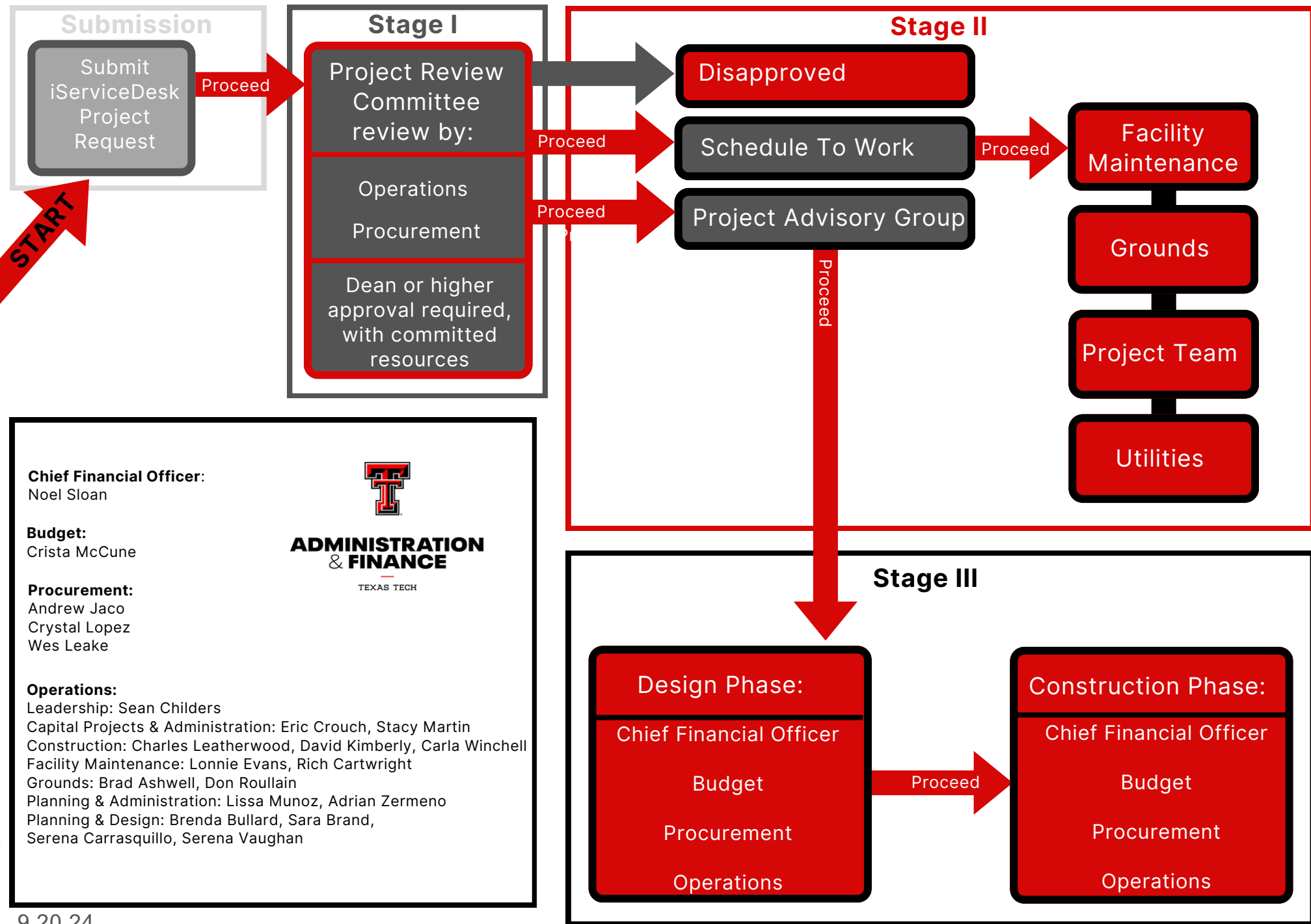
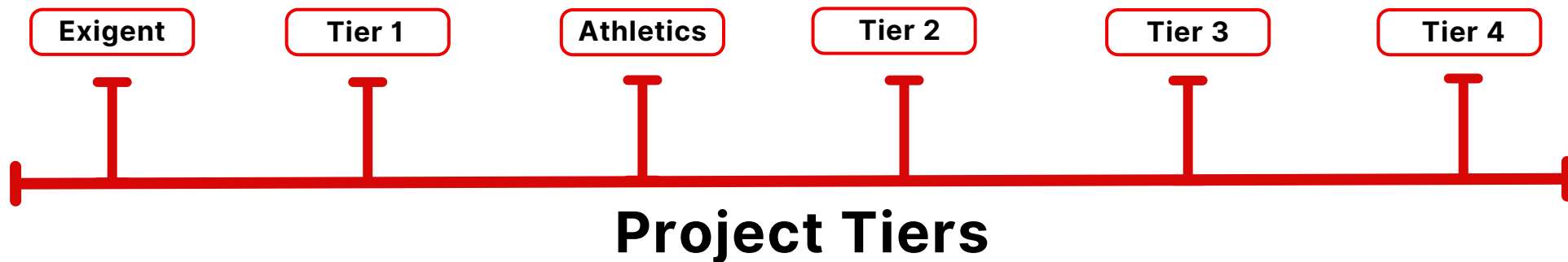


PROJECT PACKAGE:  
TIER 2 - STRATEGIC ALIGNMENT,  
TIER 3 - BUDGETED FUNDING,  
TIER 4 - OTHER

# Tier 2, 3, & 4 - Project Flowchart





- Exigent** → **Projects identified as pressing or critical and approved by executive leadership**  
 EXAMPLE: Donor, facility emergency, campus related event, urgent safety
- Tier 1  
University Research  
Texas University Fund  
and Non-Texas  
University Fund** → **Projects in support of university research, TUF and all other research**  
 EXAMPLE: Laboratory modifications/renovations, and new equipment support
- Athletics** → **Projects identified for Athletics**  
 EXAMPLE: Facility enhancements, repurposing, or renovations
- Tier 2  
Strategic Alignment** → **Projects in alignment with university initiatives and plans**  
 EXAMPLE: New hires, repurposing of facility, CCAP, executive level initiatives, contractual requirements
- Tier 3  
Budgeted Funding** → **Project submitted and approved during annual budget hearings by leadership**  
 EXAMPLE: Capital, maintenance and life safety related facility modifications
- Tier 4  
Other** → **Projects requested by colleges, departments, or areas that do not fall within other tiers**  
 EXAMPLE: Facility enhancements modifying existing functional space, office renovations, furniture purchases.



# Tier 2, 3, 4, Submission iServiceDesk Project Request

The screenshot shows the Texas Tech University Operations Division iServiceDesk interface. The header includes the Texas Tech logo and the text "TEXAS TECH UNIVERSITY Operations Division". The main navigation menu on the left lists "Operations Division", "Operations Home", "Key Management System", "Material Information Portal", "Self Help Assessment", "Work Request", "Submit a Request", and "Search By Number". The "Work Request" section is active, showing a "Work Order" dropdown and a "GO" button. The main content area is titled "iServiceDesk: Work Order & Project Request Submission" and features a red banner with the text "For Emergencies call 806.742.4OPS (4677)". Below the banner, there are instructions: "1) Select your Facility", "2) Select your Building", and "3) Submit your Request", with a note: "Please note that items in RED are required." The "Request Form for PHYSICAL PLANT" is displayed, containing fields for "Name", "Phone #", "E-mail Address", "Area or Room #", "Account #", "Tag #", "Department", "Request", and "Did you have a primary contact?". There is also an "Attachment (Max: 3MB)" section with a "Choose File" button and a "No file chosen" status. At the bottom, there are "Submit" and "Back" buttons. A footer note states: "If you have questions or comments, please contact us at 806.742.4OPS (4677)".

## Project Request

- [www.depts.ttu.edu/Operations/](http://www.depts.ttu.edu/Operations/)
- Click Work Order & Project Requests
- Complete iServiceDesk: Work Order & Project Request Submission
- Operations will gather additional project details as needed

## **Tier 2, 3, 4**

### **Project Review Committee**

#### **Project Review Committee**

- Project Review Committee review by Operations and Procurement, including:

Operations Leadership  
Capital Projects & Administration  
Construction  
Facility Maintenance  
Grounds  
Planning & Administration  
Planning & Design  
Procurement

- Disapproved project requests will be cancelled.
- Approved minor projects will be scheduled out to work with:

Facility Maintenance  
Grounds  
Project Team  
Utilities

- Approved major projects will be forwarded to the Project Advisory Group for review, approval, and schedule.

# Project Advisory Group

## Project Advisory Group

- Project Advisory Group review by:

### Voting members:

- Chief Financial Officer and Senior Vice President for Administration & Finance
- Associate Vice President for Operations (chair)
- Associate Vice Chancellor and Chief Information Officer
- Vice Provost for Administrative Affairs
- Associate Vice President for Research
- Associate Vice President for Auxiliary Services
- Assigned Deans from two colleges
- Assistant Vice President and Chief Procurement Officer for Procurement Services
- Faculty Senate representative
- Student Government Association representative


### Non-Voting members:

- Managing Director for Student Disability Services
- Senior Managing Director for Planning & Design
- Managing Director for Planning & Administration
- Program Manager for Planning & Design
- Senior Analyst for Planning & Design

- Approved project requests will proceed to Design Phase and Construction Phase

# Tier 2, 3, 4

## Design Phase

 TEXAS TECH UNIVERSITY  
Operations Division

### Design Funding Request

|                 |                      |                      |                      |
|-----------------|----------------------|----------------------|----------------------|
| Project Number  | <input type="text"/> | Building/Location    | <input type="text"/> |
| Project Name    | <input type="text"/> | Gross Square Footage | <input type="text"/> |
| Requestor       | <input type="text"/> | Requestor Email      | <input type="text"/> |
| Project Manager | <input type="text"/> | Date                 | <input type="text"/> |

Project Scope (includes budget breakdown)

We have estimated the total design cost to be \$ .

This Design Funding Request ☐ does ☐ does not include third party design fees for contracting with a design firm to prepare necessary design and construction documents.

Design duration is estimated to be  months once design funding is received and the project is inserted into the work schedule. Design cannot begin until appropriate funding has been placed into a construction account.

----- Requestor to Complete Below this Line -----

|                                       |                      |
|---------------------------------------|----------------------|
| Account Number (FOP)                  | <input type="text"/> |
| Account Signature Authority           | <input type="text"/> |
| Provost/Vice President/Dean Signature | <input type="text"/> |
| Chief Financial Officer Signature*    | <input type="text"/> |

\*16A funds over \$100,000, and 16B - 16K funds regardless of amount, must be approved by the Chief Financial Officer.

Comments

- If you choose not to proceed with construction immediately after design is completed, your design will need to be reevaluated prior to construction commencement and additional design costs may be incurred.
- If we do not receive a reply within thirty (30) days, the project will be closed. To re-open the project, a new request will be required.

\_\_\_\_\_ Date reviewed by Project Review Committee

\_\_\_\_\_ Date Reviewed by Project Advisory Group

## Design Funding Request

- Operations will send Design Funding Request to applicant to encumber funds for design phase of project
- Complete form and return to Operations

# Tier 2, 3, 4

## Construction Phase



### Construction Funding Request

|                 |                      |                      |                      |
|-----------------|----------------------|----------------------|----------------------|
| Project Number  | <input type="text"/> | Building/Location    | <input type="text"/> |
| Project Name    | <input type="text"/> | Gross Square Footage | <input type="text"/> |
| Requestor       | <input type="text"/> | Requestor Email      | <input type="text"/> |
| Project Manager | <input type="text"/> | Date                 | <input type="text"/> |

Project Scope (includes budget breakdown)

We have estimated the total construction budget to be \$ . This cost includes construction costs, management fees of \$ , and support activities.

Construction cannot begin until appropriate funding has been placed into a construction account, contract has been executed, and a Notice to Proceed has been issued. Construction duration is estimated to be  months. Construction is estimated to begin . After project completion, reconciliation of accounting is anticipated to take  days.

----- Requestor to Complete Below this Line -----

|                                       |                      |
|---------------------------------------|----------------------|
| Account Number (FOP)                  | <input type="text"/> |
| Account Signature Authority           | <input type="text"/> |
| Provost/Vice President/Dean Signature | <input type="text"/> |
| Chief Financial Officer Signature*    | <input type="text"/> |

\*16A funds over \$100,000, and 16B - 16K funds regardless of amount, must be approved by the Chief Financial Officer.

Comments

- If you choose not to proceed with construction immediately after design is completed, your design will need to be reevaluated prior to construction commencement and additional design costs may be incurred.
- If we do not receive a reply within thirty (30) days, the project will be closed. To re-open the project, a new request will be required.

\_\_\_\_\_ Date reviewed by Project Review Committee

\_\_\_\_\_ Date Reviewed by Project Advisory Group


## Construction Funding Request

- Operations will send Construction Funding Request to applicant to encumber funds for construction phase of project
- Complete form and return to Operations



## Tier 2, 3, 4

### Construction Phase, if equipment is required

 TEXAS TECH UNIVERSITY  
Operations Division

### Equipment Funding Request

|                 |                      |                      |                      |
|-----------------|----------------------|----------------------|----------------------|
| Project Number  | <input type="text"/> | Building/Location    | <input type="text"/> |
| Project Name    | <input type="text"/> | Gross Square Footage | <input type="text"/> |
| Requestor       | <input type="text"/> | Requestor Email      | <input type="text"/> |
| Project Manager | <input type="text"/> | Date                 | <input type="text"/> |

The referenced TUF request for   
has been evaluated after discussion with the researcher, Procurement, and Budget. This initial funding request addresses purchase of the following equipment items:

Construction Funding Request for equipment only is \$ . This amount does not include construction costs, fees, or support activities. A separate Construction Funding Request will be sent to the researcher for additional funding of these items excluding fees.

Please note that this is an Equipment Funding Request based upon the initial proposal review and scoping discussions. It is intended to be a preliminary budgetary establishment only. This cost is NOT a firm, final equipment cost. A firm cost will be established through coordination with a vendor to determine all associated vendor costs or discounts.

Estimated construction time for this project is  months (includes equipment purchase and delivery time). Construction/equipment procurement cannot begin until appropriate funding has been placed into a construction account.

### Equipment Funding Request

- Operations will send Equipment Funding Request to applicant in order to encumber funds for equipment procurement, if applicable
- Complete form and return to Operations