

# **New Project Request Process**

## **Overview**

A **New Project Request Form** must be completed when a school administrator, or designee, (Requester) requests any changes or improvements to their campus.

A project requiring the submission of a **New Project Request**, via the Facilities Division Web Page, is typically any renovation or new construction that meets any of the following criteria:

- changes to the campus site plan or footprint and/or
- changes the function or use of an architectural space and/or
- changes the occupancy of an architectural space and/or
- requires the purchase and physical connection of equipment to a building or its utilities and/or
- adds, eliminates or relocates utilities or architectural components, e.g., walls, doors, HVAC, etc.
- renovation or renewal of interior or exterior finishes or building components.

## **New Project Request Submission**

The **New Project Request Process** provides the Requester with a method for completing the initial step when requesting a new project to be considered for completion. When processing a project request, a detailed scope of work and a justification for the project, as well as the funding source and availability of funds are required. If funds are not available, the project request will be added to the Capital Outlay Project List for consideration the following budget year.

## **Accessing the New Project Request Form**

To submit a request, the Requester must visit the School District website and navigate to the Facilities Division webpage. Located on the left side will be a link titled “**New Project Requests**”.

## **Review Process**

The request is automatically added to the Facilities Division’s Project Management System (Trimble Unity Construct) to be reviewed and approved through a 2-step process.

- Step 1 – Project Justification
- Step 2 – Project/Budget Approval

## **Project Justification**

1. Facilities receives the NPR. The NPR is in queue until the NPR Review Meeting.
2. The Committee will meet to discuss the NPR and determine the next step.
  - a. Approve – The NPR is routed to a department (Maintenance, Facilities, SSEM) to complete the Scope of Work.
  - b. Not Approved – The NPR is not reasonable and will be closed.
  - c. Cancel – The NPR is no longer needed.
  - d. Work Order – The requested work can be completed under a Work Order.
3. If the NPR is Approved, the NPR Representative will meet with the requestor to create a complete scope of work and an estimated cost to complete is created based on the scope. The NPR will go back into queue until the next NPR Review Meeting.

## **Project/Budget Approval**

1. The Committee will meet to discuss the NPR’s scope of work and estimated cost to complete. At this time the committee will take one of the following actions.
  - a. Revise – the scope of work and/or budget needs revisions to either include or remove parts of the work.

- b. Approve – the NPR is approved and will move to the Finance Department to provide the funding source.
  - c. Not Approve – the Requestor is notified via email the NPR was not approved and will be closed.
  - d. Work Order – the requested work can be completed under a Work Order.
  - e. Next FY – the NPR is approved but will be completed in the next fiscal year.
- 2. For all approved NPRs, the Director of Finance will provide the funding source and a Finance Representative will provide the Budget Strip.
  - 3. The NPR is closed.

**New Project Request Contacts**

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