



# Facilities Management Initial Project Planning Feasibility & Design Form California State University, Sacramento

## **FORM INSTRUCTIONS:**

Projects are requested via a Facilities Management AIM work order, email, Project Planning Feasibility (PPF) Form or a Chancellor's Office allocation order.

If a permit or architect is required, the requestor is assigned a Project Manager.

### **PROJECT MANAGER (PM)**

- Initiates PPF form, filling in **SECTION A**
- Emails to requestor to complete, along with a feasibility proposal, copying Facilities Administration at [smcguire@csus.edu](mailto:smcguire@csus.edu).

### **REQUESTOR**

- Fills in **SECTION B-D** authorizing project planning and feasibility.
- Submits signed form via email to Facilities Administration: [smcguire@csus.edu](mailto:smcguire@csus.edu) or via mail to Facilities Management, Attn: Administration, Campus Zip 6002.

### **FACILITIES ADMINISTRATION**

- Obtains Facilities Approving Authority signature in **SECTION E**.
- Emails final signed form to Project Manager and Planning Analyst and requests a requisition to proceed with the feasibility study contract.

### **WHEN THE FEASIBILITY STUDY IS COMPLETE**

- The PM / Estimator prepares a 2-7 or cost estimate including all soft costs and contingency.
- The PM / Estimator and requestor agree on scope, schedule and budget.

### **IF THE PROJECT IS APPROVED TO MOVE TO DESIGN AND CONSTRUCTION**

- For projects estimated to exceed \$100,000, a signed Project Approval Form is required.
- The project will be scheduled by the Facilities Management approving authority based on resource availability and campus priorities.



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## A. Project Description

Project Manager:	Date:	
Project Title:	Customer Budget:	
Project Brief Scope:		
Building Name / Abbreviation:	Suggested A/E or Contractor for Feasibility:	
Amount Requested for Feasibility Study:	Feasibility Start Date:	Feasibility End:

## B. Requestor Information

Name:	Phone:
Email:	
College:	Department:

## C. Funding Source: Chartstring/Speedtype

Speedtype / Chartstring for Feasibility Study:				
Funding Source / Chartstring for Full Project (if known):				
Full Project Funding Source (if known):				
UBAC/President	Chancellor's Office	Department/ Division	Central Reserves	Self-Support



**Facilities Management**  
**Initial Project Planning Feasibility & Design Form**  
**California State University, Sacramento**

**D. Requestor Approvals**

Department Contact:	
Print Name:	
Email:	Phone#:
Program Center/AVP/Director:	
Print Name:	
Signature:	Date:

**E. Facilities Management Approving Authority:**

Victor Takahashi, Director, Planning, Design & Construction	
Signature:	Date:

**F. Additional Comments:**

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**OPTIONS TO SUBMIT FORM:**

**Email signed form to (preferred) to Facilities Administration:** smcguire@csus.edu.

**Mail to:** Facilities Management, Attn: Administration, Campus Zip 6002.

*Revised: 10/15/18*