

Practice Directive: Project Evaluation

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University of Wisconsin
Eau Claire

Project Evaluation Practice Directive

Division: Finance and Administration
Department: Facilities - Planning & Construction
Contact Information: Facilities Assistant Director / Renee Strehlau / (715) 836-3402 / strehlrm@uwec.edu
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Revised Date:

Authority:

Regent Policy Document(s): [Regent Policy Document 19-4 \(formerly 85-6\): Delegation of Authority for Small Project Requests](#) , [Regent Policy Document 19-8 \(formerly 90-3\): Funding of University Facilities Capital Costs](#) , [Regent Policy Document 19-12 \(formerly 92-10\): Oversight of Facilities Constructed for University Purposes](#) , [Regent Policy Document 19-15 \(formerly 99-1\): Physical Development Principles](#) , [Regent Policy Document 19-16: Building Program Planning and Approval](#)

State of Wisconsin Building Commission: [Policy and Procedure Manual Ch. IV: Minor Project Approval, Sections D-F](#)

Wisconsin State Legislature: [Wisconsin State Statute 13.48: Long-range public building program](#) , [Wisconsin State Statute 13.48\(29\): Simplified Policies and Procedures for Construction Projects](#) , [Wisconsin State Statute 16.85\(12\): Subchapter V, Engineering](#) , [Wisconsin State Statute 20.924: Subchapter X, Building Program Execution](#) , [Wisconsin State Statute 36.09 Responsibilities \(1\)\(f\)](#) , [Wisconsin State Statute 36.09 Responsibilities \(2\)\(a\)](#) , [Wisconsin State Statute 36.09 Responsibilities \(3\)\(a\)](#) , [Wisconsin State Statute 36.11 \(1\)\(a\)](#) , [Wisconsin State Statute 36.11 \(1\)\(b\)](#) , [Wisconsin State Statute 36.29\(7\)](#)

Objective:

The purpose of this Practice Directive is to comply with Regent and State policies, in addition to

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describing the campus procedures that support their compliance. This Practice Directive will optimize University spaces and facilities by implementing a comprehensive planning and management system and govern its decision processes.

Statement:

- All space additions, changes or enhancements must be reviewed for need and alignment with the campus master plan, university and academic strategic plans, and the financial plan.
- Space is a campus resource to be utilized and optimized to best meet the overall mission of the university; space is not the permanent property of a particular program, unit, department, college or division.
- All space planning must consider the campus eco-system and the impacts that any additions, changes or enhancements may have on other programs and ongoing maintenance.

Review the following information *before* initiating a project:

- Project definition: Any request that modifies a physical space whether through changes in signage, occupancy, use, equipment, or physical infrastructure.
- Project owner: The “project owner” is typically the department that initiates the project. The head of the department is the project owner and initiates the request.
- Project sponsor: Your division’s Vice Chancellor is the project sponsor. Support from the project sponsor is required to proceed to project evaluation.
- Project evaluation: All proposals will be reviewed with attention to long-term campus strategic goals, financial viability, scope, and schedule.

Space Planning Principles

- Follow UW System guidelines for types of offices and square foot per occupant
- Minimize financial impact, rethink, and optimize existing spaces before requesting remodeling
- Follow sustainability goals
- Encourage Workplace Wellness, provide collaborative and flexible spaces with shared/schedulable quiet spaces. Construction of walls will be limited, only used when all other alternatives have been explored.
- When moves are required, furniture shall remain in its current location to the extent possible. Workstation chair and boxed materials will move with occupants.
- All conference rooms and breakrooms shall be shared resources. Conference rooms shall be schedulable through Outlook.

Procedures:

[Project Evaluation Request Procedure](#)

[Project Evaluation Request Eform](#)

Searchable Words:

Project, Space.
