

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:

1. The requestor will access the following URL and download the most recent Project Request Form.
<https://facilitiesplanning.olemiss.edu/resources/>
** 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.

