

Process Description	World Fed EXCO	Regional Federation	Jamaat Mngt Committee	Capital Project Committee	Remarks / Detail
Jamaat identifies need for a new project, due to membership expansion or location needs			●		Defines the start of the project
Jamaat informs the Regional Federation of need, based on demographic figures	○	○			Regional Jamaat informs WF for information database only
Jamaat appoints a Capital Project Committee within membership / regional expertise (Project / Financial)			■		Project Committee manages project from concept to completion.
CPC investigates all available options: Expansion, new build or sharing premises, phased expansion, etc				▼	All available options accompanied with outline cost-time estimates
CPC presents all available options to Jamaat MC with advantages of each available option			○	▼	New build: Finance Plan to address ready funding for quick purchase
Jamaat MC presents all available options to general body for approval of one option: Decision: New Build	○	○	◆		General body decides on best option, with over 75% voting
Summary Project Plan: Needs/Demographic Analysis, Cost/Financing Plan, Sustainability Plan (see sample)				▼	Live document (periodic update) and increasing accuracy over time
CPC publishes Funding Strategy to MC for general body approval. Funding strategy for land purchase			◆		Includes 35% local funds, Karz-e-Hasana, WF Khums Ijaza, Loans
CPC raises 35% of funding for land only				▼	
Jamaat MC approves Summary Project Plan. Forward to Regional Body for support and ratification			◆		MC forwards resolution to Regional Body for WF Approval/Ijaza
Regional Body approves Summary Project Plan and forwards to WF for support and ratification		◆			Regional Body can prioritise and provide professional support
WF EXCO inspects and approves Summary Project Plan and issues Khums Ijaza	◆				
CPC raises balance of funding for land only and maintains this fund for land purchase		○	○	▼	
Land purchased into Jamaat Asset Management. Start of Design, Procurement and Construction Process (Chart B)	○	○	●		Karz-e-Hasana repayment schedule prepared and repayment started

Key: ● Start or Finish ▼ Process ◆ Decision ■ Meeting ○ Information

Process Description	World Fed EXCO	Regional Federation	Jamaat Mngt Committee	Capital Project Committee	Remarks / Detail
Jamaat identifies need for a new project to be built on existing or new premises (already purchased)			●		Defines the start of construction project
Jamaat informs the Regional Federation of need, based on demographic figures	○	○			Regional Jamaat informs WF for information database only
Jamaat appoints a Capital Project Committee within membership / regional expertise (Project/Financial)			■		Project Committee manages project from concept to completion.
CPC investigates all available options: Accommodation expansion, new build or sharing premises, etc				▼	All available options accompanied with outline cost-time estimates
CPC presents all available options to Jamaat MC with advantages of each available option			○	▼	Outline Cost and Financing Plan for all options addressed
Jamaat MC presents all available options to general body for approval of one option	○	○	◆		General body decides on best option, with over 75% voting
Summary Project Plan: Needs/Demographic Analysis, Cost/Financing Plan, Sustainability Plan (see sample)				▼	Live document (periodic update) and increasing accuracy over time
CPC publishes Funding Strategy to MC for general body approval. Funding for initial costs (legal, professional, etc)			◆		Includes 35% local funds, Karz-e-Hasana, WF Khums Ijaza, Loans
CPC manages pre-construction stage: Concept designs, estimated costs, time frames, local authority approval, etc				▼	Can include tendering with approved contractors, but not awarded yet
CPC raises 35% of funding for combined project cost (including risk, legal and professional costs)				▼	Funding can be confirmed dated pledges, standing orders, etc.
Jamaat MC approves Summary Project Plan. Forward to Regional Body for support and ratification			◆		MC forwards resolution to Regional Body for WF Approval/Ijaza
Regional Body approves Summary Project Plan and forwards to WF for support and ratification		◆			Regional Body can prioritise and provide professional support
WF EXCO inspects and approves Summary Project Plan and issues Khums Ijaza	◆				
CPC raises balance of funding for construction and maintains these funds in separate account		○	○	▼	Contract awarded for construction and maintains monthly reporting schedule
Completed facility handed over to Jamaat MC. Defined as end of project	○	○	●		Karz-e-Hasana repayment schedule prepared and repayment started

Key: ● Start or Finish ▼ Process ◆ Decision ■ Meeting ○ Information