



STRATEGIC PLANNING

CPAT APPROVAL

PROJECT CONCEPT DEVELOPMENT

CPAT APPROVAL

PROJECT FORMATION

BOR PROJECT APPROVAL

PROJECT EXECUTION

CPAT REVIEW

UNIT + CAMPUS PRIORITIES

ACADEMIC UNIT PRIORITIES

- Academic / Unit Vision
- Institutional Alignment
- Program / FTE Growth
- Space Metrics
- Financial / Donor Capacity
- Interdisciplinary Efforts

CAMPUS PRIORITIES

- Facility Priorities + Data
- Infrastructure & Grounds
- Real estate investments
- Diversity & Inclusion
- Partnership opportunities
- External agency projects (WSDOT, SDOT, ST, etc.)

STRATEGIC PLANNING

MERGING PRIORITIES

- Analyze academic and campus priorities to identify projects & means of delivery

SCENARIO DEVELOPMENT

- Iterative and creative process to identify projects that:
 - Support contemporary teaching + learning typologies
 - Accommodate highest growth and most urgent needs
 - Optimize space + addresses interdisciplinary work
 - Create partnerships that leverage multiple sources of funding
 - Find economies of scale through bundling of work
 - Address deferred maintenance

ANNUAL RE-EVALUATION

NEEDS DEFINITION

SCOPE	Problem definition defined Baseline data utilized to support the problem Alignment with strategic capital plan confirmed
BUDGET	Budget approximation based on benchmarks identified
FUNDING	Funding strategy identified particular to each source
M + O	Potential need and funding strategy identified

OPTIONS ANALYSIS

SCOPE	Options developed including program goals, surge, enabling work, and delivery model identified Site selection matrix developed
BUDGET	Budget approximation for each option established Benchmark projects referenced to support the project Potential risks identified
FUNDING	Funding strategy confirmed by OPB, Treasury, and Advancement Potential unit revenue or savings confirmed for use
M + O	Estimate M+O for each option identified and integrated into Business Case

~ TIMEFRAME: 6 – 12 MONTHS

PROJECT INITIATION

SCOPE	Preferred option program definition with GSF defined Capital Plan scoring completed Project goals confirmed
BUDGET	Target budget established High level cash flow developed and coordinated with other capital expenditures
FUNDING	All fund sources identified ILP, Bridge Loan and equity capacity confirmed Fundraising feasibility completed State funding potential validated, 10-yr request
M + O	M+O costs confirmed Funding commitment confirmed

PROJECT DEVELOPMENT

SCOPE	Pre-design completed Program fully finalized Preferred site identified Enabling move(s) scope fully defined
BUDGET	Final budget estimate completed Final benchmarks identified Cash flow funding/schedule coordinated and confirmed
FUNDING	Design funding in hand 100% local equity in hand 100% donor pledges verified with 10% cash in hand Full loan due diligence completed
M + O	M+O funding included in unit's annual budget

~ TIMEFRAME: 1 – 1 ½ YEARS

DESIGN

SCOPE	Initial permits in hand Safety & site restoration plans completed Exceptions to Facilities Design Guidelines identified
BUDGET	Final budget in contract Risk reward established Value adds identified Due diligence check in with OPB & Treasury completed
FUNDING	100% state funding in hand 100% local equity in hand Final loan agreements in place
M + O	M+O costs finalized First year cash needs included in unit budget

CONSTRUCTION

SCOPE	Value add scope identified and incorporated as contingency is released Coordination and review with UWF Operations completed
BUDGET	Risk register developed to track unexpected project expenses Contingency funding monitored
FUNDING	Tracking and reporting of cash flow monitored Project progress to BOR is reported and monitored
M + O	Unit contribution for M+O refined based on state funding T20 plan approved

~ TIMEFRAME: 2 ½ - 3 ½ YEARS

DOCUMENTS & RESPONSIBLE PARTY

Academic / Institutional Vision	5-Yr Capital Budget + Long-Term Capital Plan
Unit Capital Plans – Budget, Priorities & Strategic Goal Alignment	Campus Stewardship
Facility & Zone Priorities & Risk Assessment	Real Estate Portfolio
Campus Priorities & Opportunities	Preventative Maintenance
	Operating Plan

STRATEGIC CAPITAL PLAN

DOCUMENTS & RESPONSIBLE PARTY

Justification fact sheet – program support, FTE growth, degree production, academic priority alignment, CMP alignment, etc.	Feasibility Study to define goals, program, and budget. Options to provide test fits, permit impact analysis, and site selection matrix
Benchmark project examples	Project Governance document
Demand Study	Business Case document

BUSINESS CASE

DOCUMENTS & RESPONSIBLE PARTY

Project Formation Work Plan	BOR Project Summary and relevant information for approval
Capital Budget Project Summary	Treasury Due Diligence document
Capital Plan Scoring document	Cash Flow document
Submission to OFM for Pre-design funding (state funded projects)	Project Work Plan

BOR PROJECT SUMMARY

DOCUMENTS & RESPONSIBLE PARTY

Project Definition document	Risk + Contingency Tracking docs
Design / Construction Documents	Value Add Log
Project Schedule + Cash Flow	Project Schedule + Cash Flow
Required Permits & Contracts	BOR Project Status updates
BOR Project Status updates	T20 documentation

PARTICIPANTS

- PROVOST
- UNIT
- OPB
- UWF
- TREASURY
- ADVANCEMENT
- PROCESS PARTNERS
- CONSULTANTS



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~ TIMEFRAME: 1 - 1 1/2 YEARS

DESIGN | **CONSTRUCTION**

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~ TIMEFRAME: 2 1/2 - 3 1/2 YEARS

DOCUMENTS & RESPONSIBLE PARTY

- Justification fact sheet** – program support, FTE growth, degree production, academic priority alignment, CMP alignment, etc.
- Benchmark** project examples
- Demand Study**
- Feasibility Study** to define goals, program, and budget. Options to provide test fits, permit impact analysis, and site selection matrix
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- Business Case** document

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- Campus Priorities & Opportunities**
- 5-Yr Capital Budget + Long-Term Capital Plan**
- Campus Stewardship**
- Real Estate Portfolio**
- Preventative Maintenance**
- Operating Plan**

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- Treasury Due Diligence** document
- Cash Flow** document
- Project Work Plan**

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