University of Memphis

Capital Projects Management

2018 Budget Timeline

Deadlines

THEC

Mid April

Issue annual guidelines
including required forms in appropriate formats

Give primary instruction to campus staff
including special seminar(s) when needed

Give ongoing assistance to campus staff
responding to questions

Document Central Office Initiatives
including new systemwide projects and
escalation and status updates on repeat requests

Institution prepares

Prioritized Summary List

Capital Maintenance

Capital Outlay

Non-Appropriated

queries

Mid June

Deadline for submission to THEC for analysis

June

UM Board considers, (amends,) and approves request

THEC

Mid July

queries

Request Additional Information
from institutions, Academics, and field consultants

field checks on maintenance

Academic evaluation of Ed Spec

Identify errors and propose solutions.

Revise & reprocess in appropriate media.

Institution replies

Late August

Complete factual analysis
data entry, adjustment, and prioritization scoring

prioritization formula

in time for THEC Board Meeting
Late September

within one week after Board approval, normally
Early October

Distribute approved Budget Request

Add late disclosures when appropriate.

Track progress of budget request
through THEC, (F&A and) Governor, and Legislature

Pre-Agenda in late May for SBC meeting in
June

Bring appropriations to SBC as projects.