IT ALL STARTS WITH JUST AN IDEA!

Step #1

I'm aware of an important idea that benefits Willamette

Step #2

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

Step #3

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

Step #4

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

Step #5

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
PRE-PROJECT DEVELOPMENT

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 Form has been submitted

Accounting reviews funding documents

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

Standards

Co-Curricular

Deferred Maintenance/Preventative Maintenance

CPC reviews, considers recommendations from subcommittees

Proposal is approved and turned into a project. Program proposer becomes client and planning staff work to develop deliverables

Not approved

Proposal requires additional planning or development

Next Step - Making Your Project Happen!
Client and client committees work with project facilitator to ensure that intended work conforms with program planning objectives.

Design and Development

Project budget is established: soft costs, hard costs, fixtures, furniture & equipment, and a minimum 15% contingency are included.

Finalized project budget’s must be signed off on by all parties.

Once approved, the project budget will be assigned a project ID.

Project changes that cause cost increases over the original budget require a revised and signed project budget that documents the source and use of the additional funds. Contingency is not to be used for increased scope or project changes.

Any project over $20,000 requires a funds transfer the source to the Facilities Plant Fund. Projects less than- may be spent directly from the source or transferred to the Facilities Plant Fund depending on the situation.

Project completed to client and University satisfaction

Project and process evaluations

Congratulations on Implementing Your Amazing Idea!