CAPITAL PROJECT PRIORITIZATION AND SCHEDULING

The purpose of this document is to provide the structure and procedures which will be utilized when modification or renovation of facilities is requested. The document provides for the prioritization of each request as well as the scheduling by either the University of Central Missouri Physical Plant or an outside contractor. Scheduled and routine maintenance and emergency repairs are not covered by this document.

The reassignment of space on the University of Central Missouri campus is described in Academic Procedures and Regulations Number 14, and such requests must be acted upon prior to consideration in the Capital Project process. Both reassignment of space and modification of space requests must follow the Facilities Master Plan and the University Mission.

A. Transmittal:

   1. Requests for facility modification should be forwarded through the appropriate administrative structure and finally approved by the vice president for the area involved. Requests should be reasonably specific, but need not have a detailed cost estimate.

   2. The approving vice president will make transmittal to the Office of the Vice President for Finance and Administration.

B. Review and Prioritization:

   1. Upon receipt of an approved request, the Vice President for Finance and Administration will include it on the agenda for review by the Priority Setting Group (PSG) composed of the Provost and Vice President for Finance and Administration.

   2. The Priority Setting Group will consider the request in view of such factors as departmental need, institutional priorities, and available funds.

   3. A detailed cost estimate may be requested by the PSG if the project meets other approval criteria. Rough estimates only should accompany requests for Capital Projects until this point in the approval process.
4. A rank order will be assigned to all projects indicating the place in the queue of pending activity.

C. Scheduling:

1. The rank ordered Pending Projects queue will be forwarded to the Scheduling Group (SG) for placement on the schedule calendar. The Scheduling Group is composed of the Provost, Director of the Physical Plant, Manager of Capital Development and the Vice President for Finance and Administration who will serve as chair. This group may be enlarged as necessary to acquire information for scheduling decisions.

2. The SG will consider availability of personnel in the needed crafts, materials, weather, funds, etc., in developing the schedule calendar. The SG will meet as needed.

3. The calendar of scheduled projects will be reconstructed periodically and distributed.