
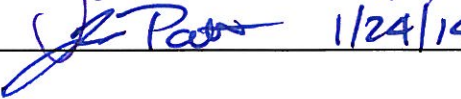


Standard Operating Procedure (SOP)
Administrative Project Approvals (UPC and BOG)

SOP No.	DC-1200	Revision:	1
Department:	Design and Construction	Date:	1/24/2014
Dept. Head Approval:			
Director Approval:			

Purpose

The purpose of this section is to describe the process by which Capital Improvement Projects are approved by University Administration, specifically the University Planning Committee (UPC) and Board of Governors (BOG).

Responsibility

1. The following people are responsible for following this SOP.
 - 1.A. Project Managers
 - 1.B. Director of Facilities Planning and Scheduling
 - 1.C. Director and Assistant Director for Design & Construction

Procedure

1. Capital projects under \$25,000 require no formal administrative approval. FM will review various project aspects during the project initiation phase to ensure the project is appropriate.

2. Projects in excess of \$25,000 require approval by the University Planning Committee (UPC).

- 2.A. The UPC meets on a monthly basis, and draft agenda items must be submitted 10 days in advance of the meeting. Projects are submitted through the Director of Facilities Planning and Scheduling, who publishes the meeting schedule. The minutes of the meeting are published following the meeting. UPC Agenda items are stored and archived on the FM server on the I Drive (I: Documents/UPC).

Projects must be resubmitted to UPC if the total project budget is increased or if there is a significant scope change. In emergency situations, such as bids coming in over budget, interim UPC approval can be gained through e-mail approval.

- 2.B. A UPC agenda template form is attached (Form UPC-1).

- 2.C. WVU's Budget Planning Office will not allow funding accounts to be set up for projects that do not have UPC approval, nor can the funding amount exceed the project budget approved by UPC.

3. Projects in excess of \$1 million require approval by the WVU Board of Governors (BOG).
 - 3.A. The BOG meets on a semi-monthly basis. The schedule for the BOG meeting is published on the WVU Web Site under Administration. BOG agenda items should be submitted through the Director of Facilities Planning and Scheduling. Draft agenda items should be submitted to the Manager of Planning three weeks prior to the BOG meeting. The minutes of the BOG meetings are published on the BOG Web site.
 - 3.B. Projects should be submitted when the scope and budget of the projects are well developed and prior to committing budget in excess of \$1M.
 - 3.C. A BOG agenda template is attached (Form BOG-1).

UNIVERSITY PLANNING COMMITTEE

Date:

Project Information:

Agenda Item:

Project Manager:

TMA Project Number:

Background:

Scope of Work:

Schedule:

Recommendations/Alternatives:

Financial Information:

Budget:

Funding Source:

Attachments:

.

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of month day, year

ITEM: (In Times New Roman, 12 pt.)

INSTITUTION: West Virginia University

COMMITTEE: Full Board – Consent Agenda

RECOMMENDATION: Resolved: (In Times New Roman, 12 pt.)

STAFF MEMBER: Narvel G. Weese, Jr.
Vice President for Administration and Finance

BACKGROUND: (In Times New Roman, 12 pt).

Notes:

Notify Associate Vice President for Facilities and Services three weeks ahead of time so President's Office can be notified that an item is expected. Submit agenda item two weeks plus two days before BOG meeting (unless requested earlier). Petersen.

Font is Times New Roman, all point 12 except header is point 14. Header, subhead and labels at left are Bold. Margins are 1" top, 1" bottom, 1.25" sides, unless 1" side margins would keep it to one page.

Make sure the Background statement provides enough information to fully inform the BOG member.

- *Need*
- *Cost*
- *Relation to Masterplan or Strategic Plan*
- *Prior approvals obtained*

