## Capital Facilities Process
### Capital Project Development Phases and Approval

**Date:** January 26, 2018

<table>
<thead>
<tr>
<th>Development Phase</th>
<th>Description</th>
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<th>Materials for the Capital Facilities Committee, President, and Board of Trustees Approvals (As Applicable)</th>
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| Programming, Feasibility, Pre-Design     | - 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 | Approval Path B 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 | 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 | Updated Total Project Budget  
Funding Agreement  
Updated Project Schedule  
Variance Approval |

¹ As Applicable
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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.