

What's required when requesting a FPCC / BOR Agenda Item?

DEFINITION PHASE REQUEST	Definition Phase Request required for all Major Capital Projects. Request from President to Chancellor via Asst VC for Capital Projects and/or Academic/Health EVC.*						Definition Phase Template
Action to be Requested for FPCC Meeting	Completion of Definition Phase	President's Agenda Item Request Letter	Online Project Planning Form	Detailed Cost Breakdown	Business Plan	PowerPoint Presentation	Additional Info
ADDITION TO THE CIP							
• NEW CONSTRUCTION	YES*	YES	YES	YES	YES (Executive Summary)	YES (Presented By Institution President)	See BOR Agenda Item Requests - Addition to CIP
• R & R	YES*	YES	YES	YES	YES (Executive Summary)	YES (Presented By Institution President)	See BOR Agenda Item Requests - Addition to CIP
DD APPROVAL							
• NEW CONSTRUCTION	Completed prior to Addition to CIP	YES	YES	YES	YES (Full BP)	YES** (Option: Presented by President/Advocate or AVCFPC)	See BOR Agenda Item Requests - Design Development Approval
• R & R (projects with >10% increase in TPC)		YES	YES	YES	YES (Full BP)	YES** (Option: Presented by President/Advocate or AVCFPC)	See BOR Agenda Item Requests - Design Development Approval
• R & R (projects with cumulative 0%-10% increase in TPC)		No agenda item required - R&R thru Chancellor or President's Memo					See R&R DD Approval Memo Templates
MODIFICATION							
• TO AN EXISTING CIP PROJECT (projects with >10% increase in TPC)	N/A	YES	YES	YES	YES (Updated)	YES*** (Option: Presented by President/Advocate or AVCFPC)	See BOR Agenda Item Requests - Modification to Existing CIP Project
• TO AN EXISTING CIP PROJECT (projects with <10% cumulative increase in TPC)	No agenda item required - R&R thru Chancellor or President's Memo						See TPC or Funding Revision Templates
* Definition Phase requires appointment of Project Advocate(s), THECB MP1 priority, HUB participation, and milestone dates. Outcomes include completion of Owner's Project Requirements workshop, confirmation of the Basis of Design, and a Schematic Design including reconciliation of a detailed cost estimate; OCP Managed projects also include resolution of the Facilities Program							
** At Addition to CIP, DD Approval, or Modification to an existing project, the Institution has the option of President and/or Project Advocate presenting the project to the FPCC							