

## 1A: Project Executive Summary

**PROJECT NAME:**

**DATE:**

**BUILDING/SPACE:**

**DIVISION:**

**PROJECT REPRESENTATIVE:**

**EMAIL:**

### Project Objectives

*(check all that apply)*

- Renovate space within assigned footprint to update existing divisional services or offerings
- Expand our divisional footprint into other facilities with leadership approval
- Enhance our student and faculty experience by adding new divisional programming and service
- Address issues concerning ADA, mobility or other accessibility issues
- Modify space in order to meet institutional research, teaching, and learning objectives
- Enhance information and communication technologies for greater flexibility and utilization

### Project Partnerships

- Is this project to be jointly funded and/or managed by multiple campus partners? **YES**  **NO**
- If so, will there be a memorandum of understanding or other joint agreement? **YES**  **NO**
- To the best of your knowledge, will this impact community members in adjacent spaces? **YES**  **NO**
- Will this work impact any centrally controlled spaces (e.g., Registrar controlled classrooms)? **YES**  **NO**
- Are you seeking central funding or other campus partner funding to support this modification? **YES**  **NO**

### Project Narrative

Briefly summarize the proposed project in the space provided. Describe what this project hopes to achieve and how that achievement works towards meeting institutional goals, aspirations, and/or objectives. Include any information related to preferred schedule and key deadlines.

**DIVISION LEADERSHIP:**

**FINANCIAL OFFICER:**

*Signature:*

*Signature:*

**AVAILABLE FUNDS:**

**SOURCE:**

**FISCAL YEAR:**

## 1B: Executive Quarterly Review

Full Approval     Partial Approval (Design, Testing and/or Feasibility)     Not Approved

### SCOPE & PROGRAMMING REVIEW (Provost or Designee Only):

### BUDGET & FINANCIALS REVIEW (SVC Business & Financial Affairs or Designee Only):



- Facilities Management & Planning is authorized to proceed with limited Capital Projects & Planning Assessment, to be completed by next Quarterly Review.
- Facilities Management & Planning is authorized to proceed with schematic design, limited consulting, site investigations, preconstruction estimating only, with an initial startup budget of \$\_\_\_\_\_ in order to evaluate risks and hidden costs to the University.
- This project request is critical to University interests. Facilities Management & Planning is authorized to proceed with project, not to exceed \$\_\_\_\_\_ in funding without prior approval.
- Facilities Management & Planning is to halt all work on this project request.

---

Office of the Provost

---

Office of Business & Financial Affairs