



RISD Project Development Process Revised 5 September 2017

Initial Project Development

1. Project initiated by a person or area
2. Project advocate meets with Office of Planning, Design & Construction to assess strategic alignment with Campus Master Plan, and to develop an initial project narrative, including a business plan or other rationale for the project
3. Project narrative goes to appropriate Dean, VP, or AVP for approval in principle
4. Approved project is assessed by Campus Master Plan Committee as a project, in relation to other ongoing or pending projects, and with regard to the CMP framework – projects may be reorganized, rescaled, or combined as needed, in consultation with project advocate(s) and appropriate Dean(s), VP(s), or AVP(s)
5. CMPC Chair will present all projects to the Cabinet, and make recommendations for approval based on CMPC review
6. All approved projects return to Office of Planning, Design & Construction for further development and preparation for Board approval, as required
7. All projects requiring capital expenditures of \$500,000 or more are presented to the Campus & Facility Planning Subcommittee of the Board for review, in accordance with Capital Expenditure Policy approved April 23, 2014 (see attached). All projects under \$500,000 will proceed under the authority of the Administration as approved by the President.

Project Planning: Schematic Design and Budget

1. CMPC Chair will appoint a project team consisting of
 - a. CMPC Chair
 - b. Director, Office of Planning, Design & Construction
 - c. Project sponsor and representatives
2. Office of Planning, Design & Construction will oversee the planning process in coordination with the project team and will engage consultants as required to inform project and budget development
3. Once planning is complete, CMPC reviews schematic design and budget and makes recommendation to the Cabinet, and to CFPS as per policy.
4. President approves projects that will move forward.

Project Design and Management

CMPC and project team resume oversight of the project with periodic reporting to the Cabinet and to CFPS as per policy. Project oversight will be managed by Facilities, in consultation with project team and CMPC.

Rhode Island School of Design Capital Expenditure Policy (approved 23 April 2014)

Purpose

To review and provide direction and approval for capital expenditures at the Rhode Island School of Design.

Policy Statement

The annual capital budget, and any additional capital expenditures of \$500,000 or more that were not included within the approved annual capital budget (other than any such expenditures that involve time-sensitive health and safety issues, as described below), will be brought to the Campus & Facility Planning Subcommittee for review and recommendation to the Finance Committee and then the Board.

Responsibility

The Subcommittee will review and may recommend such capital expenditures to the Finance Committee and the Board for approval. By its approval of a capital expenditure either as part of the capital budget or separately, the Board delegates authority to the Administration to proceed with the expenditure, and in the case of a capital project to proceed with design and construction of the project through completion, as long as the expenditure or project remains within the authorized budget.

In addition, as part of this process, the Subcommittee will identify those capital projects that will be brought back to the Subcommittee for additional review during the design process. It is expected that such review will take place after the completion of schematic design and the development of a schematic budget. Upon approval at this stage or subsequent additional review if required, the Board, acting through the Subcommittee, delegates authority to the Administration to proceed with the balance of design and construction of the project through completion, as long as the project remains within the authorized budget.

Additional unfunded high priority projects will be presented to the Subcommittee as part of the initial review of capital projects for review and approval contingent upon availability of funds; any unused funds from approved funded projects may be reallocated to these approved unfunded priority projects at the discretion of the Administration. Such reallocations will be reported at the next Subcommittee meeting. The allocation of funds to any project other than an approved unfunded project must come to the Subcommittee for review and approval.

If it becomes necessary to make an unapproved capital expenditure expeditiously in order to comply with applicable health and safety codes or otherwise to address material health and safety issues, the Administration may proceed without prior approval, but shall promptly inform the Chair of the Subcommittee and shall make a report concerning the expenditure at the next meeting of the Subcommittee.

Scope of Policy

This policy applies to all capital expenditures at the Rhode Island School of Design within the scope of the Campus & Facility Subcommittee charter.

Reporting

The Subcommittee will receive a report on the status of all approved and funded capital projects within the scope of its charter at its regularly scheduled meetings