

Project Process Flow Chart - 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.

FM Director and VPFA recommend projects to President.
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.
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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 Update

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

STEP 8 – Needs Assessment

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.

Step 9 – Programming

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.