

Pepperdine University
University Management Committee (UMC) Facility and Space
Modification Flowchart

Updated: September 16, 2013

Project Request Initiation

- Review Facilities and Space Modification Policy (see Facility and Space Modification Flowchart)
- Complete appropriate Project Request Form
- Certain requests may require a University Management Committee presentation

Conceptual Approval

- Obtain signatures from the respective senior administrators
- Submit request to Associate Director of Administration in Planning, Operations, and Construction

Feasibility Review

Planning, Operations, and Construction performs the following:

- Assigns a Project Manager
- Reviews feasibility
- Analyzes potential impact
- Develops scope of work
- Estimates an order of magnitude cost
- Reviews any issues with senior administrators
- Provides recommendations, consistent with senior administration direction

University Management Committee Review

- University Management Committee reviews request and initial findings
- Considers institutional strategies and priorities
- Makes determination

Coordination and Execution

- Requestor is notified of decision
- If approved, the Project Manager coordinates with end users, stakeholders, and institutional leadership for conceptualization, programming, scheduling, and execution

