

FP&C projects follow a four step process: Initiation, Planning, Execution and Closeout. Capital projects shall be developed through a series of approvals, reports, and other processes designed to provide various members of the campus, the local community, the system office administration, and the board with meaningful involvement in the planning and outcome of the projects. Projects will be developed and completed based on the appropriate dollar threshold identified in sections 7 through 9 of this manual. For the management of all projects, it is FP&C policy to use the Project Management Information System PMIS (e-Builder) for the management of all projects.

6 Initiation

The Initiation Phase is the first step in a project and is initiated by the client (University department).

6.1 Project request⁴

It is the policy of UAA FP&C that a Project Request Form (Appendix 6.1) be submitted for all new construction projects and projects involving the modification of existing facilities.

Project Request Workflow:

- Project Requests will be prepared by either the requesting Department representative or the FP&C PM using the Project Request Form available online on the UAA site.

The completed Project Requests will be signed by the requesting department's Dean, Chair, or Director, or their authorized representative (as applicable), and submitted by inter-campus mail or e-mail to FP&C (as applicable).

The FP&C Staff Administrator will receive the Project Request, assign a Project Number, and forward it to the FP&C Director for approval and assignment to an FP&C Project Manager.

The assigned Project Manager will contact the requesting Department representative and provide services as required.

⁴ Refer to Appendix 6.1W – Project Request Workflow