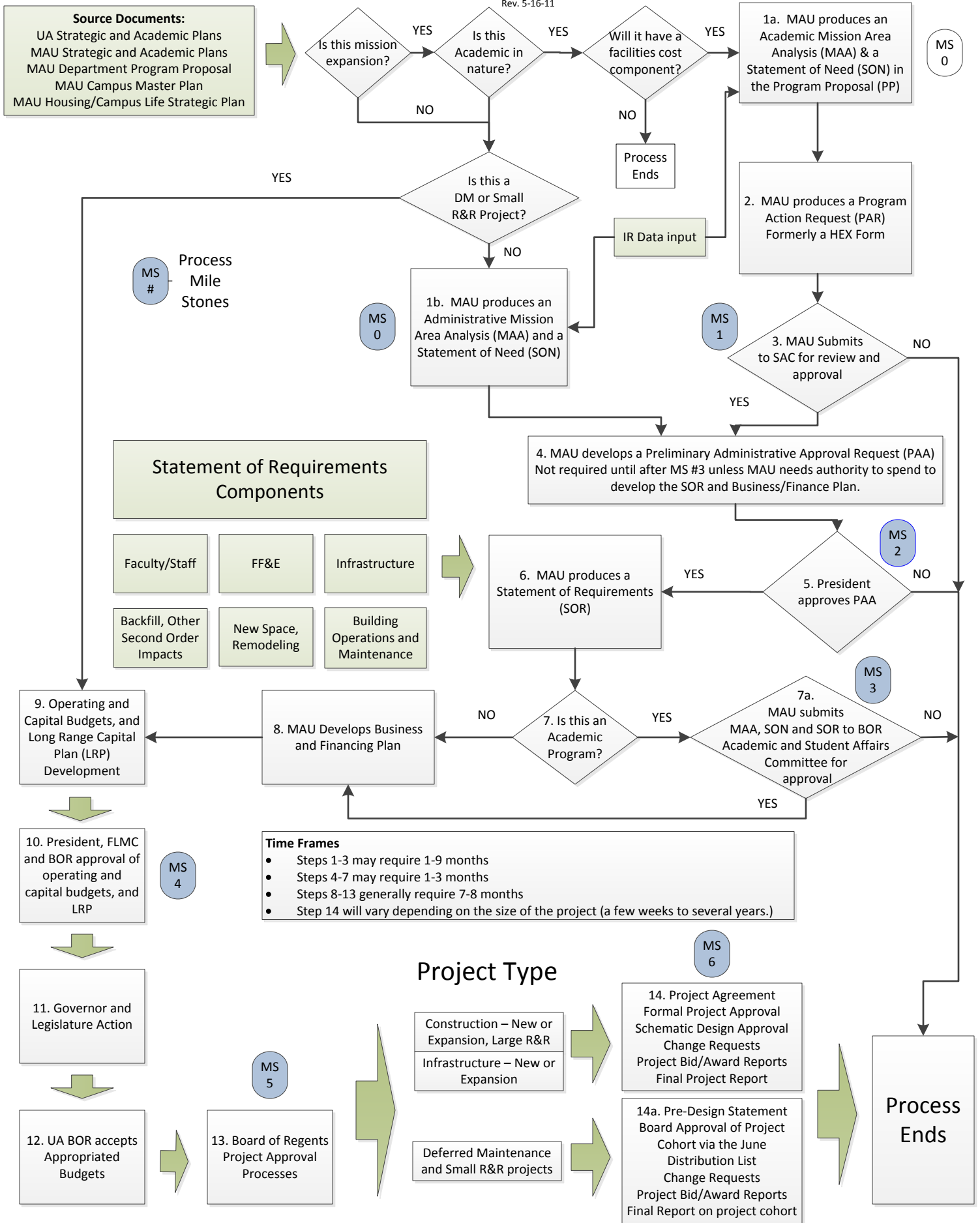


# Program Modeling

## Academic, Budget and Project Planning Process



**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 thye 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.