PROJECT EVALUATION REQUEST

Campus units, departments, colleges, divisions, and individuals have ideas about improving the existing campus environment or for providing new, improved space for university activities of all types. The project intake and approval process helps the campus leadership set priorities for improvements and manage the campus environment comprehensively.

Use this form to submit your proposal for a new facilities project or study, including space planning, interior renovation, building renovation, or other need. For questions or help filling out the form, please contact the Campus Facilities Planning Team at campusplan@uww.edu.

HERE ARE A FEW THINGS TO KEEP IN MIND BEFORE INITIATING A REQUEST

Each project has an OWNER: this is the unit/department that initiates the project. Associate/Assistant Vice Chancellor, Dean, Associate/Assistant Dean, or Director of that unit/department must initiate the request.

Each project needs a SPONSOR: this is the Provost, Vice Chancellor or Equivalent responsible for your unit/department. You can submit your initial proposal without the sponsor's involvement, but support from the project sponsor will be required for the project to be reviewed by the Campus Facilities Planning Team and campus senior leadership.

*required

Project Owner Information:

Project Owner Name: *

Project Owner College/Business Unit:*

Project Owner Email Address:*

An Associate/Assistant Vice Chancellor, Dean, Associate/Assistant Dean, or Director, who will serve as the project owner, must submit all project evaluation requests.

Project owner position (choose one): *

○ Associate/Assistant Vice Chancellor

○   Dean

○   Associate/Assistant Dean

○   Director

○   Other Equivalent (not available for Academic Affairs Requests): [   ]

Project Vice Chancellor (or equivalent):

Choose from drop-down menu

Vice Chancellor:*   [▼]

Vice Chancellor Email
Address:*   [▼]

Project Category:*

(select one option that best applies)

○   Life Safety or Accessibility Improvement

○   Furniture purchase only

○   Instructional Facility Improvement Only *(may include: flooring, paint, new lighting, ceilings, furniture etc. Does NOT include technology upgrades requested through Lab Mod funding)*

○   Instructional Facility Improvement <u>AND</u> Lab Mod (technology) Funding Request (Hybrid)

○   Space increase/ Relocation/ Change of Use

○   Facility Improvement (*non-instructional renovation, may include furniture and technology*)

○   Study or long term plan (*such as space planning, facility condition or programmatic needs assessments. Recommended to develop scope and budget for large capital improvement requests*.)

○   Lease (*new or renew*)

○   Other [   ]

Project Location:*

Building and room number(s). For new
spaces indicate TBD):*   [   ]

Current use of designated space:*   [   ]

Please provide a brief description and
project intent (Include major goals and
outcomes, including how the outcomes
will be assessed and evaluated): *
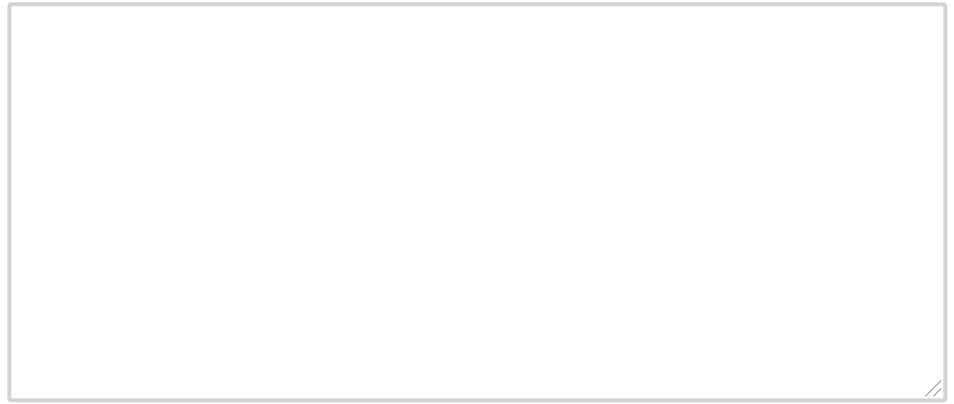
PROGRAMMATIC JUSTIFICATION

Primary Driver (choose primary): *

○ Life Safety or Accessibility Improvement

○ Student Success, Enrollment or Retention

○ Revenue based initiative

○ Program/Unit Needs (program innovation, modernization, expansion, accreditation, etc.)

○ Facilities Utilization (efficiency & effectiveness)

Project Type (choose one); *

REQUIRED FOR ACADEMIC AFFAIRS DIVISION ONLY

(Other Divisions are encouraged to answer the following questions)

○ Operational (*includes: renovation of existing space without change of functions; and/or replacing technology or furniture*)

○ Strategic (*includes: creation of new spaces; changing function of existing spaces, such as converting a classroom to a lab, converting a traditional classroom to active learning classroom, or converting a seminar room to an office; and/or moving office locations due to job function or organizational/reporting changes*)

○ Not Academic Affairs Division

Measuring Outcomes; *

REQUIRED FOR ACADEMIC AFFAIRS DIVISION ONLY

(Other Divisions are encouraged to answer the following questions)

Please describe how the project improves one or more of the following outcomes: *

☐ Not Academic Affairs Division. (Click box and move to next question)

☐ Improved access for students to cutting edge learning environments/experiences

☐ Improved retention/progression/graduation

☐ Improved student learning

☐ Closure of equity gaps

☐ Support for new/modified academic programs

☐ Co/extra-curricular programs that enhance student success

☐ Improve campus living, learning, or working environment

☐ Other

Project Goals, Benefits and Impacts:

REQUIRED BY ALL DIVISIONS.

Please provide additional background for your request.

What are you trying to accomplish, resolve, or develop?*

Describe how this project will benefit the campus: *

How many students do you expect will benefit? *

How might other units or programs be

impacted? (Include a list of other departments or users that use this proposed space substantially)*

How will this project advance the mission of your department? How does it help meet the College/department's strategic plan priorities? *

If this project is not completed, what will be the result? Are there any alternatives? *

PROJECT BUDGET

The Campus Facilities Planning team will prepare a project budget based on the information provide in this submittal and the scope that is further defined with the Project Owner and User Group. For the purposes of this request, please provide your best guess.

Do you have any idea how much the project should cost? (Choose one) *

○ Less than $10,000

○ $10,000 to $100,000

○ $100,000 to $500,000

○ $500,000 to $1M

○ $1M to $5M

○ Over $5M

○ To be determined

What is the source of funding?

○ Department/Unit (*provide WISDM Project Account code*)

○ Grant (*What is the timeline for the grant submission, obtaining grant funding etc?*)

[   ]

○ Other (*Specify funding source (ie Seg Fees, Gift etc)*)

[   ]

○ Unknown (*Describe what sources of funding will be pursued if funding has not been established*)

[   ]

PROJECT SCHEDULE

The Campus Facilities Planning team will prepare a tentative project timeline based on the scope and project budget developed with the Project Owner and User Group. Several factors can impact a project timeline, which will be identified during the scoping and review process. To help us better understand your needs, please answer the following to the best of your ability.

Please explain what drives your project schedule. Be sure to include any critical dates or factors (accreditation, new faculty hires, etc): *

[   ]

Desired schedule once the project is approved via Project Charter (choose one): *

○ 3 to 6 months

○ 6 months to 1 year

○ 1 to 2 years

○ 3 to 5 years

○ Other [   ]

ATTACHMENTS

Please include any supporting documentation referenced in your request. If you have more than three attachments, please send via email to **campusplan@uww.edu**. Be sure to reference the same Project Request Title from your confirmation email in the subject line. Example: Project Request Title- Additional Attachments.

Add Attachment 1

Drop files or click here to upload

Add Attachment 2

Drop files or click here to upload

Add Attachment 3

Drop files or click here to upload

What happens next?

Once the request has been submitted, the Project Owner and Sponsor will receive an email confirmation with a copy of the submittal. This email will also provide additional contact and process information. Please retain for your records.

A member of the Campus Facilities Planning Team will contact the Project Owner within 30 business days to schedule an initial project scope meeting.

Thank you for submitting your ideas for improving our campus! We look forward to working with you.

UNIVERSITY OF WISCONSIN
WHITEWATER
Administrative Affairs

Submit

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