

Summary Information:

Project Name:	
Sponsor (School/Dept):	
School Representative:	
Capital Planner:	
Project Manager:	
Projected Timing:	Notes:
Estimated Cost:	\$ Notes:
Estimated Gross Sq Ft:	gsf Notes:
GUP Approval:	gsf <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> N/A
Capital Plan Status:	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> N/A
Project Category:	<input type="checkbox"/> Study <input type="checkbox"/> Renovation Project <input type="checkbox"/> New Construction Bldg Name: Proposed site: Bldg Number: <input type="checkbox"/> Designated <input type="checkbox"/> Pending
Project Description:	Include: program goals and objectives, program growth details, client details
Information Required: (If required, please attach)	Yes N/A <input checked="" type="checkbox"/> Initial Form 1 #: <input type="checkbox"/> <input type="checkbox"/> Space utilization study <input type="checkbox"/> <input type="checkbox"/> Backfill plan
Other Information:	Yes No <input type="checkbox"/> <input type="checkbox"/> Project requires BOT approval Notes: <input type="checkbox"/> <input type="checkbox"/> Project is part of a school/area master plan Notes: <input type="checkbox"/> <input type="checkbox"/> Project involves Registrar's classrooms Notes: <input type="checkbox"/> <input type="checkbox"/> Project involves surge Notes: <input type="checkbox"/> <input type="checkbox"/> Project requires a Space Guideline plan Notes: <input type="checkbox"/> <input type="checkbox"/> Project involves furniture planning Notes: <input type="checkbox"/> <input type="checkbox"/> Initial programming for this project has been completed Notes: <input type="checkbox"/> <input type="checkbox"/> Preliminary plan has been completed (If yes, please attach) Notes:

Conditions of approval:	Include any special agreement or requirements for this project
Pending Issues:	List issues that need to be resolved, such as Cost square footage site program space charge utilities ITS environment planning land use permit or entitlement other than GUP campus planning strategic workplace planning, etc.
Next Steps:	Outline the options to be studied and the time frame for study

Signature indicates that the above is the current agreed upon project scope. Any changes to the scope need to be reviewed/approved by signatory below.

 SchoolDept Representative

Date: _____

 Capital Planner

Date: _____

 Project Manager

Date: _____

 Provost office (if required)

Date: _____

Attendees at Scoping Meeting: ***please list***