

## **Standard Operating Procedure**

- I. Title: Requesting Project Approvals Greater than Standing Board of Regents (BoR) Standing Authorities**
- II. Purpose:** Define the process for requesting approvals for University of Texas at Austin to execute projects greater than \$10,000,000 in new construction cost or \$10,000,000 in renovation cost.
- III. Actions:**
1. Project Manager develops project scope, justification and cost estimate in coordination with client. If the project is expected to exceed \$10,000,000 in total project cost, project manager notifies the Associate Director, Project Management (ADPM) who initiates approval actions outlined in this SOP.
  2. Project Manager prepares scope, justification, schedule and cost data input for preparation of Board of Regents agenda request letter and the UT System Office of Facilities, Planning and Construction Project Planning Form. The ADPM manages the document development and communicates with the appropriate IT Austin and UT System staff. The ADPM ensures that required documents are submitted for the university President's signature on the announced timeline for the planned UT System Board of Regents (BoR) meeting. Documents are typically submitted 2 months prior to the scheduled quarterly BoR meetings typically held in February, May, August and November each year.
  3. The ADPM prepares the OFPC Project Planning Form and ensures that it is transmitted electronically within the UT System PPF system on announced schedule.
  4. Project Manager initiates project planning and design through design development upon approval by the Board of Regents.
  5. Project Manager prepares a design development approval letter for the signature of university President.
  6. As the project develops, the ADPM prepares additional project approval correspondence to ensure that the university follows UT System Board of Regents and Texas Higher Education Coordinating Board requirements.
- IV. References**
- The University of Texas System, Rules and Regulations of the Board of Regents  
Rule 80301 Capital Improvement Program  
Rule 80402 Major Construction and Repair and Rehabilitation Projects  
Rule 80403 Minor Construction and Repair and Rehabilitation Projects  
Rule 80404 Institutional Management of Major Construction and Repair and Rehabilitation Projects  
UT System Administration Policy Library – Policy UTS168, Capital Expenditure Policy  
UT System Administrative Guideline for Using the PPF System