***Statement of Requirements Guidelines***

**INTRODUCTION**

A Statement of Requirements (SOR) is required for all Capital Projects with a Total Project Cost anticipated to exceed $2.5 million.

The SOR is the third planning document that is required in the Program Resource Planning (PRP) process to gain approval from the President and the Board of Regents for capital funding and project progression.

The SOR represents a formal determination of the required elements of a project. The SOR shall clearly identify the faculty and staff, FF&E, infrastructure, space (new or remodeled), facility operations and maintenance and secondary impacts and the cost of these items required for this project to meet project development process agreement between the affected program department(s), the MAU’s chief facilities administrator, the chief academic officer, the chief financial officer, the chancellor, and the chief facilities administrator documenting a common understanding of the programmatic need, project scope, and other matters related to the project.

The statement of requirements may be incorporated into the business plan or similar document provided that all topics are addressed and must be included with the Formal Project Approval request.

Brief Project Description

*Enter text to provide a brief abstract of the project. Simply state what the project will be and what it will accomplished.*

Programmatic Need

*Insert text to describe the programs that will be impacted by this project, how they will be enhanced, and describe any other benefits resulting from this project.*

*For projects is support of Academic Missions:*

*The completed academic Program Action Request (PAR), the Mission Area Analysis (MAA) and the Statement of Need (SON), should be used to develop the Statement of Requirements (SOR) and outline how this project will meet the programmatic need of the program in support of the MAU academic mission as stated in the Strategic Plan and Campus Mission Statement.*

*For projects in support of Student Life, Recharge Centers and non-academic programs.*

*A MAA and SON should be used to develop the Statement of Requirements (SOR) and to outline how this project will meet the operational mission and need of the program, supports student life or enhance the operations of the campus in support of the MAU’s Strategic Plan and Campus Mission Statement. For recharge centers, explain if this will be funded entirely by them or if and why this should be funded by operational and/or capital funding sources.*

*For projects that renew and repair facilities and infrastructure, address safety and code issues, or address items on the DM list:*

*Facilities should prepare a MAA and SON or should provide sufficient detail in this section to cover the details usually provided to develop the Statement of Requirements (SOR) and to show how this project supports the MAU academic mission as stated in the Strategic Plan and Campus Mission Statement.*

Personnel

*Insert text that identifies the additional faculty and staff that will be needed as a result of the program development or expansion that is responsible for this project. While regular facilities staff increases should be covered under M&R, if additional specialty facilities employees are required for this facility, identify those individuals and their associated costs here. Identify the annual cost projections, including benefits and other allocations, for each position. This information will be summarized in the Project Agreement and the Formal Project Approval.*

Furnishings, Fixtures &Equipment

*Insert text that details the FF&E that is required to be included in this project to support the program. Detail which existing items will be reused or replaced, what new items must be purchased, what items will not be purchased within the TPC, that will need to be purchased by other means and what the impact on the program will be if the additional items are not purchased prior to the facility coming on-line.*

Infrastructure

*Insert text that will identify what additional, enhanced or renewed infrastructure is required to support the program. This should include any specialized equipment or access to services such as fiber optic networks, high pressure gas supply lines, off-site nuclear waste storage, etc*

Space

*Insert text that provides a detailed need assessment based on a campus facilities requirements analysis of the current space occupied, utilization reports to include days and hours of utilization and seat occupancies, program projections for classroom and lab space to include classes and sections offered, class sizes, past enrollment trends and projections and other pertinent information.*

Facilities Operations and Maintenance

*Insert text that details the operations and maintenance requirements for this project. This should include the annual cost projections for M&R, utilities, custodial, grounds and landscaping, Fire and Safety, Insurance, R&R, etc.*

Project Impact

*Insert text that details how the following items will be impacted, estimation of associated costs of subsequent impacts, how the negative impacts will be mitigated, what the cost of mitigating these items are, what items will not be mitigated and why and what the consequences will be:*

*Access to facilities, programs and services located on or around the project*

*Reallocation and renovation or disposal of vacated space*

*Parking*

*Classrooms, Labs, Student Spaces*

*Adjacent programs, operations, etc.*

*Auxiliary services*

*Other activities*

Annual Program and Facility Cost Projections *(list all that are appropriate)*

*Provide the total annual cost associated with the additional Faculty and Staff and services required to support the program changes that are associated with this project. For academic programs this should be included on the PAR, for administrative and auxiliary programs this will need to come from the users.*

Program Costs *(based on annual cost package and PAR)* Amount

New Faculty and Staff $000,000

Service Contracts $000,000

Operational Costs $000,000

Total Annual Program Cost Increase $000,000

*For new construction, additions and expansions, these costs should be the increased amount over the current costs. For major renovations and repurposing projects this should reflect the increase or decreases to the costs of these functions.*

Facilities Costs

Maintenance & Repair *(1.5% of Total Project Cost)* $000,000

Administrative *(based on cost/sqft)* $000,000

Utilities *(based on cost/sqft)* $000,000

Custodial *(based on cost/sqft)* $000,000

Grounds and Landscaping *(based on cost/sqft)* $000,000

Annual O&M Cost $000,000

Annual Renewal and Replacement *(based on R&R Formula)* $000,000

**Total Annual Cost Projections $0,000,000**