# STEP 1 — Departmental Planning Timeframe: October-December Departmental strategic planning

**STEP 2** -Division Planning

<u>Timeframe: January/February</u>
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

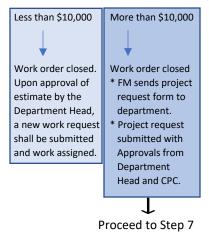
Campus Planning Committee evaluates:

- \* overall need
- \* consistency with University Strategic plan Master plan

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

FM Director and VPFA recommend projects to President.
If approved, go to Step 6

# <u>STEP 6 – Work order to Project</u> Timeframe: July



# 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



Campus Planning Committee Update

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

### <u>STEP 8 – Needs Assessment</u> Timeframe: August/September

Based on scope of work and estimate, either identify additional funding or reduce project scope.



FM Director and VPFA update the President on project status.

# <u>Step 9 – Programming</u> Timeframe: Sept/December

Facilities Project Management

- \* CAPBAF
- \* A/E selection
- \* Schedule
- \* Design Development
- \* Construction Documents
- \* Bidding

## Step 10 - Construction

#### **Notes:**

- 1. Residence Life projects will continue to work through the 2016 Building Assessment and be planned a year in advance of approved project.
- 2. Athletics needs to conduct a system wide facility assessment and prioritize projects like Residence Life.
- 3. Auxiliary projects will need to be prioritized a year in advance but do not have to be completed during summer months (include Chartwells, Follet)
- 4. Foundation funded projects will be addressed separately and should be prioritized along other campus projects.
- 5. Grant funding should include FM input prior to submittal so that timeline and funding is included in the FM planning process.