Capital Project & FF&E Request Process



This process is for requesting a capital project (construction or renovation) or Furniture, Fixtures, & Equipment (FF&E). This includes requests for painting or other room finishes. Requests for new space, reallocation of space, or change in use of space must be submitted to the Lincoln University Space Committee (LUSC) using the space request form. Please review the Lincoln University Space Committee (LUSC) Operating Guidelines and contact FPM for details.

Project Idea

The project idea fits within the department budget for the next fiscal year. The space or FF&E needs to meet a functional, programmatic objective. The request meets Lincoln's strategic vision.

Project Request Request must be pre-approved by Department VP.

Project Request Form is submitted online (ask FPM for link). Submission deadline April 1st of each fiscal year.

Project Request

Review

FPM project manager meets with requestor to review project details to include high level scope, schedule, and budget.

FPM submits Project Request for VP Finance pre-approval to move forward with Project Plan Proposal.

Project Plan Proposal Project Manager creates the Project Plan Proposal that includes the development of the Project Management Plan, refining scope, schedule, budget; and assess risks, resource requirements, contingencies, etc.

Department VP Approves the Project Plan Proposal.

Project request is not approved & returned for refinement.

Project Request is reviewed by VP Finance.

Project Request is approved to continue to develop Project Plan Proposal

Results are acceptable & Project Proposal is approved to move forward.

Project Plan Proposal is sent to
Purchasing Department.
Purchasing will solicit competitive bidding.
Results are reviewed with FPM, Dept. VP, and VP Finance.

Results are not acceptable.
Project Proposal is not approved & may be returned for refinement.