## Capital Facilities Process
### Capital Project Development Phases and Approval
**Date:** January 26, 2018

<table>
<thead>
<tr>
<th>Development Phase</th>
<th>Description</th>
<th>Approval Required</th>
<th>Materials for the Capital Facilities Committee, President, and Board of Trustees Approvals (As Applicable)</th>
</tr>
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</table>
| Programming, Feasibility, Pre-Design (When Required) | • This phase includes programming, space planning, rough order of magnitude cost estimates, and the development of a preliminary project schedule  
• This phase may also include a feasibility study, conceptual design, or the development of master plans | - Yes Yes | - Capital Facilities Committee Resolution  
- Program Document  
- Conceptual Budget  
- Milestone Schedule  
- Conceptual Test-Fit (as applicable)  
- Funding Strategy  
- Board of Trustees Presentation¹ |
| Schematic Design | • Schematic design documents further develop the approved project to a level that the design, scope, budget, and schedule can be approved | Yes – As Applicable Yes Yes | - Capital Facilities Committee Resolution  
- Program Document  
- Schematic Design Budget  
- Project Schedule  
- Funding Plan  
- Variance Approval  
- Floor Plans and Renderings¹  
- Board of Trustees Presentation¹ |
| Design Development/Construction Documents | • Design development and construction documents take the approved design from schematic design into finalized documents for construction | Yes Yes Yes | - Updated Total Project Budget  
- Funding Agreement  
- Updated Project Schedule  
- Variance Approval |
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| **Construction Procurement/Permitting** | • The construction procurement includes the following: permit, bid, and award.  
• Phase will take the developed drawings and submit them to: the jurisdictional authorities for plan review to obtain necessary construction permits; contractors for bid and award. | No | No |
| **Construction** | • The implementation of the project in accordance with contract documents, and within budget and schedule.  
• The construction phase may be split into demolition and construction to expedite project delivery. | No | No |
| **Occupancy** | • Occupancy is when the project is nearing completion and the temporary certificate of occupancy has been issued allowing occupants to move-in. | No | No |
| **Close-Out** | • Close-out includes commissioning and the completion of all construction and financial activities. | No | No |

Additional material required for Approval Path C as applicable.