**Capital Planning and Space Management**

**Capital Improvement Project Budget Approval Process**

### Maintenance or Project
- **< $35K**
  - Division Approval Process
  - Principal Officer supports project
  - Division completes "Start a Project" form on PPDO website
  - Start A Project Meeting to identify Budget Approval Process
  - Principal Officer approves budget
  - Physical Plant or PPDO oversees design and construction to completion

### Minor Capital Improvement
- **$35K to $1M**
  - CPI/EVC & Chancellor’s Approval Process
  - Principal Officer supports project
  - Division completes "Start a Project" form on PPDO website
  - Start A Project Meeting to identify Budget Approval Process
  - Division drafts Minor Capital Improvement Project Summary
  - Reviews and Project Summary approval (~1 month)
  - Physical Plant or PPDO oversees design and construction to completion

### Major Capital Improvement
- **$1M to $10M**
  - CPI/EVC & Chancellor’s Approval Process
  - Principal Officer supports project
  - Division completes "Start a Project" form on PPDO website
  - Start A Project Meeting to identify Budget Approval Process
  - Funding, program, and project priority identified
  - PRE-DESIGN Approval
    - Draft project summary, circulate approval for PO, CPI/EVC, and CHN approval (~1 month)
  - PRE-DESIGN work begins (length of process varies)

### Major Capital Improvement
- **$10M to $70M**
  - CPI/EVC & Chancellor’s Approval Process
  - Principal Officer supports project
  - Division completes "Start a Project" form on PPDO website
  - Start A Project Meeting to identify Budget Approval Process
  - Funding, program, and project priority identified
  - PRE-DESIGN Approval
    - Draft project summary, circulate approval for PO, CPI/EVC, and CHN approval (~1 month)
  - PRE-DESIGN work begins (length of process varies)

### Major Capital Improvement
- **State Funded, or >$70M, or not in the CFP**
  - CPI/EVC & Chancellor’s Approval Process
  - Principal Officer supports project
  - Division completes "Start a Project" form on PPDO website
  - Start A Project Meeting to identify Budget Approval Process
  - Funding, program, and project priority identified
  - PRE-DESIGN Approval
    - Draft project summary, circulate approval for PO, CPI/EVC, and CHN approval (~1 month)
  - PRE-DESIGN work begins (length of process varies)

### Optional
- UCOP Initial Review and edits as needed (~2 months)
- UCOP Approval (~2 months)
- UCOP approval of external financing (~2 weeks)
- CHN signs the action item
- PPDO and CPSM oversee programming, design and construction to project completion