**Step 1: Request Project**

**Requester:**
1. Phone call/online request
2. Project justification
3. Designate Capital Project Coordinator

**FMS:**
1. Project Manager and P&D Job Captain assigned

**Step 2: Plan**

**Requester:**
1. Identify project objective
2. Establish priorities
3. Engage necessary faculty, staff, and Dean

**FMS:**
1. Develop program/scope
2. Develop budget estimates
3. Complete Request for Concept Approval form
4. Develop project summary
5. Develop support graphic

**Concept Approval Needed**

**Requester:**
1. Submit project to Dean/Division Head
2. Dean/Division Head advocate in Budget Hearing for:
   a. Approval of concept to move forward
   b. Allocation of capital funds within budget

**FMS:**
Submit Request for Concept Approval form and supporting graphics to:
1. Associate VP of Facilities Management (project budget of $20,000 or less), or
2. Senior VP of Finance & Administration (project budget greater than $20,000)

**Step 3: Design**

**Step 1: Consultant Selection**

**Step 2: Program Verification**

**Step 3: Schematic Design**

**Step 4: Design Development**

**Step 5: Construction Documents**

**Requester:**
1. Allocate consultant funding, when needed
2. Provide feedback at each design phase
3. Review and sign off on all design deliverables at each phase
4. Sign off on budget and schedule

**FMS:**
1. Engage outside A/E firms (if needed)
2. Review program needs
3. Review and sign off on all design deliverables at each phase
4. Provide progress updates
5. Provide budget and schedule updates
6. Complete Request for Funding form

**Step 4: Construction**

**Step 1: Bid**

**Requester:**
1. Attend kickoff meeting with contractor (optional)

**FMS:**
1. Solicit requests for proposal from contractors
2. Schedule kickoff meeting with selected contractor

**Step 2: Construct**

**Requester:**
1. Coordinate with HUB/postal services for mail re-routing
2. Assist FMS with coordination of:
   - ITS: phones/printers
   - Lockshop/Public Safety: key and card access
   - Sign Shop: offices, vinyl graphics

**FMS:**
1. Site meetings
2. Construction admin and coordination
3. Assist Requester with coordination of:
   - ITS: phones/printers
   - Lockshop/Public Safety: key and card access
   - Sign Shop: offices, vinyl graphics
4. Punchlist

**Step 5: Occupancy**

**Step 1: Occupy**

**Requester:**
1. Repopulate project area

**FMS:**
1. Coordinate movers
2. Close project

**Step 2: Maintain**

**Requester:**
1. Submit work orders as repairs are needed

**FMS:**
1. Address work orders as they come into system