**Guidelines for presentation to the Academic and Student Affairs Committee (ASAC) of the University of Alaska Board Of Regents, to be used in conjunction with the Alaska Program Resource Planning Document concerning the Academic Budget and Project Planning Process (revised 09/08/11)**

A Mission Area Analysis (MAA) is necessary for:

- When new or expanded programs
- When new external funding is required
- When new or significantly renovated facilities are contemplated in the SON/SOR

Typical topics to be addressed in the MAA at Milestone #1 by the ASAC, or otherwise developed at Step 1b.:

1. Can some historical demand be provided for what it is we seek to do? Is it core mission business? What has been the history of this program(s), needs of the students, the community, the faculty? Are these recommendations consistent with the stated mission of the MAU? Are the recommendations linked to goals and objectives set forth in approved long-range plans?

2. Explain the demand. Forecast anticipated enrollment growth and student demand. Given the costs associated with facility requests, are we risk certain that projections of program demand are sound? How did we arrive at our projections? Explain the methodology and data we used. In other words, how solid was the data analysis? Can we discuss the implications of our data analysis with confidence enough to create a SON?

3. Are there job or workforce opportunities that support what we want to do? What data did we analyze to arrive at our conclusions in this regard? Does the demand discussion include workforce projections and opportunities in the immediate and longer range future?

4. How will students benefit? How will faculty benefit? How will the community and the state benefit? Answers to these questions are key to moving on to the SON/SOR process.

5. Is there any substantive unique information to be addressed?
**University of Alaska Program Resource Planning**

**Academic, Budget and Project Planning Process**

**Rev. 9-8-11**

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**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

**Flowchart:**

1. **Will this proposal require approval by President or BOR?**
   - **YES:** Follow MAU internal evaluation process
   - **NO:**
     - **Is this Academic in nature?**
       - **YES:**
         - 1a. MAU produces an Academic Mission Area Analysis (MAA) & a Statement of Need (SON)
         - 1b. MAU develops an Administrative Mission Area Analysis (MAA) & a Statement of Need (SON)
       - **NO:**
         - **3. MAU Submits to SAC for review and concurrence**

2. **1a. MAU produces an Academic Mission Area Analysis (MAA) & a Statement of Need (SON)**
   - **(should be contained in the MAU Program Proposal)**

3. **Will it have a facilities cost component?**
   - **YES:** IR Data input
   - **NO:**
     - **Will it require a facilities cost component?**
       - **YES:** Skip to Step 6 as appropriate
       - **NO:**
         - **4. MAU develops a Preliminary Administrative Approval Request (PAA)**

4. **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. **5. President approves PAA**
   - **YES:** 7a. MAU submits MAA, SON and SOR to BOR Academic and Student Affairs Committee for approval
   - **NO:**

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

7. **7. Is this an Academic Program?**
   - **YES:**
   - **NO:**

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


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

11. **11. Governor and Legislature Action**

12. **12. UA BOR accepts Appropriated Budgets**

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

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

**Process Ends**

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**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**

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

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**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.