

# 4 Project Identification and Planning

A project may be introduced through the following sources:

- Asset renewals requests initiated through the UAA Deferred Maintenance (DM) and Renewable and Repurposing (R&R) needs
- Asset deficiencies requests initiated through the FMO Building Blitz
- New assets/capital requests initiated through FP&C's Clients

## 4.1 Deferred Maintenance and Renewable & Repurposing Needs

On an annual basis, the Director and AVC assess any DM and R&R needs campus-wide. These potential projects are projects that could be implemented campus wide as one large project (e.g. replacing roofs of multiple buildings). These project requests would be initiated by FP&C<sup>2</sup>.

## 4.2 FMO Building Blitz

The FMO Building Blitz is a weekly facilities walkthrough that includes an FMO representative, the building user representative and may also include an FP&C PM (designated by the Director). The PM updates the Director on the condition of the facilities and recommends any needed renovations or remodeling. The Building Blitz may generate work and these project requests would be initiated by FP&C<sup>2</sup>.

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<sup>2</sup> Refer to Section 6.1 – Project Request

### 4.3 FP&C's Clients

A client to FP&C is any departmental representative external to FP&C (e.g. any building department on campus, FMO, IT...etc.). These project requests would be initiated by the Client.

The PM is responsible on providing any assistance to the Client at any stage of a project to ensure project efficiency.

### 4.4 Capital Planning and Budget Request<sup>3</sup>

Annually, within the capital budget process, each university will prepare and update a long-range capital plan proposal. The university capital plan proposals will be consolidated into a system wide long-range capital plan and presented to the board for review and comments prior to board approval.

The 10-Year Capital Planning Request List is a list of projects, which have been preliminary approved, that FP&C is interested in investing into over the next 10 years.

The projects included in the list may be:

- Deferred Maintenance/Renewal and Renovation
- New Construction
- Land, Property and Facilities Acquisition
- Academic Equipment Budget Requests
- FMO Requests

In order for a project to be added to the 10-Year Capital Plan, the project needs to be identified in a Preliminary Administrative Approval Form, the Master Plan, or by the respective approval authority such as the University President or Chancellor.

### 4.5 Campus Master Planning<sup>3</sup>

The Campus Master Plan is a planning document, separate from but in support of the campus academic, strategic and capital plans, that identifies the existing and preferred campus land uses, buildings, landscapes, open space, pedestrian and vehicular circulation systems, and conceptual plans for development and improvement; the plan is premised on existing physical resources and current and anticipated needs, and developed through a collaborative or consultative process including the community, faculty, students and others. The administration will develop and present to the board for adoption, a campus master plan for each campus. The purpose of a campus master plan is to provide an integrated framework for investment decisions that will ensure adequate facilities to support implementation of the respective system and university campus academic, strategic and capital plans.

When adopted by the board, the campus master plan governs the capital improvements plan and budget request for the campus, and approval of all proposed facilities on the campus. The board may not grant schematic design approval for a capital project request unless it implements the adopted campus master plan.

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<sup>3</sup> Refer to **the 12/12/2014** Regent's Policy – Chapter 05.12 – Capital Planning and Facilities Management: <https://www.alaska.edu/bor/policy/05-12.pdf>

A campus master plan will contain, at minimum, maps, plans, drawings or renderings, and text sufficient to portray and describe the following elements:

Projections will be developed for 10 years and may be developed for other intervals.

- Projected enrollment and other factors affecting the need for facilities and infrastructure;
- General areas for land acquisition and disposal;
- The general location of new or upgraded infrastructure, including roads, parking, pedestrian circulation, transit circulation, and utilities;
- Demolition of buildings, structures, and facilities;
- General location, size, and purpose of new buildings, structures, and facilities;
- Guidelines for landscaping;
- General location and intent for open spaces, plazas, etc.;
- Guidelines for signage, both freestanding and on buildings and structures;
- Architectural guidelines for all buildings, structures, and facilities;
- Environmental and cultural issues, ADA access, and energy conservation;
- The relationship of the campus to its surroundings and coordination with local government land use plans and ordinances; and general priorities for capital projects.
- General priorities for capital projects.
- Refer to Appendix 4.5 for the Master Planning Workflow.