



Planning and Projects

Project Request Form

Section 1. Requestor completes and forwards to Department Head/Dean for review and signature

Date

Requestor Name

Phone Number

Project Location Building/Room Number

Scope of Work/Project Description

(Please state the purpose and general needs. Each project request should meet a specific objective. Provide a detailed description; attach additional pages if necessary)

Does this project align with SCU's strategic plan? (Please describe)

Is this a request for new space?

(If so, provide a program-based rationale and explanation of why using existing space is not feasible. Note that a space study may be required.)

Desired Completion Date

Project Contact Name and Phone Number (If different from the requestor)

Department Head/Dean Review Notify project requestor if the project will not be considered or sign and advance projects for consideration to the VP/Provost. To digitally sign, open in Acrobat.

Department Head/Dean Signature

Section 2. The VP/Provost reviews and assigns the project's importance ratings by categorizing it as priority 1, 2, or 3. (Project priority definitions are detailed below. *Prioritization does not guarantee approval of the project.*)

Priority 1 - Mission-critical projects that directly support SCU's strategic priorities. Changes that are essential for the unit to operate over the next 5 years, given existing space constraints and/or confirmed future growth plans.

Priority 2 - Projects that are not mission-critical but would increase the efficiency of operations, resulting in more effective use of space, improved ability to perform its mission, and increased collaboration with other units.

Priority 3 - Lower priority support projects of a non-critical nature that have a low probability of affecting programs with delays, downtime, or repairs. This includes non-critical construction, modernization, and rearrangement projects where workaround options can be exercised.

Project Priority Rating (1, 2 or 3)

Please provide a justification for your priority rating

Funding Source (if identified)

(Units should utilize existing funding sources before requesting capital budget expenditure. Furniture and equipment costs funded by the department)

VP/Provost Signature

**Completed project requests must be submitted to
the Planning and Projects Department
using the [Capital Project Submission Form](#)**