**UNIVERSITY POLICY**

# FACILITIES & PLANNING

# REQUEST PROJECT WORK

# POLICY #F&P-4800-04

# PURPOSE

To establish guidelines for the receipt, planning, and accomplishment of project work.

# OBJECTIVE

To enable effective and efficient management of the work force, equipment, and fiscal resources identified for project implementation.

# DEFINITIONS

The term "project" shall mean construction, expansion, extension, alternation, or addition to any facility or utility. "Project Priority List" is a priority listing of projects to be accomplished by Facilities & Planning Department.

# POLICY

All project work shall be accomplished through the following steps:

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| 1. | Define scope of work justification, use form "Space/Project Request and Tracking System," and obtain approval (Section I approval) to request project estimate from dean or director. |
| 2. | Request project estimate from Department of Facilities & Planning (Section II approval). This process will refine scope of work and provide cost estimate to accomplish project work. |
| 3. | Forward estimate through dean or director to respective vice president for preliminary approval. It is then forwarded to the Vice President for Finance and Administrative Affairs to confirm funds are available for the project. |
| 4. | The Vice President for Finance and Administrative Affairs shall place approved project estimates with funding source and recommended priority before cabinet for recommendation to President for inclusion in Project Priority List (Section III approval). |
| 5. | The Project Priority List will be forwarded to Facilities & Planning for implementation. |

[Space/Project Request & Tracking System](http://www.sru.edu/financeandadministrativeaffairs/facilities/Pages/WorkOrdersProjectRequests-OnlineProjectRequestSystem.aspx)