



Auburn University
FY19 Project Prioritization Program
Reference Guide

Auburn University Project Prioritization Program

The purpose of the Project Prioritization Program is to provide matching Repair and Renovation (R&R) funds up to \$75,000 per project for renovations and improvements to facilities or space that otherwise must be funded solely by the office or college, or be deferred for funding due to other priorities or constraints.

PROJECT REVIEW & APPROVAL

Facilities Management seeks project submissions from organizations across campus that contribute to the Repair and Renovation Funding based on their respective allocable square footage to compete for R&R funding in FY19. Projects will be reviewed with the Office of the Provost and approved based on the corresponding building's eligibility for R&R funding, compliance with the Policy on Repair and Renovation Funding, available R&R funding, and the priority of each project.

PROJECT SUBMISSION AND EXECUTION REQUIREMENTS

- Each organization may submit no more than 2 projects. Projects must be prioritized by the requesting organization.
- Each project submitted shall be able to be executed independently.
- Submissions will not be accepted for space that the requesting unit does not currently control.
- Substantial changes or expansion of the project scope after the project has been submitted and approved will not be allowed.
- There is no carryover of projects from the prior FY Project Prioritization Program, and so any projects which were not approved in the previous year will need to be re-submitted for consideration in the current FY.
- Submissions of existing projects that have already received R&R funding will not be accepted.
- Completely answer the 8 strategic questions on the submission form for each project.
- R&R Funding shall not be used to purchase furnishings and/or equipment.
- **The goal of the Project Prioritization Program is to spend the allocated funding within the fiscal year. Projects extending beyond this timeframe may be in jeopardy of losing funding.**

FY19 PROJECT PRIORITIZATION TIMELINE

06/04/2018 (MON): FY19 Project Prioritization Program OPENS for project submissions

08/31/2018 (FRI): FY19 Project Prioritization Program CLOSES for project submissions

09/01 – 09/30/2018: Extract, organize, and evaluate all project submission information

Review submissions with Office of the Provost for approval

Prepare Project Initiation Forms and Execution Plans for all approved projects

10/01/2018 (MON): Publish FY19 Project Prioritization Execution Plan with approved projects

Launch all new projects, and release R&R funding accordingly

PROJECT COST GUIDELINES

For the purpose of determining the estimated total project costs for each of your project submissions, please refer to the typical costs per square foot of space for each renovation type listed below:

- Office Renovations: \$130 *per square foot*
- Laboratory Renovations: \$360 *per square foot*
- Classroom Renovations: \$140 *per square foot*
- Common Area Renovations: \$100 *per square foot*

NOTES:

- *These costs are provided as a general guideline for estimating purposes only.*
- *The actual costs of each project will be impacted by the size, complexity, and other factors specific to that project.*
- *These costs do NOT include costs of requested furnishings and/or equipment.*

ADDITIONAL POINTS ABOUT THE PROJECT PRIORITIZATION SUBMISSION PROGRAM

- Refer to this Reference Guide for instructions on how to login to the system and submit each of your projects.
- Please note that the online system "times out" after 45 minutes, therefore you may wish to first prepare your information in a separate Word document and then copy/paste into the online system once completed.
- To reference the Auburn University Facilities Management "Policy on Repair and Renovation Funding", navigate to this site:

<https://sites.auburn.edu/admin/universitypolicies/Policies/Forms/Facilities.aspx>

CONTACTS

For questions, please contact:

System Access & Online System	General Project Prioritization Program	
Matt Allsbrook <i>Facilities Management, IT Specialist</i> (334) 844-7877 msa0005@auburn.edu	Mark Aderholdt <i>Facilities Management, University Engineer</i> (334) 844-9194 aderhmw@auburn.edu	Dan Berry <i>Facilities Management, Program Manager</i> (334) 844-9115 berrycd@auburn.edu

Projects can be submitted, edited and prioritized through the Project Prioritization Program web application. To log into the system please navigate to:

<http://www.auburn.edu/administration/facilities/projects/project-priority.html>

This web site was designed for Internet Explorer; however, it can also be used with Mozilla Firefox, Chrome, and Safari, but slight formatting changes may be evident during use.

Login Screen

If you are a Project Originator or Project Sponsor, please enter your AU network username and password and click the Log In button. This will authenticate you via active AU directory and will allow you to the AU Project Prioritization Program.

However, if you do not currently have access to the system, please contact Matt Allsbrook at 334-844-7877, or by email at "msa0005@auburn.edu".



The screenshot shows the login interface of the Project Prioritization System. At the top left is the Auburn University logo. The title "Project Prioritization System" is centered at the top right, with a "[Log In]" link. Below the title is a navigation bar with three tabs: "Welcome", "Enter a Project", and "Help". The main content area is titled "PLEASE LOGIN" and contains a "UserName:" field with the text "conrajr" and a red arrow pointing to it, a "Password:" field with masked characters, and a "Login" button.

Welcome Screen

At the Welcome screen you will find a summary of the Project Prioritization Program. Please be sure to check the content of this screen each time you login, especially for important updates and other relevant information.

If you need to exit the system at any stage, click the "Log Out" hyperlink in the upper right-hand corner of every page, which will return you to the login page. However, if you close the browser window, you will be logged out of the system automatically.



The screenshot shows the welcome screen of the Project Prioritization System. At the top left is the Auburn University logo. The title "Project Prioritization System" is centered at the top right, with a "Welcome conrajr! [Log Out]" link and a red arrow pointing to it. Below the title is a navigation bar with three tabs: "Welcome", "Enter a Project", and "Help", with "Welcome" highlighted by a red box. The main content area contains the text "WELCOME TO THE FACILITIES MANAGEMENT PROJECT PRIORITIZATION SYSTEM" and a paragraph of introductory text. At the bottom, there is a link for "AUBURN UNIVERSITY ORGANIZATIONS AND PROJECT FUNDING".

Help Screen

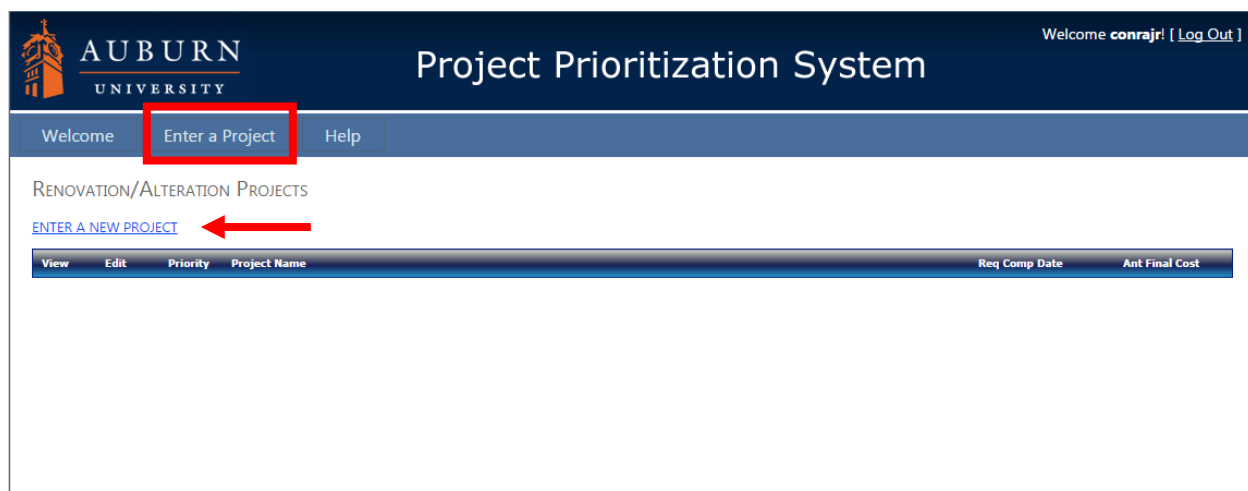
The Help Screen is designed to offer the same information within this guide for users to access while logged into the Project Prioritization Program.



Renovation/Alteration Projects Screen

Upon clicking the Renovation/Alteration Projects button at the top of the screen you will be provided a listing of renovation/alteration projects filtered on your username/client relationships. If you are member of the "College of Agriculture", only those projects will be displayed. You then have the option to:

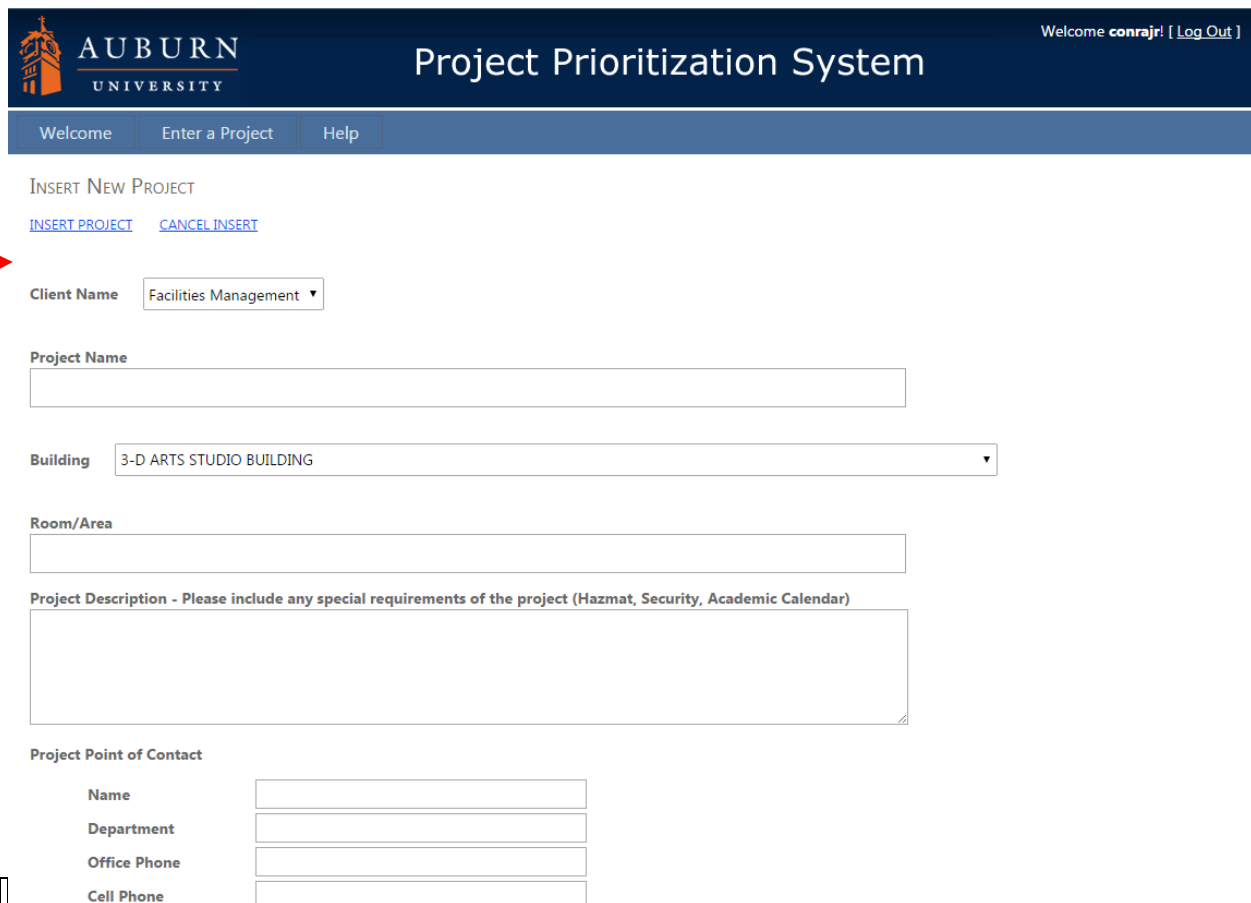
- 1) Enter a new Project
- 2) Edit an existing Project
- 3) Enter a read-only view of an existing Project
- 4) Prioritize your Projects



Entering a Project

To insert a new Project, begin by clicking the "Enter A Project" hyperlink located on the Page Bar. This will present with you an insert web page where you can fill in the required project data. If you decide you do not want to submit a project at this time, click the "Cancel Insert" hyperlink at the top-left of the screen. Once you have completed entering all of the project data, click the "Insert Project" hyperlink in the top-left of the screen. Data validation will be processed, and if your entries are acceptable, then your new project will be submitted.

NOTE: Each new project is entered at the BOTTOM of your priority listing. To avoid having to re-prioritize your projects after entering, please enter HIGHEST priority projects first. However, once your projects are entered, you will be able to move project priorities up or down, as needed.



The screenshot shows the 'Project Prioritization System' interface. At the top, there is a navigation bar with 'Welcome', 'Enter a Project', and 'Help' links. The main heading is 'Project Prioritization System' with a user greeting 'Welcome conrajr! [Log Out]'. Below this is the 'INSERT NEW PROJECT' section, which contains two links: 'INSERT PROJECT' (highlighted with a red arrow) and 'CANCEL INSERT'. The form fields include:

- Client Name:** A dropdown menu currently set to 'Facilities Management'.
- Project Name:** A text input field.
- Building:** A dropdown menu currently set to '3-D ARTS STUDIO BUILDING'.
- Room/Area:** A text input field.
- Project Description:** A large text area with the instruction: 'Please include any special requirements of the project (Hazmat, Security, Academic Calendar)'.
- Project Point of Contact:** A section with four input fields: 'Name', 'Department', 'Office Phone', and 'Cell Phone'.

Base Project Data - Field Listing

1. Client Name - Please choose from the drop-down list which client you are entering a project for. If you are only responsible for the College of Agriculture's projects, then you will only have a single choice and it will default in the drop-down.

Only a limited number of organizations are permitted, but if your organization is not listed in the drop-down list for the "Client Name" field, please contact Rob Stanford at 334-844-9106, or by email at "rrs0014@auburn.edu".

2. Project Name - The name of the project. This will be displayed on the priority screen so be sure to include enough of a description to quickly identify the project. It is also recommended to include Building names and/or room numbers in the project name if applicable. 100 character max.

Example: Building XYZ - Rms 123 & 124, Combine room and alter HVAC system.

3. Building - This is the building that the project will impact.
4. Room/Area - The rooms or areas to be impacted by this project request.
5. Project Description - The description of the project. This will be used to better explain the scope of the project, but is not required to be all encompassing. Once a project is initiated a design team member from Facilities will contact you in order to create a complete project scope and estimate. Please include any special requirements that your project may have; Hazmat concerns, Security issues, Academic Calendar deadlines. 4000 characters max.

Example: Remove wall between rooms 123 & 124 and prepare combined space. Rearrange AC ductwork.

6. Project Point of Contact - Please enter a project point of contact.
 - a. Name
 - b. Department
 - c. Office Phone
 - d. Cell Phone
 - e. Fax Number
 - f. E-mail Address

7. Anticipate Project Cost - This field represents anticipated funding for the project. Facilities Management will match the client funding not to exceed \$75,000 from Repair & Renovation funding for each project. Please do not include commas, or currency symbols.

Example: \$65,500 would be entered as: 65500

8. Requested Completion Date - Please choose a month/year combination to indicate when you would like to see this project substantially completed.

When submitting this date, please keep in mind that these projects will not be approved for funding until October of this year. At that time, they will need to be scoped and designed prior to the construction phase. Typically the scoping and design process will take 3 to 8 months to complete.

Additional Project Questions

When submitting a new project, completely answer the 8 strategic questions below. These questions are required for project submission, but the system will allow you to save projects with partial and/or empty questions. Therefore, those submissions with responses that have not been filled out properly or completely, will not be given equal weight during the prioritization and selection process. These questions were originally created by the Office of the Provost to help ascertain the feasibility and priority of all academic related project submissions; however, these questions extend to all project submissions, whether academic or not.

Each of the eight questions below are text-based fields with a 4,000 character maximum:

1. How does the project align with the University's Mission and Strategic Plan?

Reference the following website for AU's Strategic Priorities, Goals and Commitments:
http://ocm.auburn.edu/strategic_plan/

- Priority 1: Enhance Student Success and Diversify Enrollment
- Priority 2: Support Faculty Excellence and Strengthen Auburn's Reputation
- Priority 3: Enhance Research, Scholarship and Creative Work
- Priority 4: Enhance Public Engagement
- Priority 5: Focus Resources on Institutional Mission and Priorities

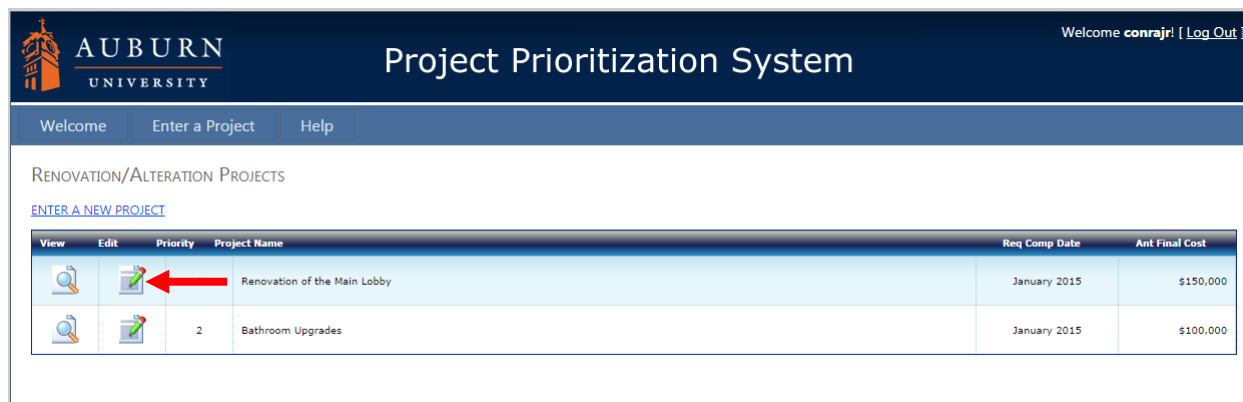
2. How does the project address your organization's strategic priorities?
3. How will the project benefit your organization's ability to compete with peer institutions?
4. Considering current utilization of space within your organization how will the proposed project affect this usage?
5. How does the project impact possible future use/need for space?
6. What is your assessment of the current condition of the space the project replaces or impacts?
7. How will the proposed project be funded?
8. What are the consequences of the project not moving forward as a priority project at this time and how will your organization effectively deal with those consequences?







Editing a Project

To edit a project, please click the "Edit" hyperlink button located next to the project you would like to edit. This will direct you to an Edit web page where you will be able to edit key fields of your project. The only field you cannot edit from this screen is your "Priority" ranking. The Priority is manipulated from the Renovation/Alteration screens by clicking and dragging to rearrange the projects. Once you have completed editing a project, click the "Update Project" hyperlink located at the top-left of the screen to return to your Project Listing.

Otherwise, if you would like to leave this screen without editing the project details, you can click the "Cancel Update" hyperlink located at the top-left of the screen.



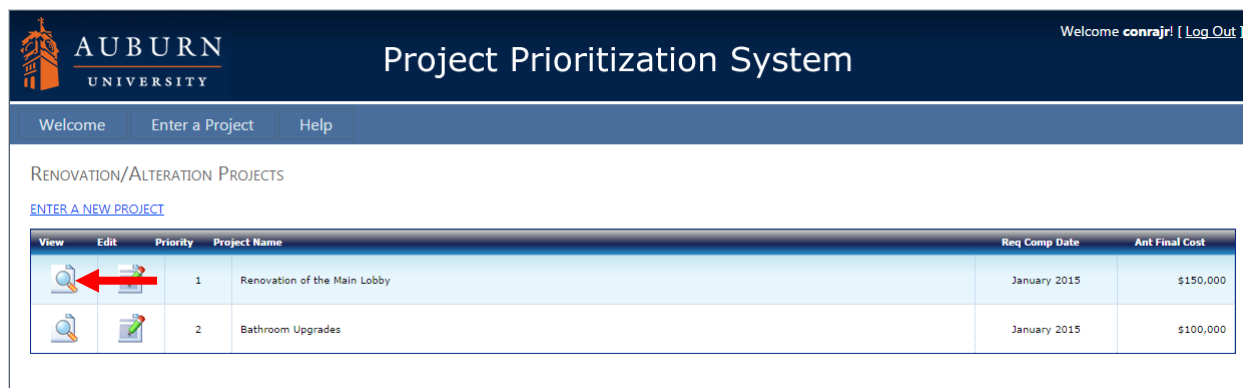
The screenshot shows the Auburn University Project Prioritization System interface. At the top, there is a navigation bar with 'Welcome', 'Enter a Project', and 'Help' buttons. Below this, the page title is 'Project Prioritization System' and the user is logged in as 'conrajri'. The main content area is titled 'RENOVATION/ALTERATION PROJECTS' and includes a link to 'ENTER A NEW PROJECT'. A table lists the projects:

View	Edit	Priority	Project Name	Req Comp Date	Ant Final Cost
			Renovation of the Main Lobby	January 2015	\$150,000
		2	Bathroom Upgrades	January 2015	\$100,000







Viewing a Project

To view a project in a read-only view, please click the "View" hyperlink button located next to the project you would like to see. You cannot edit from this screen, please utilize the edit a project screen for that feature. If you would like to return to the Project Listing you can click the "Return to Projects" hyperlink located at the top-left of the screen. Later in the Priority lifecycle editing projects will be deactivated and the view button will be your only way to view project details within the system.



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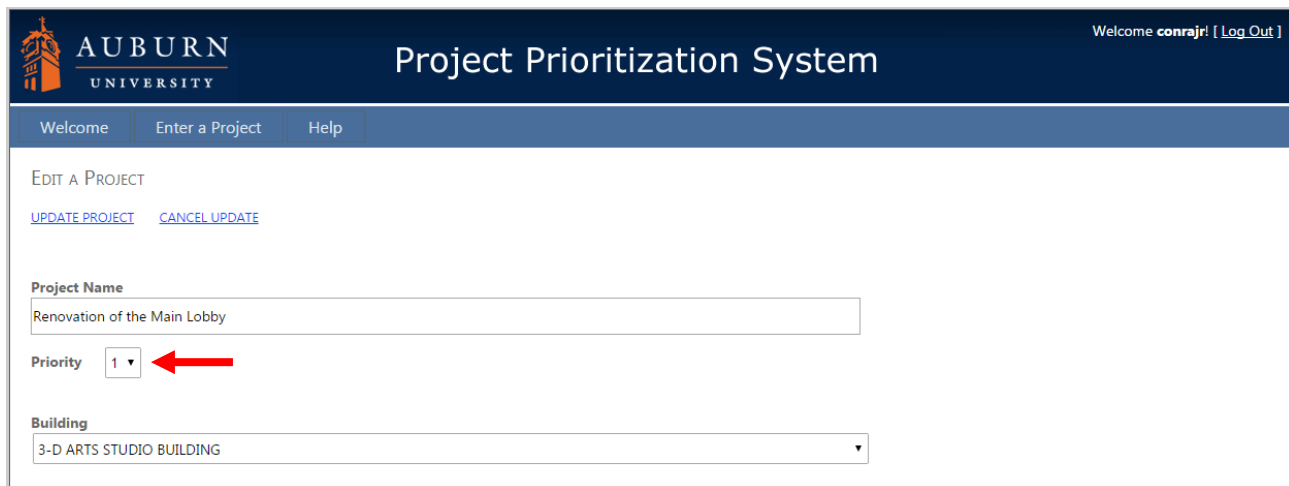
View	Edit	Priority	Project Name	Req Comp Date	Ant Final Cost
		1	Renovation of the Main Lobby	January 2015	\$150,000
		2	Bathroom Upgrades	January 2015	\$100,000

Deleting a project

If you would like to permanently delete a project from the system please e-mail Rob Stanford at rrs0014@auburn.edu , but please note that ALL project information is editable. If you are going to enter a different project in its place just simply type over the project information at the Edit page an you have fundamentally "deleted" your old project.

Adjusting the Priority of your Projects

Adjusting Priority is done from the Edit Project screen by changing the priority with the drop down box. Make sure to click the Update Project link to save the changes made.



The screenshot shows the 'EDIT A PROJECT' interface. At the top, there is a navigation bar with 'Welcome', 'Enter a Project', and 'Help'. Below this, the page title is 'Project Prioritization System' and the user is logged in as 'conrajr!'. The main content area is titled 'EDIT A PROJECT' and contains two links: 'UPDATE PROJECT' and 'CANCEL UPDATE'. The form includes a 'Project Name' field with the text 'Renovation of the Main Lobby', a 'Priority' dropdown menu currently set to '1' (indicated by a red arrow), and a 'Building' dropdown menu set to '3-D ARTS STUDIO BUILDING'.

Exiting The Online System

To exit the online system, click the "Log Out" hyperlink in the upper right-hand corner of every page, which will return you to the login page. However, if you close the browser window, you will be logged out of the system automatically.



The screenshot shows the home page of the 'Project Prioritization System'. The navigation bar includes 'Welcome', 'Enter a Project', and 'Help'. The user is logged in as 'conrajr!'. The 'Log Out' link in the top right corner is highlighted with a red box. The main content area is titled 'WELCOME TO THE FACILITIES MANAGEMENT PROJECT PRIORITIZATION SYSTEM' and contains a paragraph of text: 'Similar to what we did for previous fiscal years, Auburn Facilities Management is soliciting project submissions from the organizations we support across campus. Your input will assist us in allocating our FY15 Repair & Renovation (R&R) funds to the highest priority projects and enable us to develop a FY15 Project Execution Plan.' Below this is a link: 'AUBURN UNIVERSITY ORGANIZATIONS AND PROJECT FUNDING'.