



UNIVERSITY POLICY

SUBJECT: FACILITY SERVICES

TITLE: PROGRAM DOCUMENT

CODING: 00-01-70-20:00

ADOPTED: 07/12/95

AMENDED: 08/31/06

LAST REVIEWED: 08/31/06

I. PURPOSE

To ensure the proper preparation and submission of a Program Document to the Finance Committee and the Board of Trustees for construction projects which, in the determination of the Assistant Vice President for Operations, will significantly alter the structure, appearance or use of University facilities and have a Project Budget in excess of \$100,000.

II. ACCOUNTABILITY

Under the direction of the Senior Vice President for Administration, the Assistant Vice President for Operations shall ensure compliance with this policy. The Deans, President/CEOs of the Healthcare Units and Vice Presidents shall implement this policy.

III. APPLICABILITY

This policy applies to all UMDNJ schools/units requesting renovation, alteration, addition or new construction projects which, in the determination of the Assistant Vice President for Operations, will significantly alter the structure, appearance or use of University facilities, and therefore, require the review and approval of the Board of Trustees through the Finance Committee. This policy does not apply to projects which are considered Capital Renewal and Replacement (CRR) projects and are the responsibility of Physical Plant or projects that require an expenditure of less than \$100,000.

IV. REFERENCES

The following policies provide additional and related information:

- A. Signage [00-01-70-25:00](#)
- B. Renovation/Alteration/New Construction [00-01-70-45:00](#)

V. DEFINITIONS

- A. **Program Document** - A document that describes and justifies a renovation, alteration, addition or new construction project.
- B. **End User Representative** - A representative of the school, department, unit, individual or group of individuals who will occupy and/or use the completed design/construction project.
- C. **Project Budget** - The total cost to complete a renovation, alteration, addition or new construction project, including, but not limited to, construction costs, professional fees, UMDNJ fees, contingencies, hazardous material remediation, telecommunications, and furniture and equipment costs. Project Budget will not include operating and maintenance costs, or other operational costs.

VI. POLICY

A. Requirements:

1. Approval from the Board of Trustees for a renovation, alteration, addition or new construction project which, in the determination of the Assistant Vice President for Operations, will significantly alter the structure, appearance or use of University facilities and is not considered a Capital Renewal and Replacement (CRR) project with a Project Budget over \$100,000, requires the submission of a Program Document.
 - a. The Program Document must, at minimum, contain the following sections:
 - Executive Summary
 - Problem Statement
 - Proposed Solution
 - Project Justification
 - Project Funding Source
 - Project Budget
 - Other information that may be available such as drawings and scope of work.
 - b. "Guidelines for Writing a Program Document" is attached as EXHIBIT A. A sample Program Document may be obtained by contacting the Department of Operations or Facilities Planning and Construction.
2. The following steps must be completed prior to the submission of the Program Document to the Finance Committee via the monthly status report:
 - a. The End User Representative has reviewed and approved the project's Scope of Work and Preliminary Layout.
 - b. The Project Budget has been reviewed and approved by the Dean, President/CEO or Vice President.
 - c. The End User Representative must submit the Executive Summary, Problem Statement, Proposed Solution, Project Justification and Project Funding Source sections of the Program Document to Facilities Planning and Construction.
 - d. A Plant Fund Account, with the Assistant Vice President for Operations as the Plant Fund Officer, has been established in the amount of the Project Budget by the requesting school/unit.

B. Responsibilities:

1. Upon receipt of the approved Project Budget for a renovation, alteration, addition or new construction project from the Dean, President/CEO or Vice President of the requesting School/Unit, the End User Representative writes and submits sections of the Program Document to Facilities Planning and Construction for review. Guidelines to develop a Program Document are attached as EXHIBIT A.
2. Facilities Planning and Construction coordinates the completion of the final document by ensuring that all required information is included and that the document is clearly written. Facilities Planning and Construction incorporates the Preliminary Layout and Project Budget into the Program Document.

3. The final Program Document is submitted to the End User Representative for final approval prior to the scheduled Finance Committee meeting. Sample Memorandum for Final Program Document Approval is attached as EXHIBIT B.
4. The Program Document is presented through the Assistant Vice President for Operations to the Finance Committee. Upon receiving the recommendation for approval from the Finance Committee, the Program Document is presented to the Board of Trustees for approval.
5. Upon receiving approval from the Board of Trustees, Facilities Planning and Construction shall implement the design, permitting, bidding and construction phases of the project.

VII. EXHIBITS

- A. Guidelines for Writing a Program Document
- B. Sample Memorandum for Final Program Document Approval

By Direction of the President:

Senior Vice President for Administration

EXHIBIT A

Guidelines for Writing a Program Document

In order to establish high quality, well written program documents, the University of Medicine and Dentistry of New Jersey (UMDNJ) Department of Operations has set forth the following guidelines to assist in preparation of a Program Document.

Submission of the Program Document is the formal indication by a University department that it has completed the first phase of project development and that the project cost is in excess of \$100,000. The Program Document is used by the University's Finance Committee of the Board of Trustees as a tool to analyze construction projects brought before them for approval. The document is written by the University school/unit to accurately convey the need for the project. The Program Document describes the project by providing a description of use, justification, costs, funding source(s) and the financial impact of the project on the department and/or institution. The information necessary to prepare the document is derived from the users of the proposed project as well as from associated University Operations Departments, consulting architects/engineers, and UMDNJ Physical Plant.

The UMDNJ Facilities Planning and Construction staff assists the University school/unit in preparing the Program Document. Facilities Planning and Construction or a consulting architect will prepare the Schematic Design Document. Facilities Planning and Construction or a Cost Estimating Consultant will prepare the Project Budget that will remain viable throughout the development of the project.

The Program Document complies with the following general outline, although the document is to be written in paragraph form:

I. Executive Summary

- A. Name and location of project, including University department and square footage of project
- B. Type of construction (i.e. renovation, alteration, addition, new facility, etc.)
- C. Need for the project, which may include an explanation of problems with existing location, undersized facilities, remoteness to other support spaces and other programmatic deficiencies
- D. Functional programs (administrative, academic, patient care or research) to be supported by the project
- E. Brief description of goals
- F. Summary of estimated project cost
- G. Funding sources for capital costs
- H. Highlight the major reasons this project is necessary
- I. List of groups who have reviewed the project from a technical perspective (i.e. University Operations, UMDNJ Facilities Planning and Construction, UMDNJ Physical Plant, etc.)

II. Problem Statement

- A. Background information on space, including function, purpose and history
- B. An explanation of the purpose of the project and why it is needed
- C. Explanation of any deficiencies in size, location and/or code compliance, if applicable
- D. A list and detailed description of the administrative, academic, patient care, student and/or other programs that the project will support
- E. An explanation of how the project will enhance and/or impact each program, including student enrollment and income revenues, if applicable

III. Proposed Solution

- A. Criteria used to determine feasible solution
- B. Goals achieved by implementing solution
- C. Description of the impact on surrounding areas and existing infrastructure by the implementation

EXHIBIT A (continued)

Guidelines for Writing a Program Document

of the proposed solution

- D. A narrative explanation of any proposed changes in the use of other existing space as a result of the project

IV. Project Justification

A narrative describing the major reasons this project is necessary and how the proposed solution resolves the problem(s) addressed.

V. Project Funding Source

The sources of the Capital Funds that will be used to complete the project

VI. Project Budget

The Project Budget as provided by Facilities Planning and Construction

VII. Project Drawings

8 ½ x 11 drawings, scope work, design/Build Proposal or similar pertinent information

EXHIBIT B

Sample Memorandum for Final Program Document Approval

TO: (End User Representative)
(Requesting School, Department, Unit)

FROM: (Director of Construction)

SUBJECT: Final Program Document Approval

DATE: (Date)

Attached for your review and approval is the final Program Document to be submitted to the Finance Committee.

I ask that you review this document for content and terminology prior to the submission to the Finance Committee and return to me a signed copy of the Program Document within (seven working days of the above date). Your review and approval is a prerequisite for submission of the document.

If there are any questions, call me at XXX-XXX-XXXX. Thank you.

XXX:xxx

c: Senior Vice President for Administration
Assistant Vice President for Operations