

Project Process Flow Chart – revised 11/16/2022

STEP 1 – Departmental Planning
Timeframe: October-December
 Departmental strategic planning

STEP 2 -Division Planning
Timeframe: January/February
 Division/College
 Strategic Planning / Prioritize

STEP 3
Timeframe: February
 The Vice President’s offices will submit work orders with potential funding source requesting estimates for prioritization

STEP 4 - Estimates
Timeframe: March-May

Action: FM/IT identifies current University facilities/infrastructure as adequate to satisfy current and/or anticipated program requirements.

Facilities Management develops high level estimate.

STEP 5 – Review
Timeframe: May/July

Campus Planning Committee evaluates:
 * overall need
 * consistency with University Strategic plan
 Master plan

Supports the project as consistent with university priorities and strategic plan.

Executive Level Review
 If approved, go to Step 6

STEP 6 – Work order to Project
Timeframe: July

Less than \$10,000 ↓ Work order closed. Upon approval of estimate by the Department Head, a new work request shall be submitted and work assigned.	More than \$10,000 ↓ Work order closed * FM sends project request form to department. * Project request submitted with Approvals from Department Head and CPC.
--	--

Proceed to Step 7

STEP 7 – Schematic Design
Timeframe: August/Sept

Facilities Project Management
 Facilities Project Manager assigned to work with the Department to work on schematic design.

 A/E selection if required
 Scope of work
 Schedule
 Preliminary Cost Estimate

Dean/Director

Campus Planning Committee

If confirmed by Dean/Director and Campus Planning Committee, then go to Step 8

STEP 8 – Needs Assessment
Timeframe: August/September

Identify additional funding sources
 State, M&R, Foundation,
 Departmental, grants

FM Director and VPFA present project request and preliminary cost estimate to the President

Step 9 – Programming
Timeframe: Sept/December

Facilities Project Management
 * CAPBAF
 * A/E selection
 * Schedule
 * Design Development
 * Construction Documents
 * Bidding

Step 10 - Construction