Northwestern Capital Facilities Process

University Priorities

School/Unit Strategy
(Discussed in Strategy Meetings with Senior Leadership)

Resource Planning Process

Capital resource requests are reviewed and allocations for projects to initiate or study during the upcoming fiscal year are endorsed by the President and Provost and approved by the Board of Trustees

School/unit initiates Capital Facilities Process by submitting project initiation request

Capital Facilities Workgroup reviews project initiation request, engages with school/unit as needed

Capital Facilities Workgroup Identifies and communicates project approval path A, B, or C*

Approval Path A

Schematic Design → Design Development/ Construction Documents → *If yes* → Construction Procurement/ Permitting → Construction/ Occupancy/ Close-Out

Approval Path B

Programming, Feasibility, Pre-Design *(when required)* → *If yes* → Schematic Design → *If yes* → Design Development/ Construction Documents → *If yes* → Construction Procurement/ Permitting → Construction/ Occupancy/ Close-Out

Approval Path C

Programming, Feasibility, Pre-Design → *If yes* → Schematic Design/ Master Plan → *If yes* → Design Development/ Construction Documents → *If yes* → Construction Procurement/ Permitting → Construction/ Occupancy/ Close-Out

Key

Approval Point =

=Approval needed from Capital Facilities Committee. Notification to the President, BOT Finance Committee, and BOT Educational Properties Committee.

=Endorsement needed from Capital Facilities Committee. Further approval needed from President, BOT Finance Committee, and BOT Educational Properties Committee.

*Approval paths are assigned based on project criteria, including total project cost (initial and projected), schedule, complexity, funding source(s), campus impact, and community impact. See here for more details.

1.23.18