New Project Initiation Process
Strategic Capital Plan

In order to submit a request for a new project to be incorporated into the Strategic Capital Plan process, the following steps are defined to assist you in preparing the material and also to provide you with understanding the sequence of the process:

1) Prepare a Capital Project Request Form for Renovation/New Construction
2) Prepare a Capital Project Ranking Form
3) Prioritize Project against other projects being submitted
4) Submitted project evaluated by Capital Oversight Group
   a) Approved to be prioritized in the SCP prioritization process by Project Review Group
   b) Approved to have a programming study prepared to better define project
   c) Disapproved as an institutional priority at this time

1) Prepare a Capital Project Request Form for Renovation/ New Construction
   The standard form will provide the ability to define the basic elements of any project:
   - Project team representatives identified from requesting college/unit
   - Statement of Need
   - Description of Program and Scope Definition
   - Description of Proposed Funding
   - Description of Time frame

Your ability to provide adequate definition of the different elements into this document will be the major factor in the determination whether or not a programming study and/or feasibility study is recommended. Please understand that this process has been developed for only those projects you deem as high institutional priorities. Be very selective of the projects you submit, as available funds are limited.

2) Prepare a Capital Project Ranking Form
   The criteria identified on the Project Champion form have been developed to be assessed across the entire list of projects being submitted to the Project Review Group. Each of these criteria includes several related questions measuring the impact of the individual project against those specific criteria. The scoring scale developed for each of the criteria was defined as follows: 0 = No Impact; 1 = Low Impact; 2 = Medium Impact; 3 = High Impact.

This form requires completion for all new and existing projects annually, in order to assess the priority for each given year. It should also prove to be a useful tool for each Project Champion in assessing the priority status of multiple project
submissions for a given year, as each annual combined submittal will require a priority ranking of those projects.

The form also contains the ability to provide additional information for each criteria element. It can be a useful input to provide an understanding of how scoring was developed when being evaluated by the Project Review Group.

Refer to the User’s Guide to complete this form.

3) *Prioritize Project against other projects being submitted*

Each Project Champion is required to provide a cover letter to their project submission summarizing what projects are contained in their package and identifying a priority order for multiple projects if more than one project is included. The cover letter should be limited to a single page if possible. The summary should provide the explanation of how the priority order was developed.

4) *Submitted project evaluated by Capital Oversight Group*

All new project initiation requests will enter into a category of evaluation by the Capital Oversight Group established to review submittals and to provide the judgment for either moving into the SCP prioritization process or needing further study to adequately assess the developed Statement of Need. The Capital Oversight Group has been charged by the President to render one of three options from their evaluation. Those three options include:

   a) *Approved and move forward to be prioritized in the SCP prioritization process by Project Review Group*

   b) *Approved to have a programming study prepared to better define project*

   c) *Disapproved as an institutional priority at this time*

Communication from the Capital Oversight Group to the Project Champion will incorporate clarifications to define the decision on any new project submittal. Specific criteria identifying evaluation factors need to be developed and standardized for this part of the process.

The Capital Oversight Group (COG) is composed of

- Provost (co-chair)
- VP Finance & Administration (co-chair)
- Associate Provost for Budget and Capital Planning
- Director of Capital Planning & Management

New Project Requests will be judged on one of the following aspects:

1) Academic Program priority with facility requirements
2) Facility Condition deficiency that creates need for building/infrastructure improvement
3) Administrative support function defines program shortfall