

Policy Number: 7-108	Policy Name: Project Implementation Approval
Policy Revision Dates: 6/05, 9/01, 1/99 (Previous 7-104 Conceptual Approval Phase 6/92, 6/90, 1/89, 1/88)	Page 1

7-108 Project Implementation Approval

- A. **Applicability:** The Project Implementation Approval Phase will be used for those projects meeting the requirements as previously defined in this chapter.
- B. **Phase Description:**
1. The Project Implementation Approval document shall include the following elements:
 - a. Prior Capital Committee and Board action
 - b. Project scope as identified in the schematic design phase
 - c. Project justification elements from the Capital Development Plan Approval
 - d. Project budget estimates prepared by qualified professionals
 - e. Updated fiscal impact and Project Financing Plan; other related project information that includes, but is not limited to funding sources and estimated operation and maintenance costs
 - f. Significant changes since Capital Development Plan Approval;
 - g. Project schedule.
 2. Substantially completed Project Implementation Approval documents shall be submitted to the Central Office for review and comment no later than twenty (20) calendar days prior to the pertinent Capital Committee meeting. If the deadline is not met, the Chair of the Capital Committee shall have the option to withhold the documents for a subsequent Capital Committee meeting.
 3. Project Implementation Approval requests for all Capital Projects shall be submitted for Capital Committee review and approval by the Board.
- C. **University Procedures:**

Each university shall develop procedures to specify the required information and process for preparing the cost estimate for Project

Policy Number: 7-108	Policy Name: Project Implementation Approval
Policy Revision Dates: 6/05, 9/01, 1/99 (Previous 7-104 Conceptual Approval Phase 6/92, 6/90, 1/89, 1/88)	Page 2

Implementation Approval. The procedures shall be designed to meet the following guidelines:

1. The construction manager and/or the design consultant shall normally prepare the project's estimate. A corroborating cost estimate must be obtained from an outside cost estimating or design consultant for all projects.
2. The estimates shall be reviewed and approved by in-house staff. An explanation in the Project Implementation Approval documents is required when the corroborating cost estimate differs from either the Regents' *Construction Cost Control and Professional Fee Guidelines* estimate or a separate estimate by five percent (5%) or more.
3. The universities shall develop and use a cost information database to record costs for capital projects.

D. Authority Granted by Project Implementation Approval:

1. Project Implementation Approval includes the authority to proceed with project financing and to contract for necessary consulting or other applicable services, and to complete the design, prepare construction documents and proceed to the Project Approval phase.
2. The university may transfer funds among expenditure categories in the total project budget without Board approval.
3. Revised Project Implementation Approval is required for increases in the estimated total project cost. The Capital Committee shall have authority for increases up to five percent (5%) of the total estimated project cost; increases greater than five percent (5%) shall be approved by the Board.
4. A project forfeits the authority granted by a Project Implementation Approval, and must be resubmitted for Board approval, if:

Policy Number: 7-108	Policy Name: Project Implementation Approval
Policy Revision Dates: 6/05, 9/01, 1/99 (Previous 7-104 Conceptual Approval Phase 6/92, 6/90, 1/89, 1/88)	Page 3

- a. As a result of programming or other causes, the project requires reassigning or changing fifteen percent (15%) or more of the net assignable square feet, or
- b. The project does not obtain Project Approval within twenty-four (24) months of being granted Project Implementation Approval.