

In an effort to improve the intake and approval of project requests, the Office of the Provost has revised the university project request process. The process now includes three deadlines to allow the review and prioritization of all requests at the same time for each cycle.

Please note these updated guidelines:

- The requestor will access the following URL and download the most recent Project Request Form. <u>https://facilitiesplanning.olemiss.edu/resources/</u>
 * The form will be adjusted as necessary, so please download and complete the latest form for each request.
- 2. After the form is completed and signed by all appropriate levels, it should be sent to the Office of the Provost, via Facilities Planning, where it will be kept until the next deadline/prioritization date.
- 3. The prioritization team will consider strategic objectives of the university, other project requests, and available resources for all requests during the review process.
- 4. Once the requests have been reviewed and approved, with prioritization, or denied, the Office of the Provost will notify project requestors.

* Please note that all denied project requests will be discarded. We ask that requestors update their requests and resubmit them for consideration at the next prioritization session.

5. A staff member from Facilities Planning will contact the requestor for each approved project when the project is ready to begin, based upon the assigned prioritization.

It is important that the following items are completed/considered to assure the Project Management Team has all of the information needed to consider each project request.

- Please explain why the project is necessary, and provide **data** that supports this claim. Examples of data points include: enrollment, contract/grant awards, increases in faculty and/or staff FTE, and any other indicators that workload has increased or changed in a manner necessitating the project.
- Please share how much funding your department has available to contribute to the project, and include an account number to which the initial project costs should be charged. If you are requesting a quote for a project, please understand that an account number is still necessary, as funds may be required to engage architects, engineers, or other consultants to complete the requested estimate.

Thank you for your cooperation. If you have questions or need additional information, please contact Chad Hunter (chunter@olemiss.edu) in the Facilities Planning Department.

The University of Mississippi Renovation / Construction Project Request Form

Please answer all of the questions on this form, attach additional pages as necessary, complete the signature block, and email the entire packet to <u>umfp@olemiss.edu</u> for the Facilities Planning Department. Requests will be reviewed triennially, after the **deadline dates** of **March 1**, **July 1**, and **November 1**. Denied requests must be resubmitted for further consideration.



Describe Project /	Program and	Identify	Funding	Source

Building Name	Project Title							
Contact	Department	Department Phone Number Email						
Account Number <i>*If an account number is</i>			Funds Available will be prioritized below all request's submitted with secured funding.					
Type of Project: * <i>Check all that apply</i>	Furniture	Cosmetic	(Painting/Carpet)] Construction/Ren	ovation		
Reason for Request: Cost Estimate ONLY Desire to Complete the Project as Requested * Cost estimates may take up to three months for large project requests.								
Project Type	Project Review	& Prioritization	Planning & De	sign	Constructio	on		
Furniture	1 N	Ionth	1 Month	1 Month 6-8 w		weeks for delivery		
Cosmetic	1 M	Ionth	1-2 Months	5	1-2 Month	1-2 Month		
Construction/Renovati	ion 1 M	lonth	1-12 Month	IS	2-24 Month	15		
 * The ranges offered above include simple work, like splitting a room in half with a new wall, up to building an entire building. Planning, design, and construction time frames are all functions of the size and complexity of the project. * Please note, new projects must wait until current project schedules allow them to begin. After a request is approved and prioritized, it may take two to three months for Facilities Planning to begin planning the new project. Your project coordinator will call you. Please refrain from calling to try and begin your project sooner. When do you hope to begin using this space? Please explain why this project is necessary. (Use additional pages as necessary) Please define the scope of the project. Tell us everything you hope to accomplish. (Use additional pages as necessary) 								
Department Chair/Director's Name		Chair/Director's Signature		Date				
Dean/AVC's Name		Dean/AVC's Signature			Date			
Vice Chancellor		Vice Chancellor's Signature		Date				
Official Use Only			Cycle 1 2	3	Priority 1 2	3 4 5		
						August 2021		