

1 Introduction

1.1 Purpose

This document, including its attachments, is the University of Alaska Anchorage (UAA) Facilities Planning and Construction (FP&C) Policies and Procedures Manual (PPM). It provides guidance regarding the execution of capital projects system-wide. It covers the entire project lifecycle, from identification of a project need through operational handoff. It aligns roles, responsibilities, activities, and systems across FP&C, Facilities Maintenance and Operations (FMO), Procurement, and other key stakeholders.

The PPM seeks to facilitate a consistent process with limited, and known, variability based on the specific nature of the projects being executed. Through these consistent process, the value for UAA will be maximized while minimizing the significant risks associated with major capital projects.

1.2 Use of Templates & Checklists

Much of the guidance in the PPM will be found in the attached templates and checklists which are listed in the Appendix List. They are not a requirement of these policies and procedures, however they serve as optional tools for FP&C personnel and facilitate consistent and efficient documentation throughout the project lifecycle.

1.3 Update and Continuous Improvement

The PPM is a living document, any recommendations for changes or updates should be submitted through the Director. FP&C reviews the manual at least on an annual basis to make any updates needed and incorporate appropriate requested changes and lessons learned. New versions require the initial approval of the FP&C Director and final approval of the Associate Vice Chancellor (AVC) of Facilities and Campus Services (F&CS). Changes are communicated to impacted stakeholders at least when a new version is released. A PPM Revisions Tracking Form (Appendix 1.3) is provided to track all changes to the PPM.

1.4 Exceptions

Exceptions to this PPM are expected. Project-specific exceptions require the written approval of the FP&C Director. Exceptions relevant to the Board of Regents (BOR or Board) require approval of the BOR, in accordance with their policies. Ongoing exceptions require the approval of the AVC of F&CS, but the PPM should ultimately be updated to reflect these ongoing process changes at least annually.