**Scheduling of Major Construction FSS/PPS No. 08.02 (01.03.01)**

**Projects** **Issue No. 10**

**Effective Date: 06/17/2021**

**Next Review Date: 04/01/2024 (E3Y)**

**Sr. Reviewer: Director, Facilities Planning, Design, and Construction**

**POLICY STATEMENT**

*Texas State University is committed to promoting effective project planning of major construction projects to assure they support the university’s mission and can accommodate inevitable changes to the university topography.*

**01. PROCEDURES FOR INITIATION OF PROJECTS**

01.01 The following individuals will be responsible for appropriate items on each project schedule for major construction projects:

a. vice president for Finance and Support Services (VPFSS);

b. director of Facilities Planning, Design, and Construction;

c. associate vice president for Facilities; and

d. associate vice president for Finance and Support Services, Planning.

01.02 The director of Facilities Planning, Design, and Construction will prepare a comprehensive project schedule for each proposed major capital construction project upon notification of project approval from the VPFSS and will provide a copy to each individual listed in Section 01.01.

01.03 Each individual with responsibilities listed will review the project schedule and make appropriate notations concerning work items in their area of responsibility.

**02. PROCEDURE FOR UPDATING PROJECT CONSTRUCTION SCHEDULING**

02.01 The director of Facilities Planning, Design, and Construction will maintain and submit a status report to the VPFSS on major capital construction projects on a quarterly basis for the president’s and vice presidents' review.

**03.** **REVIEWERS OF THIS PPS**

03.01 Reviewer of this PPS includes the following:

Position Date

Director, Facilities Planning, Design, April 1 E3Y

 and Construction

**04.** **CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Director, Facilities Planning, Design, and Construction; senior reviewer of this PPS

Associate Vice President for Facilities

Vice President for Finance and Support Services