WUSM Space Intake Process

Space Intake Process Begins

Department identifies space need outside of their inventory

Department sends a completed Planning & Project Request form to FMD Planning

Department receives confirmation of receipt of space request from FMD Planning

Planner/PM is assigned

Planner/PM contacts Department and completes a needs assessment or gathers additional information

Request is reviewed against current inventory and known WUSM priorities

Does FMD Planning have a simple solution?

Yes

FMD Planning reviews with Dean’s office in the Planning & Project weekly meeting

AVC reviews with Executive Faculty and determines if request is viable

Solution is found

OR

Need additional information

No immediate resolution available

Need is placed in queue but monthly review occurs of total needs as solutions are identified

OR

Need is placed in queue

Does next steps require more information?

Yes

Go to project planning process

Is request denied?

Yes

FMD Planning sends assignment letter or e-mail confirmation to Department

FMD Space Information assigns space and updates AI Space, WebSpace and OSIS with new information

Space Information closes request in database

OR

No

Does the Department agree?

Yes

FMD Planning provides recommendation(s) to AVC and Executive Faculty

Is the solution approved?

Yes

Does the solution require additional information?

No

Is there a simple solution?

Yes

FMD Planning reviews recommendation with the Department

OR

No

Go to project planning process

Space Information closes request in database

OR

No immediate resolution available

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Key:

- First step of the process
- Last step of the process
- A step of the process
- A decision in the process