

## Student Development Project Process

This process is for all Capital, Department or Division funded projects, including request for estimates/feasibility. A project is defined as something that changes the floor plan of a room/building; something that affect the use, assignment, renovation or build-out of space or the replacement of finishes, furnishing or equipment. The objective of this process is to provide guidance and assistance to all Student Development offices and staff during the process of planning a facility project. This process will allow Student Development to conduct an inventory of all proposed and planned Student Development projects to strategically coordinate and collaborate efforts to determine priorities and sources of funds.

### Timeline & Steps:

- August 1: Student Development Space Committee (SDSC) will communicate with all of Student Development (SD) that any proposed projects, including requests for cost estimates/feasibility, must be submitted via the project request form. All forms should be submitted by 9/1.
  - Form: <https://docs.google.com/forms/d/e/1FAIpQLSc0MYZGfcu8z6r-CkOBJxq-ujzmgf6VDyZxzjmEi43wwxZ6hw/viewform?c=0&w=1>
- September 1-15: SDSC will work with Requestors (and if necessary, University Facilities) to confirm that all details for the requested project are clear and listed on the project request form.
- September 15-30: SDSC will work with Vice President for Student Development (VP-SD) to approve and prioritize projects. Approval and priority will be based on both available funds and project necessity, as determined by SDSC.
- October 1: Intake COMPLETE-All project request forms are due to University Facilities. Projects will be divided into (3) categories:
  1. Departmental Funded- These are improvement projects a specific department will fund or assist with funding but may need University Facilities guidance/consultation on what is allowable as far as modifying facilities and contacts with vendors to perform the work.
  2. Division Funded- These are repair, replacement, or maintenance projects we are asking Student Development to fund.
  3. University Facilities Funded- These are repair, replacement, or maintenance projects we are asking Facilities to fund.
- February 1: Review & Evaluation COMPLETE-University Facilities will conduct a feasibility and financial analysis of the project, then will notify SDSC of which projects have been approved or not. SDSC will notify departmental contacts of the status of their projects. At this time it will be determined if SDSC or SDSC along with the departmental contact will serve as Facilities POC for the project.
- February-April: Project Planning Phase
- May-August: Construction & Closeout Phase

\*Any projects that may arise outside of the defined timeline above will be submitted the following year. If there is urgency for the project that may be noted and SDSC will work directly with Facilities in one of two ways (listed below) to determine if a project may be completed along a different timeline. Only departmental funded projects may be considered for submission outside the above timeline.

1. Submit a Facilities Project Request Form (PRF) for estimate only. Projects will take it on to scope and estimate it and then give SDSC the information to make a decision.
2. Submit a Facilities Project Request Form (PRF) for a project. Projects will still scope and estimate it but then will roll right into design, pending capacity.