

Capital Project Planning
 Approval Form

All capital projects (>\$50,000) must use this form for consideration once funding has been identified.

Provide the following information from the Project Estimate Request:

Facilities Estimate # _____ Cost Estimate _____

Project Name _____

1. Identify Funding

Total Amount \$ _____

Funding Source(s)

Auxiliary Funds \$ _____

Grant \$ _____

General Fund \$ _____

State Funded \$ _____

Fund Raised \$ _____

Other \$ _____

Borrowed Funds \$ _____

Explain "Other"

2. Verify Funding

Signature of Dean/Director verifying funding _____ / _____
 Date

3. Please submit this form with all items above completed to your Executive Team Member and rank priority.

Priority Ranking by Exec Team Member (See last page for explanation of each category.)

Ranking Category	Rank
Strategic Importance	
Financial (Benefit/Cost)	
Capacity and Quality Enhancement	
Urgency	
Grand Total Sum	

High = 1

Med = 2

Low = 3

4. Executive Team Member: Please review, sign below, and submit for Presidential sign-off

Signature of Executive Team Member _____ / _____
 Date

Office of President _____ / _____
 Date

5. Send completed form to Executive Director of Facilities Management.

Priority Ranking Categories

1. Strategic Importance

- **High (1):** A project with broad impact across the institution, directly part of strategic plan or campus master plan and relevant to university strategic goals.
- **Medium (2):** A project with unit level significance, compatible with university plans and directly related to accomplishment of unit level goals.
- **Low (3):** A project with program or lab level significance, compatible with university plans, but not directly related to university level or unit level goals.

2. Financial (Benefit/Cost)

- **High (1):** Benefits exceed the costs, with a resulting positive cash flow after considering payback and costs.
- **Medium (2):** Benefits and costs are approximately equal or with a very long payback period.
- **Low (3):** Costs exceeds benefits, if there is any resulting income stream it is not sufficient to cover the costs of the project.

3. Capacity and Quality Enhancement

- **High (1):** Project will result in significantly increased capacity to meet university strategic goals or will significantly enhance quality of strategic activities.
- **Medium (2):** Project will result in increased unit level capacity and quality of unit level activities.
- **Low (3):** Project will result in low to moderate increases in program capacity or quality enhancement.

4. Urgency

- **High (1):** Project is urgently needed to address immediate safety, maintenance, or liability issues or to meet programmatic deadlines.
- **Medium (2):** Project addresses intermediate term concerns regarding safety, maintenance, or liability issues or to meet intermediate programmatic deadlines.
- **Low (3):** Project has minimal impact on safety, maintenance, or liability issues and does not address short or intermediate term programmatic deadlines.