University of Alaska Program Resource Planning
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

Will this proposal require approval by President or BOR?

Follow MAU internal evaluation process

Is this a DM or Small R&R Project?

1b. MAU produces an Administrative Mission Area Analysis (MAA) and a Statement of Need (SON)

Will it have a facilities cost component?

1. MAU produces an Academic Mission Area Analysis (MAA) & a Statement of Need (SON) (should be contained in the MAU Program Proposal)

2. MAU produces a Program Action Request (PAR) Formerly a HEX Form

3. MAU Submits to SAC for review and concurrence

4. 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. Skip to step 6.

5. President approves PAA

6. MAU produces a Statement of Requirements (SOR)

7. Is this an Academic Program?

7a. MAU submits MAA, SON and SOR to BOR Academic and Student Affairs Committee for 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

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

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.)

Process Ends

Project Type

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

Is this an Academic in nature?

Will this proposal require approval by President or BOR?

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Process Ends
**Purpose of the Program Planning: 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.) The MAA, or Program Proposal, records how the need for change was triggered along with the convincing and compelling arguments for the proposed action.

**Program Proposal (PP):** 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). This document could be analogous to the Mission Area Analysis.

**Program Action Request (formerly HEX form):** (need this definition) This document could be analogous to the Statement of Need.

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

**MS #1**  
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 facilities project in the UA capital plan.

**MS #2**  
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.