



A. Change Proposal Form

This form is required for all any proposed changes to the university's six year approved capital plan and submissions are only accepted by an official member of the University's Senior Leadership Team or their official designee. Changes are reviewed, analyzed and then recommendations made to university leadership after thorough review and analysis by the University Project and Capital Planning Team.

1. Change Initiator:

Name:

Department:

Email:

2. Change Requested (Description):

What type of change is requested to the plan?

- Add a project Delete a project Substitute a new project for one in the plan
 Change scope of a project Accelerate a project Delay a Project
 Reduce/increase budget for one in the plan
 Other:

Provide a brief description of the desired change, including the name of project(s) for which the change is being requested (attach additional sheet if required):

3. Justification for Change:

- Change in university priority Change in program need Additional funding available
 Funding source reduced Funding reallocated for other use Change in state or university policy
 Shortage of internal resources Shortage of external resources (materials, labor, professional srvs.)
 Opportunity (for collaboration, synergy, economy of scale cost savings, time savings, etc.)
 Other:

Provide a brief statement supporting the change, including specific information regarding the justification(s) chosen above (attach additional sheet if required):



4. How does the proposed change support one of Senior Management’s priority initiatives?

- Infrastructure and Deferred Maintenance, Medical Center Expansion, Student Housing, Sustaining the University’s Credit Rating

Provide a brief statement describing how the change supports the initiatives selected above (attach additional sheet if required):

5. Benefits of proposed change. Please estimate a value of these benefits in terms of costs avoided or saved or value of improved program or service.

6. Approval of University Leadership for estimate and review:

A. For changes with a total cumulative impact cost between \$1,000,000-4,000,000

Senior Vice President for Business & Finance: Date:

B. For changes with a total cumulative impact cost over \$4,000,000:

Senior Vice President for Business & Finance: Date:

C. Approved at Board of Trustees meeting

Please submit this completed form to Capital Planning in the Office of Planning and Real Estate for review and consideration. For questions, please contact Glen Funk at 292-5941.

For detailed process information or additional form instructions please visit the Planning and Real Estate web site at http://fod.osu.edu/prf/index.cfm