

## **Project Prioritization Process Pilot Proposal**

### **INTRODUCTION**

The project prioritization process (see attached diagram) outlines the steps needed to secure approval for projects intended to maintain, repair and renovate the University's physical facilities. The goal is to ensure we have a process that:

- Defines the steps needed for project request,
- Serves as the single institutional process for requesting projects
- Clearly communicates the status of a request from submittal through implementation with the status of projects will always be available online (interfaced to ISRS as appropriate)

The project prioritization process outlines the steps required to secure approval for maintenance & repair, and renovation projects which are either "user-funded" or funded from institutional budgets.

### **DEFINITIONS**

**Project:** A project is defined as all work (**maintenance & repair or renovation**) that requires \$1,000 or more in labor or supplies and/or is sufficiently complex that it requires significant in-house coordination/planning and multiple shops to accomplish the work. A project can also be defined as work requiring contracted design or contracted services. Work that is less than \$1,000 is handled through the normal Facilities Management work order request process.

**Maintenance and Repair:** Maintenance and repair is defined as work performed for regular maintenance, repair and replacement. Examples may include repair and replacement of roofs, electrical and mechanical systems, floors, ceilings and walls (interior and exterior), plumbing, elevators, fire alarms, and grounds (e.g., landscaping, roads, parking lots and pathways and water and sewer systems.)

**Renovation:** Renovation is defined as work which materially changes the programmatic purpose of an existing space (e.g., changing classroom to a laboratory; adding space through construction of a building addition, moving walls, in-fill or mezzanines, or other discretionary work).

## **RESPONSIBILITIES**

### **Requestor (Unit Head or designated assistant)**

- Develop project request and submit it using the Criteria List
- Submit request to Project Request Database which will be sent to their respective Dean and Vice President for their approval.

### **Facilities Management**

- Maintain the Project Request Database including entering of hardcopy request forms, monitoring of request for basic criteria, distribution of appropriate unprioritized lists
- Convene Administrative Projects Priority Team that will create the draft institutional list
- Add cost and feasibility information to projects and provide additional information through the priority setting process.
- Perform work based on the final Institutional priority list – work may be performed on the approved list in the order Facilities Management deem most appropriate

### **Administrative Projects Priority Team**

- Meet twice a year to review and prioritize a list of projects, based on Divisional lists, for the institution to help determine a project's viability using the Criteria List. Meeting will be held in early September and early January for a final decision date of October 15<sup>th</sup> and February 1<sup>st</sup> respectively. Depending on the magnitude of the project approved projects will be completed during following Summer or Winter Break.
- Additional ad hoc meetings will be scheduled as needed.
- Forward the draft institutional projects list to the President and the Cabinet and then to the Planning Sub Meet and Confer Committee.

### **Deans and Vice Presidents**

- Develop a Divisional list in priority order annually.
- Review Institutional priority list from administrative team and recommend changes

### **Planning Sub Meet and Confer**

- Review Institutional priority list from administrative team and provide comments and recommendations to the President at a special meeting focused on this topic

### **President**

- Make final decision on the Institutional priority list after receiving the comments and recommendations of the Planning Sub Meet and Confer Committee

## **CRITERIA LIST**

This list will be used in the selection of projects to be funded.

- Contributes to the University's mission and priorities (i.e., student learning, strategic priorities, master plans, technology efficiencies, etc.),
- Helps meet accreditation, program review and/or MnSCU requirements,
- Addresses health and safety concerns, code complaints, and ADA requirements,
- Meets division priorities,
- Increases efficiencies through coordination of projects,
- Fits with available resources (i.e., funding and manpower availability, gifts, grants, collaborative contributions, etc.), - priority will be given to projects that come with outside funding
- Eliminates deferred maintenance and/or extends functional life of a facility.

