BUFM - CAPITAL PROJECT WORKFLOW DIAGRAM

Office of Planning and Construction

Baylor University
FACILITIES MANAGEMENT

PROJECT REQUEST FORM (PRF) SUBMITTED

BO & VP/AVP/DEAN REVIEW AND APPROVAL

BUFM PROJECT ACCEPTED, PROJECT MANAGER ASSIGNED AND PRF REQUESTOR NOTIFIED.

BUFM PM HOLDS PROJECT DISCOVERY MEETING FOR REVIEW OF PROPOSED SCOPE, SCHEDULE AND BUDGET EXPECTATIONS

PLANNED BUDGET <$100K

PLANNED BUDGET >$100K*

*PROJECTS >$100K THAT ARE DEFERRED MAINTENANCE RELATED PROJECTS MAY NOT BE REQUIRED TO GO THROUGH IPSSG, CAPG OR BOR APPROVAL PROCESS.

FIXTURES, FURNISHINGS, AND EQUIPMENT (FFE) RELATED WORK: AT THE DISCRETION OF BUFM, MAY BE EXPEDITED WITHOUT BUFM PM ASSIGNMENT. OVERSITE OF BUFM OFFICE OF PLANNING AND CONSTRUCTION'S DIRECTOR OF SPACE PLANNING AND INTERIOR DESIGN REQUIRED.

PROJECT UPDATE COMMUNICATIONS AS NEEDED

CONCEPTUAL/PRE-DESIGN/DESIGN

- SCOPE OF WORK, PROJECT JUSTIFICATION, PRELIMINARY SCHEDULE AND PRELIMINARY BUDGET DEVELOPED
- SCOPE OF WORK FINALIZED
- CONSTRUCTION DOCUMENTS
- PERMIT AS REQUIRED BY CITY OF WACO

CONSTRUCTION

- PRECONSTRUCTION MEETING W/ PROJECT TEAM
- CONTRACTOR MOBILIZATION
- CONSTRUCTION
- CERTIFICATE OF OCCUPANCY (IF APPLICABLE)
- SUBSTANTIAL COMPLETION
- TRANSITION TO OPERATION (T2O)

PROJECT CLOSE-OUT

- OWNERS MANUALS, TRAININGS, AND WARRANTYS RECEIVED
- FINAL INVOICES PAID
- RETAINAGE RELEASED
- DOCUMENTS ARCHIVED
- PROJECT END INSPECTION COMPLETE

IPSSG/ CAPG APPROVAL | **BOR APPROVAL**** | **CAPITAL PROJECT UPDATE COMMUNICATIONS**

CONCEPTUAL/PRE-DESIGN

- SCOPE OF WORK, PROJECT JUSTIFICATION, PRELIMINARY SCHEDULE AND PRELIMINARY BUDGET DEVELOPED
- **PROJECT EXPENSES NOT TO EXCEED $100K WITHOUT IPSSG APPROVAL**
- **PROJECT EXPENSES NOT TO EXCEED $250K WITHOUT CAPG APPROVAL**
- **CAPITAL PROJECT CHARTER IS REQUIRED FOR CAPG APPROVAL**
- **BUDGETS >$5.0M REQUIRE BOARD OF REGENTS (BOR) APPROVAL****

DESIGN

- SCHEMATIC DESIGN
- DESIGN DEVELOPMENT
- 50% CONSTRUCTION DOC.
- FINAL ISSUED FOR PERMIT (IFP) /ISSUE FOR CONSTRUCTION (IFC)

CONSTRUCTION

- PRECONSTRUCTION MEETING W/ PROJECT TEAM
- CONTRACTOR MOBILIZATION
- CONSTRUCTION
- CERTIFICATE OF OCCUPANCY
- SUBSTANTIAL COMPLETION
- TRANSITION TO OPERATION (T2O)

PROJECT CLOSE-OUT

- OWNERS MANUALS, TRAININGS, AND WARRANTYS RECEIVED
- FINAL INVOICES PAID
- RETAINAGE RELEASED
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- PROJECT END INSPECTION COMPLETE

Updated: 06/05/2026