IT ALL STARTS WITH JUST AN IDEA!

I'm aware of an important idea that benefits Willamette.

The important idea is developed and a proposal is created in order to formally propose it to my Dean or Vice President.

My Dean or Vice President reviews and prioritizes all of the ideas for my area.

My Dean or Vice President submits their area’s prioritized ideas to the Capital Projects Advisory Committee.

The Projects are reviewed, and those approved move forward to the next stage, where the proposal is formally developed to determine scope, project costs, and pre-project reviews.
Project request form and project statement are completed

You will meet with a project planning staff member to refine the project using your program statement and preliminary project request document.

Proposal may be reviewed for:
- Design Standards
- Planning Objectives
- Space use and allocation
- Evaluation of deferred maintenance related to the project

Preliminary pricing estimates & conceptual support documents are created

Initiate funding approval document

Next Step – Project Planning!!
PLANNING YOUR PROJECT

Funding documents completed

Project is put on agenda of Capital Planning Committee or recommended Subcommittees:

Standards
Co-Curricular
Deferred Maintenance/Preventative Maintenance

CPC review considers recommendations from subcommittees

Next Step - Making Your Project Happen!
YES, YOUR PROJECT IS ACTUALLY HAPPENING!!

Client and client committees work with project facilitator to ensure that intended work conforms with program planning objectives

Design and Development

Project costs and budget confirmed
Add-on list assembled

Change orders when necessary.
Payments drawn from project contingency line

Project completed to client and University satisfaction

Project and process evaluations

Congratulations on Implementing Your Amazing Idea!