Project Evaluation Request Practice Directive

Division:
Administrative Affairs

Department:
Facilities, Planning, and Management / Campus Facilities Planning / Information Technology

Contact Information:
http://uww.edu/adminaffairs/fpm/campus-planning

Effective Date:
July 1, 2018

Revised Date:

Authority:

Objective:
The purpose of this Practice Directive is to comply with policies listed above, in addition to describing the procedures that support their compliance. By adhering to these policies and procedures, UW-Whitewater can better serve its campus and community.

Statement:
Please review the following information before initiating a project:

- Each project has an “owner”: The project “owner” is typically the department that initiates the project. The Dean, Associate Vice Chancellor, Auxiliary Director, or equivalent must initiate the request.
Each project needs a sponsor: Your department’s Provost or Vice Chancellor is your sponsor. Support from the project sponsor is required for the Chancellor’s review, and/or other campus senior leadership’s review.

- Requests for funding of projects will be considered during the budget process.
- Requests for funding of emergency-related projects will be considered at any time, with project sponsor’s endorsement.
- Requests for self-funded projects will also be considered at any time, with the appropriate project sponsor's endorsement.
- All proposals will be examined and evaluated with attention to long-term financial viability.

Procedures:
Project Evaluation Request Procedure
Project Evaluation Request and Approval Process Diagram
Fiscal Practice Directive
Fiscal Procedure
Fiscal Request for Project Code and Revenue Transfer to Commit Cash Balances
Fiscal Funding Charter Form