

1 Introduction

This document, including its attachments, is the University of Alaska Anchorage (UAA) Facilities Planning and Construction (FP&C) Policies and Procedures Manual (PPM). It provides guidance regarding the execution of capital projects systemwide. It covers the entire project lifecycle, from identification of a project need through operational handoff. It aligns roles, responsibilities, activities, and systems across FP&C, Facilities Maintenance and Operations (FM (), Procurement, and other key stakeholders.

The PPM seeks to facilitate a consistent process with limited, and known, variability based on the specific nature of the projects being executed. Through these consistent processes, the value for UAA will be maximized while minimizing the significant risks associated with major capital projects.

Much of the guidance in the PPM will be found in the attached templates and checklists which are listed in the Appendix. They are not a requirement of these policies and procedures, however they serve as optional tools for FP&C personnel and facilitate consistent and efficient documentation throughout the project lifecycle.

! "

The PPM is a living document, any recommendations for changes or updates should be submitted through the Director. FP&C reviews the manual at least on an annual basis to make any updates needed and incorporate appropriate requested changes and lessons learned. New versions require the initial approval of the FP&C Director and final approval of the Associate Vice Chancellor (A.V.C.) of Facilities and Campus Services (F&C/). Changes are communicated to impacted stakeholders at least when a new version is released. A PPM Revisions Tracking Form (Appendix 1.2) is provided to track all changes to the PPM.

\$%

3#ctions to this PPM are expected. Project-specific #ctions require the written approval of the FP&C Director. #ctions relevant to the Board of Regents (4 (0 or 4oard) require approval of the 4 (0, in accordance with their policies. (ngoing #ctions require the approval of the A.V.C. of F&C/, but the PPM should ultimately be updated to reflect these ongoing process changes at least annually.