

# Project Planning Process

Draft 2/10/10

## Exploring a Project Idea

The project sponsor (the originating department, college or school) requests an exploratory meeting with the Vice President for Business and Finance (VP B&F) and the Associate Vice President for Capital Planning and Facilities Management (AVP/CPFM). The purpose of the meeting is to explore an idea for further consideration by administration. This is considered an informal discussion about project scope, potential funding sources for construction and operation, timeframes, CSU capital project planning requirements, campus approval processes for such projects, and the like. The VP, B&F and AVP/CPFM will provide guidance at that meeting about the next steps, including documents and approvals needed to move the project to the next step. Facilities Planning staff will be assigned to work with the project sponsor to help develop an initial project description and scope.

## Initial Project Planning

After the initial discussion to explore the project idea, to move the project forward the project sponsor will complete the initial project documents that briefly describe the project, funding sources, anticipated timeframes, etc. These documents *must* have the signed approval of the Dean/Director of the College/Program Center as well as the appropriate Provost or Vice President, to initiate the campus review process.

Once the approved forms are received by the AVP/CPFM, a meeting will be scheduled to review the project, establish campus review expectations and follow-up responsibilities among the various parties.

Depending on the scope and size of project, Vice President for Business and Finance refers the proposed project to President's Executive Administration Group for consistency with the University's mission, and then, if approved, to the University Facilities Planning Advisory Committee for compliance with the Campus Master Plan. Recommendations from both groups along with the project proposal will be presented to the President for a decision whether to proceed with the project. The Project sponsor will be notified of the result.

## Detailed Project Planning

Once the project has been reviewed and approved by the President to move to the detailed planning stage, the funding needed to complete the planning process will be identified by either the University (for State-funded projects) or the project sponsor (for non-state funded projects). Project planning costs can run from (range) and include: (list). Funding for planning process must be identified before the project proceeds to the development stage.

## Project Funding

All construction projects, including non-state funded projects require the approval of the Board of Trustees to proceed. The Chancellor's Office has a stringent process for the development and approval of non-state funded projects such as student housing, student recreation and activity facilities, health services, dining and bookstore facilities, and the like. The project sponsor works with the Director of Facilities Planning and Finance and the University Budget Officer to develop a project financial pro forma and business plan. *Non-state funded projects* may be funded as follows:

- ii. Auxiliary or state auxiliary enterprise system-wide revenue bond funding – based on approved fees only.
- ii. Donor or Grant Funding – cash on deposit
- iii. Other Funding – Partnerships (must meet Chancellor's Office requirements).

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## **Master Plan Approval**

The proposed project must be included in the approved campus Master Plan before the project will be considered by the Chancellor's Office. If it is not consistent with the Master Plan, the Master Plan must be revised before the project can be approved. Master Plan revisions can be considered "major" (for example, a wholly new project not shown on the current plan) or "minor" (for example, a change in location of a project that was anticipated in the current plan but at a different part of campus). Minor revisions are generally handled administratively at the staff level in the Chancellor's Office.

Facilities Planning develops initial project timeline identifying the project's critical path including required project develop and review dates, and submission for CSU and Board of Trustees approvals. The project sponsor will continue to work with Facilities Planning throughout the project planning and development process to meet the campus and CSU requirements for capital project approval.

## **Campus Approval**

Before the project goes to the Chancellor's Office for review and consideration for approval by the CSU Board of Trustees, the AVP CPM will obtain the President's approval to proceed. All steps required of the campus under the delegation of construction management authority will be complete.

## **CSU Review and CSU Board of Trustee Approval**

The campus will meet all the planning and financial requirements of the CSU in moving a project forward for consideration by Chancellor's Office staff and ultimately the CSU Board of Trustees.