Project Approval Cycle for Projects Conducted under Student Technology Fees Revised 5/13/2015 v6

1. Annual Planning and Projection, OTS and Colleges
2. College or Academic Department
3. Office of Technology Services
4. Facilities Management
5. Other Initiators

Project Request Intake (Four Times per Year)

Dean Reviews Project Requests for College

- Yes: OTS Intake Processing and Initial Review
  - Yes: Delegated Authority
    - Yes: Facilities Management Review (If Needed)
    - No: ACT STF Project Review Subcommittee
      - Yes: Facility Management Review (If Needed)
      - No: Appeals Process
        - Favorable Appeal
          - Yes: Project
          - No: Project Declined
        - No: Project Declined

- No: Project Declined

Extended, Curriculized, or Studio

- Yes: Academic Affairs Review
  - Yes: Approved by Academic Affairs Process TBD
    - Yes: Project
    - No: Project Declined
  - No: Project Declined

- No: Project Moves to Space Committee

Space Committee Required

- Yes: Project Moves to Space Committee
  - Yes: Approval
    - Yes: Project
    - No: Project Declined
  - No: Facilities Management Assumes Project
    - Yes: Project Proceeds
    - No: Project Declined

MEEC Services Contractor or Bid: Review and Quote Preparation

- Yes: Project
- No: Project

Prepare Purchase Order or Procurement Card; MOU

Registrar Coordination for Room Scheduling

Begin Work

Quality Assurance Checks Project Completion

Effective FY 2016