

# CAPITAL PROJECTS - NEEDS ASSESSMENT PROJECT SCOPE SHEET INPUT FORM

<b>Building</b>		<b>CP Type</b>	
<b>Description</b>			
<b>Prepared By</b>		<b>Assigned To</b>	
		<b>Date</b>	
<b>Log #</b>		<b>Needs Assess#</b>	
		<b>Project#</b>	

**Project Description (Complete description of scope of work)**

**Justification (Relate to the weight factors for the appropriate CP Type, if known)**

**Estimate**

1000 - Design	
2000 - Construction	
3000 - Furniture/Equipment	
4000 - Support Services	
500 - Owner's Cost	
6000 - Contingency	
<b>TOTAL PROJECT COST</b>	

**Recommended Weight Factors**

- Mandated by Code
- Prevent Facility Damage
- Efficient System Operation
- Scheduled Maintenance/Replacement
- Aesthetics/Renewal
- On Hold
- High Priority
- Other
- Other
- Other

**Status (Is project underway, on hold? How will project be accomplished (bid, contractor, PPC)?)**

**Footnote (Provide any other relevant information such as year it becomes critical, point of contact, related projects, schedule, etc...)**