**Phase I: Project Initiation**

1. **Step 1**
   - Identify and Document Needed Project

2. **Step 2**
   - Department, College/Area Planning and Evaluation of Need

3. **Step 3**
   - Consult with Area Dean or Vice President

4. **Step 4**
   - Priority Project for the area. Approved by Dean or VP

5. **Step 5**
   - Develop Program Statement

6. **Step 6**
   - Develop Preliminary Project Design/Construction Costs

7. **Step 7**
   - Project Moves to Campus Planning Dept. for Review

8. **Step 8**
   - Project is evaluated by set criteria

9. **Step 9**
   - Evaluation of space Implications

10. **Step 10**
    - Scheduling Considerations

11. **Step 11**
    - Can project be completed in house or is a contractor required?

12. **Step 12**
    - Does this project affect other University goals?

13. **Step 13**
    - Will this project create an issue elsewhere on campus?

14. **Step 14**
    - Are there alternatives to this project and cost comparisons?

15. **Step 15**
    - Does project need to be referred to a CPAC Subcommittee for review?

16. **Step 16**
    - Is there DM that needs to be included in the project?

17. **Step 17**
    - Are there any soft costs, FFE’s or prelim. costs that need consideration?

18. **Step 18**
    - Does the project comply with planning’s philosophy of Simplicity, Equity and Maintainability?

**Phase II: Project Review & Pre-Project Planning**

**Phase III: Budgeting & Funding**

19. **Step 19**
    - Develop Preliminary Project Design/Construction Costs

20. **Step 20**
    - Fiscal Officer & Accounting Approves Project Funding

21. **Step 21**
    - Develop Project Charter & finalize Preliminary Project Budget. (Budget & Charter must be signed off on by all parties.)

22. **Step 22**
    - Confirm Project Completion Criteria

23. **Step 23**
    - Select an Architect (If Needed)

24. **Step 24**
    - Confirm Design & Price

25. **Step 25**
    - Implement the Project

26. **Step 26**
    - Project Completion