



### Timeline for Capital Funding Requests FY14, FY15, FY16

October 05, 2012

- Capital Funding Request memo and information form distributed to Cabinet and academic school deans

November 2, 2012

- Capital Funding Request Detail Information Form(s), developed consistent with preliminary direction being considered with Portfolio Performance Plans, **returned** to: Steve Schwan, Sr. Business Manager, Administration Division, MOD 01, x6628, schwas@rpi.edu

November 5 – November 21, 2012

Administration Division will review the requests to:

- Assess and validate costs (if enough information is available)
- Determine potential timing or resource (people) conflicts based on completion date requested
- Determine if buildings and residence halls will be available for construction based on completion date requested

November 26 – December 14, 2012

- Administration Division as needed holds one on one meetings with individual Portfolios to more fully develop and understand priorities, schedule and costs

January 2 – 27, 2013

- Portfolios, along with the Administration Division will determine the formal capital funding requests, consistent with Performance Plans

January 17 – February 8, 2013

- Finance Division to validate proposed funding sources
- Administration Division and Finance Division to compile and prepare formal capital budget request to go to President and Board of Trustees

March 2013

- Finance Division communicates approved capital projects to Portfolios