team will be assigned to the project. Team members may include representatives from Current Planning, Design Review, Subdivisions, Plan Review, Fire, Public Works and a multitude of other disciplines. The Project Manager will select the team based on the scope of the project.

- **Early Assistance Meetings**

Early Assistance meetings are offered to identify required applications, establish project timelines, and determine if there are any major issues that need to be addressed prior to application submittal. One or more Early Assistance meetings may be held with varying City team members.

- **The Project Manager's Role**

The Project Manager acts as the central point of contact, opening the lines of communication by bringing an appropriate City team together, and greatly reducing the amount of time applicants spend going from department to department. The Project Manager assists applicants in understanding the City's requirements, which enables them to submit complete applications and avoid possible delays. The Project Manager proactively monitors each project's progress from Planning approvals to Certificate of Occupancy.



Eligible Projects

Customers who wish to participate need to contact a Project Manager and [request consideration](#). Project Managers have the option to decline an otherwise eligible project based on their workload capacity. Eligible projects may include:

- Downtown Housing Projects
- Affordable or Workforce Housing
- LEED projects certified as Silver or higher
- Projects with challenging site issues (such as hillside or floodplain)
- Complex large projects with difficult schedules or phased permitting
- Projects referred by City of Boise Economic Development Department
- Projects of civic importance

There is currently no additional fee for Project Management services.



Image Credit: Gardner Company/CTA Group