## <u>STEP 1 – Departmental Planning</u> 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:

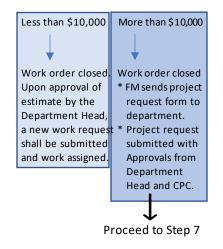
- \* overall need \* consistency with University
- \* consistency with University Strategic plan Master plan



**Executive Level Review** 

If approved, go to Step 6

## STEP 6 – Work order to Project Timeframe: July



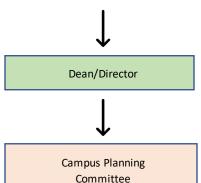
### STEP 7 - Schematic Design

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



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**