



The University of Texas System Capital Improvement Program Major Capital Project Approval Process

Activity and Deliverables	Rule	Authorizations / BOR Agenda Items	Authority	Deadline for Submission
The Planning Phase				
Maintain an Integrated Master Plan	BOR 80301			
Maintain a Strategic Capital Projects List	UTS 168			
Submit an Annual Capital Expenditure Plan (MP1)	UTS 168			
Identify a Project as a Strategic Priority to Move Forward	UTS 168			
Appoint the Project Advocate(s)	UTS 168	Appoint the Project Advocate(s)	President	
Request Approval to Start the Definition Phase of the Project	BOR 80301	Approval to Proceed with the Definition Phase Approval to expend 5% of Total Project Cost (TPC)	Chancellor Chancellor	
The Definition Phase				
Prepare a Statement of Need	UTS 168			
Procure Professional Services (By Committee)	BOR 80302	Appointment of A/E, Construction	EVCSA President	
Procure Professional Services (By Direct Appointment)	BOR 80302	Appointment of A/E, Construction	EVCSA President	
Document the Owner's Project Requirements	UTS 168			
Complete the Basis of Design Documents	UTS 168			
Complete the Facilities Program	BOR 80402 , 80404	Approval of the Facilities Program	President	
Authorize the Preparation of Schematic Plans	BOR 80402 , 80404	Authorize the Preparation of Schematic Plans	AVCCP President	
Complete The Schematic Design and Cost Estimate	UTS 168			
Complete the Executive Summary for Addition to the CIP	BOR 80402 , 80404			
Complete the Online Project Planning Form	UTS 168			
Consideration of Architectural Significance	BOR 80302		BOR	
Request Addition of the Project to the CIP	BOR 80301	Amendment of the CIP to include project Approval to expend 10% of Total Project Cost (TPC) Approval of Institutional management (as needed) Consideration of Architectural Significance	BOR BOR BOR BOR	7-8 wks before Board of Regents meeting President's Agenda Item Request Letter Complete Online Project Planning Form FPCC Agenda Item Cost Detail Executive Summary for Addition to the CIP 6-8 wks before Board of Regents meeting President's PowerPoint Presentation Cost Benchmarks (provided by OCP) Dry Run Presentation (OCP managed only)
The Design Development Phase				
Authorize Preparation of Design Development Documents	BOR 80402 , 80404	Authorize Preparation of Design Development Documents	AVCCP President	
Complete Design Development and Update Cost Estimate	UTS 168			
Update the Project Business Plan	UTS 168			
Request Approval of Design Development (R&R)	BOR 80402 , 80404	Approval of Design Development (R&R)	Chancellor President	
Request Approval of Design Development (New Const.)	BOR 80402 , 80404	Approval of Design Development (New Const.) Appropriation of funds (100% of TPC) Authorization of expenditure (remaining 90% of TPC) Resolution regarding parity debt (as needed)	BOR BOR BOR BOR	7-8 wks before Board of Regents meeting President's Agenda Item Request Letter Online Project Planning Form Update FPCC Agenda Item Cost Detail Updated Final Business Plan DD PowerPoint Presentation DD Fact Sheet (OCP managed only) 6-8 wks before Board of Regents meeting Design Development Fact Sheet Cost Benchmarks (provided by OCP) Dry Run Presentation



The University of Texas System Capital Improvement Program Major Capital Project Approval Process

Activity and Deliverables	Rule	Authorizations / BOR Agenda Items	Authority	Deadline for Submission
The Construction Documents and Construction Phase				
Authorize Preparation of Construction Documents	BOR 80402 , 80404	Authorize Preparation of Construction Documents	AVCCP President	
Contract Management and Contract Changes	BOR 80402 , 80404		AVCCP President	
Modifications to CIP Projects				
Increase Total Project Cost ≤ 10% of the TPC	BOR 80402 , 80404	Increase Total Project Cost < 10% of the TPC Authorization of expenditure (additional funds) Resolution regarding parity debt (as needed) Revision in Funding (as needed)	Chancellor President	
Increase Total Project Cost > 10% of the TPC	BOR 80402 , 80404	Appropriation of funds (additional funds) Authorization of expenditure (additional funds) Resolution regarding parity debt (as needed) Revision in Funding (as needed)	BOR	<i>7-8 wks before Board of Regents meeting</i> President's Agenda Item Request Letter Online Project Planning Form Update FPCC Agenda Item Cost Detail Revised Final Business Plan Cost Benchmarks (provided by OFPC)
Miscellaneous Actions				
Changes to Authorize Institutional Management	BOR 80301	Request to Authorize Institutional Management	AVCCP	
Non-Honoric Naming of Prominent Facilities and Prominent Programs	BOR 80307	Request for Non-Honoric Naming	AVCCP	
Honoric Naming of Prominent Facilities and Prominent Programs	BOR 80307	Request for Honoric Naming	BOR	<i>6-8 wks before Board of Regents meeting</i>
Honoric Naming of Existing Facility	BOR 80307	Request for Honoric Naming	BOR	<i>6-8 wks before Board of Regents meeting</i>
Acceptance of Gifts of Outdoor Works of Art	BOR 60101	Request for Acceptance of Gifts of Outdoor Works of Art	BOR	<i>6-8 wks before Board of Regents meeting</i>

Abbreviations:

- AVCCP Assistant Vice Chancellor, Capital Projects
- BOR Board of Regents
- EVCAA Executive Vice Chancellor for Academic Affairs
- EVCBA Executive Vice Chancellor for Business Affairs
- EVCHA Executive Vice Chancellor for Health Affairs
- President Institution President