



**COLORADO MESA UNIVERSITY**  
**CMU PROJECT INTAKE FORM**

Planning, Design and Construction

THIS BOX TO BE FILLED OUT BY FACILITIES

Project Manager:	_____
Project Name:	_____
Project Number:	_____
Budget:	_____

Date: \_\_\_\_\_

**PROJECT DESCRIPTION**

Contact Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Reason for Form: \_\_\_\_\_

**Scope Description:**

**Requested Timeframe:**

Ideal Construction Start: \_\_\_\_\_

Ideal Construction Finish: \_\_\_\_\_

**PLANNING, DESIGN & CONSTRUCTION**

**Life Cycle Cost Analysis:**

Explain any additional costs related to the project; consider additional labor, utility increases, future supplies or equipment needs, etc.

**Estimated Project Costs:** Include any purchase orders or quotes if available.

**DEPARTMENT APPROVAL**

Does request involve a "Change of Function Use"?

**VP Approval:**

Date approved for change of use:

Name:

Approved by:

Signature:

## PROJECT JUSTIFICATION

**Project Scoring Criteria:** The project selection committee will review each project request using a basic scoring criteria matrix; the rating is on a scale of (1) to (10), one being the lowest. In order to best rate the project, please include a brief narrative for the following criteria:

1. Describe the projects Impact on the universities strategic planning goals? Projects with clear ties to strategic planning goals will score higher than those that have no or very little impact.
2. Funding Sources, do you have resources to help the university alleviate direct costs: ie. Grant funds, department roll forward, etc.? Requestors that bring funding to offset university cash needed will score higher than those that don't.
3. How will this project address space needs? Will this project update, remodel, renovate existing space, will this project replace an antiquated system, will this project address pragmatic space needs (new specialized space needed to grow a department or discipline – i.e. converting an existing lab into a cadaver lab for a growing program), will this project solve a space need that either relieves a waiting list for a program or service, and lastly, does this project serve the general population or only students in a specific discipline?
4. Please describe who will benefit from the project; affects mostly faculty, staff and students, affects some students, affects most students, affects whole campus ("most" means 50% or greater).