**EXECUTIVE SUMMARY**

**FOR**

**ADDITION TO CIP**

***[INSERT PROJECT NAME]***

 ****

**Submitted By**

***[INSERT INSTITUTION NAME]***

***[INSERT DATE]***

The following ***[INSERT INSTITUTION NAME]*** administrators have reviewed and approved this Business Plan.

|  |
| --- |
| ***[INSERT NAME/TITLE]***, **Project Advocate**  Date  |
|  |
| ***[INSERT NAME]***, President Date |
|  |
| ***[INSERT NAME]***, Provost Date |
|  |
| ***[INSERT NAME]***, VP for Business Affairs Date |
|  |
| ***[INSERT NAME]***, Director of Facilities Date |
|  |
| ***[INSERT NAME/TITLE, AS APPROPRIATE]*** Date |
| ***[INSERT NAME/TITLE, AS APPROPRIATE]*** Date |

In the event of questions related to this Executive Summary, please contact the following individual:

***[INSERT NAME/TITLE]* Project Advocate**

***[INSERT EMAIL CONTACT INFORMATION]***

***[INSERT PHONE CONTACT INFORMATION]***

Distribution:

Executive Vice-Chancellor ***[ACADEMIC AFFAIRS/HEALTH AFFAIRS]***

Executive Vice-Chancellor – Business Affairs

Executive Director – Office of Real Estate

Assistant Vice Chancellor – Office of Capital Projects

Associate Vice Chancellor – Office of Finance

**CONTENTS**

**Section Page**

1. Executive Summary

 Brief Project Description

Alignment with Campus Master Plan

Funding

 Strategic Implications

 Project Advocate and Change Management Process

 Operational Costs /Ability of Institution to Absorb Operational Costs

 Commitment to UT System HUB Policy 137 and other State HUB contracting and procurement goals

 Key Milestones

Appendix A: Proposed Site Map

Appendix B: Pro Forma ***[if Revenue System Financing Bond Proceeds requested]***

***[INSERT OTHER APPENDICES, AS APPROPRIATE]***