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:

Regent Policy Document(s): Regent Policy Document 19-4 (formerly 85-6): Delegation of Authority for Small Project Requests , Regent Policy Document 19-8 (formerly 90-3): Funding of University Facilities Capital Costs , Regent Policy Document 19-12 (formerly 92-10): Oversight of Facilities Constructed for University Purposes , Regent Policy Document 19-15 (formerly 99-1): Physical Development Principles , Regent Policy Document 19-16: Building Program Planning and Approval

State of Wisconsin Building Commission: Policy and Procedure Manual Ch. IV: Minor Project Approval, Sections D-F

Wisconsin State Legislature: Wisconsin State Statute 13.48: Long-range public building program , Wisconsin State Statute 13.48(29): Simplified Policies and Procedures for Construction Projects , Wisconsin State Statute 16.85(12): Subchapter V, Engineering , Wisconsin State Statute 20.924: Subchapter X, Building Program Execution , Wisconsin State Statute 36.09 Responsibilities (1)(f) , Wisconsin State Statute 36.09 Responsibilities (2)(a) , Wisconsin State Statute 36.09 Responsibilities (3)(a) , Wisconsin State Statute 36.11 (1)(a) , Wisconsin State Statute 36.11 (1)(b) , Wisconsin State Statute 36.29(7)

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.

- <u>Each project needs a sponsor:</u> 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

Searchable Words: Project Review, Project Evaluation, Project Policy, Project Request.