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| **FACILITIES MANAGEMENT PROJECT CONCEPT & APPROVAL FORM** |
| **NAME OF PROJECT**  **Step 1** |
|  |
| Name:       Phone:       Email: |
| **PROJECT DESCRIPTION** |
|  |
| **LOCATION/FACILITIES INVOLVED** |
|  |
| **TIMEFRAME** |
| Intended Implementation Date: Click here to enter a date. |
| **FUNDING SOURCE/COST CENTER** |
|  |
| **RESEARCH & PLANNING APPROVED BY EXECUTIVE ADMNISTRATOR:**  Approval by Executive Administrator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **NOTE:** In consideration of existing project priorities and staff commitments, project may require review and approval by VP of Business & Finance prior to committing the resources required by Step 2. |

**Identification of issues, costs, and potential funding by Facilities Department.**

**Step 2**

Signature of Facilities Planner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project has been reviewed and approved for consideration. (Upon approval, forward form to Facilities Management).**

**Step 3**

Approval by Executive Administrator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** Completion through Step 3 reflects approval for planning only. Final project approval and all project work remain contingent on schedules and actual costs.

**Project has been fully funded.**

**Step 4**

Signature of VP of Business and Finance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[**CLICK HERE TO VIEW THE PROJECT DEVELOPMENT AND APPROVAL PROCESS PROCEDURE**](https://myportal.delta.edu/collegeinfo/procmanual/Procedures%20Manual/Project%20Development%20and%20Approval%20Process.docx)