



**City of Pittsburgh  
Financial Management Policies**

<b>Policy: Periodic and regular reviews of all capital projects.</b>	<b>Original Date: January 1, 2016</b>
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**PURPOSE:** To evaluate the overall status of a capital project, including financial reviews and the progress toward achieving planned deliverables.

**POLICY:** To further develop the City's capital program and ensure that budgeted projects are completed in a timely and efficient manner, the Director of the Office of Management and Budget shall require periodic and regular reviews of all capital projects to evaluate their overall status, including financial reviews and their progress toward achieving planned deliverables.

To ensure that capital projects are being completed in a timely, efficient, and financially responsible manner, the Office of Management and Budget staff will meet with the appropriate project managers within each department on a monthly or quarterly basis. Project managers will be responsible for maintaining their budgeted and spent funding, as well as a timeline for completion for deliverables. The Office of Management and Budget will review documentation and pursue discrepancies as needed. Failure to deliver projects within budget and on time may impact future funding requests. Departments may not change identified deliverables without prior authorization from the Office of Management and Budget.

**PROCEDURES:** The Office of Management and Budget will establish regular meetings with project managers and Directors in a frequency to be determined by Office of Management and Budget staff. Project managers and Directors are responsible for preparing documentation that illustrates the funding spent on a project to-date and a timeline and projected budget for completion. Departments should make every effort to remedy any deficiencies that hinder the successful completion of a project immediately.