



SVPA Major Project Request Initiation Form

Complete the following text boxes as best as you are able. Please submit the completed form to paige.russell@utah.edu in pdf format. Once received, we will be in touch to develop any necessary clarifications.

Please note a signature of approval from the Dean's Office is required to submit this form.

1. Purpose

- Why is the space needed and what are the goals to be achieved?
- How does it connect to the academic plan of the college and the university?

2. Program

- How will the space be used? Connect these activities explicitly to the purpose(s) identified above. Any sense of schedule would also be useful.

3. People

- Who will be located in the space? Who will use the space beyond those located there?
- Who would you recommend from the college to be on the project team?

4. Physical Setting

- a. What is the quantity/quality of space needed? On what site is this to be located? If a remodel, what is being lost and/or where is that being relocated?
- b. Any specific equipment/technology needed?

5. Financing

- a. How is this project to be funded?

6. Timeline

- a. Identify the desired time to occupy and why that timeline