### Capital Project Planning Model

#### Phase I: Project Initiation

**Step 1**  
Identify and Document Needed Project  
**Step 2**  
Department, College/Area Planning and Evaluation of Need  
**Step 3**  
Consult with Dean or Vice President  
**Step 4**  
Designate Project for the area

**Step 5**  
Develop Program Statement  
**Step 6**  
Prioritize Projects by Area  
**Step 7**  
Project Moves to Capital Projects Committee

#### Phase II: CPAC Review, Evaluation & Prioritization

**Step 8**  
CPAC evaluates projects based on 5 criteria:

- **Criteria 1:** Does the project hold funding leveraging opportunities
- **Criteria 2:** Does the project remediate deferred maintenance
- **Criteria 3:** Does the project fulfill our need to be in compliance, improve your operational effectiveness, lead to successful outcomes around accreditation
- **Criteria 4:** Does the project program outcome drive WU's strategic outcomes
- **Criteria 5:** Has there been thoughtful analysis of the overall opportunities and consequences to WU

**Step 9**  
CPAC evaluates projects based on 5 criteria:

**Step 10**  
CPAC creates prioritized list of projects

**Step 11**  
CPAC evaluates projects based on 5 criteria:

**Step 12**  
CPAC evaluates projects based on 5 criteria:

**Step 13**  
CPAC evaluates projects based on 5 criteria:

**Step 14**  
CPAC evaluates projects based on 5 criteria:

**Step 15**  
CPAC evaluates projects based on 5 criteria:

**Step 16**  
CPAC evaluates projects based on 5 criteria:

**Step 17**  
CPAC evaluates projects based on 5 criteria:

**Step 18**  
CPAC evaluates projects based on 5 criteria:

**Step 19**  
CPAC evaluates projects based on 5 criteria:

**Step 20**  
CPAC evaluates projects based on 5 criteria:

**Step 21**  
CPAC evaluates projects based on 5 criteria:

**Step 22**  
CPAC evaluates projects based on 5 criteria:

**Step 23**  
CPAC evaluates projects based on 5 criteria:

**Step 24**  
CPAC evaluates projects based on 5 criteria:

**Step 25**  
CPAC evaluates projects based on 5 criteria:

### Phase III: Project Planning/Pre-Design

**Step 14**  
CPAC creates prioritized list of projects  
**Step 15**  
Conduct Space Needs Analysis  
**Step 16**  
Evaluate all Project Options  
**Step 17**  
Conduct Project Review

### Phase IV: Budgeting & Funding

**Step 20**  
Agree on Scope & finalize project budget. Budget must be signed off on by all parties  
**Step 19**  
Accounting Approves Project Funding  
**Step 18**  
Develop Preliminary Project Design/Construction Costs

### Phase V: Design & Delivery

**Step 21**  
Develop Design Criteria  
**Step 22**  
Select an Architect  
**Step 23**  
Design the Project  
**Step 24**  
Build the Project  
**Step 25**  
Develop the Occupancy Strategy