### 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 Description of Intended Project

**Step 6**: Prioritize Projects by Area

**Step 7**: Project Moves to Capital Projects Committee using Project Identification Form

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

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

**Step 9**: CPAC creates prioritized list of projects

**Step 10**: Conduct Space Needs Analysis

**Step 11**: Evaluate all Project Options

**Step 12**: Conduct Project Review

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

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

**Step 14**: Conduct Space Needs Analysis

**Step 15**: Evaluate all Project Options

**Step 16**: Conduct Project Review

**Step 17**: CPAC creates prioritized list of projects

**Step 18**: Accounting Approves Project Funding

**Step 19**: Develop Preliminary Project Design/Construction Costs

**Step 20**: Agree on Scope & finalize project budget. Budget must be signed off on by all parties

**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

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

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

### Phase IV: Budgeting & Funding

### Phase V: Design & Delivery