**Program Modeling**

**Academic, Budget and Project Planning Process**

**Source Documents:**
- UA Strategic and Academic Plans
- MAU Strategic and Academic Plans
- MAU Department Program Proposal
- MAU Campus Master Plan
- MAU Housing/Campus Life Strategic Plan

1. **Is this mission expansion?**
   - NO
   - **Process Ends**

2. **Is this Academic in nature?**
   - NO
   - IR Data input
   - Formerly a HEX Form

3. **Will it have a facilities cost component?**
   - YES
   - 1a. MAU produces an Administrative Mission Area Analysis (MAA) & a Statement of Need (SON) in the Program Proposal (PP)

4. **Is this a DM or Small R&R Project?**
   - NO
   - **Process Ends**

5. **MAU develops a Preliminary Administrative Approval Request (PAA)**
   - Not required until after MS #3 unless MAU needs authority to spend to develop the SOR and Business/Finance Plan.

6. **MAU produces a Statement of Requirements (SOR)**

7. **Is this an Academic Program?**
   - YES
   - **Process Ends**
   - 7a. MAU submits MAA, SON and SOR to BOR Academic and Student Affairs Committee for approval
   - 7b. MAU submits to SAC for review and approval

8. **MAU Develops Business and Financing Plan**


10. **President, FLMC and BOR approval of operating and capital budgets, and LRP**

11. **Governor and Legislature Action**

12. **UA BOR accepts Appropriated Budgets**

13. **Board of Regents Project Approval Processes**

14. **Project Agreement**
   - Formal Project Approval
   - Schematic Design Approval
   - Change Requests
   - Project Bid/Award Reports
   - Final Project Report

14a. **Pre-Design Statement**
   - Board Approval of Project Cohort via the June Distribution List
   - Change Requests
   - Project Bid/Award Reports
   - Final Report on project cohort

**Statement of Requirements Components**

- Faculty/Staff
- FF&E
- Infrastructure
- Backfill, Other Second Order Impacts
- New Space, Remodeling
- Building Operations and Maintenance

**Time Frames**
- Steps 1-3 may require 1-9 months
- Steps 4-7 may require 1-3 months
- Steps 8-13 generally require 7-8 months
- Step 14 will vary depending on the size of the project (a few weeks to several years.)

**Project Type**

- Construction – New or Expansion, Large R&R
- Infrastructure – New or Expansion
- Deferred Maintenance and Small R&R projects

**Process Ends**
Purpose of the Program Modeling, Academic, Budget and Project Planning Process is to demonstrate the integration of academic program, institution budgeting, and facilities project planning and development processes. This process flow chart is meant to inform the various institution participants and stakeholders concerning the integration of these processes.

Definitions

MS #0 Mission Area Analysis (MAA): a quantitative and qualitative analysis of a proposed mission area, creation, expansion or substantive change, aligned with appropriate plans and policies. (This may be analogous to the MAU Program Proposal approved by local Faculty Senate, summarized and submitted to SAC by the MAU.)

Program Proposal (PP): a part of current academic process, it is the academic analysis for a program of study, including course descriptions, which accompanies the Program Action Request (formerly called HEX form)

Program Action Request (formerly HEX form): (need this definition)

MS#1 Statement of Need (SON): a concise summary of the compelling facts derived from the MAA data and PP, and submitted with the Program Action Request (aka HEX form) to SAC for review and approval.

MS#2 Preliminary Administrative Approval request (PAA): the first step in the Board Policy project approval requirement. In part it grants authorization to spend MAU funds to fully investigate the requirements for moving forward and is required to include a project in the UA capital plan.

MS#3 Statement of Requirements (SOR): the detailed solution set (options) that can satisfy the SON. It includes: identification of program personnel requirements; facility needs; furnishings, fixtures and equipment (FF&E) requirements; operations and maintenance (O&M) costs; and second order effects, such as backfill planning, personnel consolidation, opportunity gained or lost. This is the document that identifies all the potential impacts and potential costs associated with a mission expansion and is submitted to the Board for review and acceptance. It identifies the issues that will need to be addressed in detail in a business plan if approvals to proceed are acquired.

Business (and Financing) Plan: this document is the administrative guidance and management tool utilized during the budgeting, project delivery and program operation phases. (Program operation and accountability process is not addressed in this chart.)

Long Range Plan (LRP): the document required by Board Policy and Governor’s Office of Management and Budget. It projects university capital planning for ten years.

Project Cohort: a priority listing of projects intended to be completed from a funding source, such as a deferred maintenance appropriation.

Formal Project Approval and Schematic Design Approval: the second and third steps in the Board Policy project approval requirement.