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

Is this a mission expansion?

Is this Academic in nature?

Is this a DM or Small R&R Project?

1. MAU produces a
Academic Mission Area Analysis (MAA), a
Statement of Need (SON) and a
Program Proposal (PP)

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

3. MAU submits to SAC for review and approval

4. MAU develops a Preliminary Administrative Approval Request (PAA)

5. MAU submits to the President for review and approval

6. MAU produces a Statement of Requirements (SOR)

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

7b. MAU produces an Administrative Mission Area Analysis (MAA) and a Statement of Need (SON)

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

Project Type

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

Process Ends

Time Frames
- Steps 1-3 may require 3-12 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.)

Statement of Requirements Components

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

Process Milestones

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MS #
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.