

Administrative Unit Name: Capital Planning and Development

Please complete this Word document and the accompanying Excel workbook (both of which were provided to your unit via email), and submit them to the Office of Planning & Budgeting (OPB) on or before **Friday, November 18**. Please email your materials to [Becka Johnson Poppe](#).

1. In the “**Planned Expenditures**” tab of the Excel workbook, please provide the following information for each functional area of your unit: ¹
 - a) A description of how the functional area **contributes to the University’s missions** (research, service and teaching) and the risks the University would face if this work were no longer funded;² and
 - b) Provide information regarding your unit’s **projected FTEs and planned expenditures for FY17 and FY18**:
 - i) Expenditure estimates should be broken down by:
 - *Fund type*: permanent ABB funds (i.e. GOF and DOF, excluding carryover) and, if applicable, funds derived from self-sustaining efforts, grants and contracts, philanthropy, and other sources.
 - *Expenditure type*: salaries and benefits, goods and services, contractual services, travel, and other.
 - ii) Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the “other” category, if you put expenses into that column.

For guidance, please see the example posted at the [FY18 Budget Development webpage](#).

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¹ “Functional area” is most easily described as a level of granularity that reflects your unit’s org chart and is reconcilable to your unit’s organization code structure. However, if this results in an unwieldy number of “functional areas” for your unit (i.e. more than 7 or 8), please note this in your materials and provide a more manageable level of granularity. As a general guideline, we anticipate 3-7 functional areas per unit.

² Please refer the following document for more information about the [University’s Sustainable Academic Business Plan \(SABP\) goals and top institutional risks](#).

2. A number of variables (e.g. the outcome of the 2017 legislative session) will heavily influence the availability of funds for FY18 merit increases. Despite these unknowns, planning for compensation increases has no doubt begun already. Units should plan to receive less funding than may be necessary to implement the full average merit increases for GOF- and DOF-funded positions. **Please tell us how your unit plans to deploy existing resources, establish new revenue streams (if applicable), and/or pursue additional efficiencies to support merit increases in FY18.** *Please respond in 300 words or fewer.*
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Capital Planning & Development has been through attrition, reducing the number of positions within the organization. We have several employees who have announced their retirement plans and several of these positions will not be replaced. We are moving to a more strategic planning environment in an effort to cut work on projects and plans that have no potential for funding or approval in the near future. This will help reduce the work load as we reduce the number of staff within the organization.

3. In spring 2015, Provost Baldasty initiated the **Transforming Administration Program (TAP)**, which encompasses all central administrative units and focuses on fulfilling the need for greater collaboration, clearer priorities, increased accountability, and elimination of unnecessary bureaucracy and redundancies.

Please answer the following questions:

- What are 3-5 new things that your unit is doing this fiscal year to align with the [TAP principles for central administrative units](#) and to create and enhance a culture of service? *Please respond within a 300-word bulleted list and please be specific.*
 - How can your unit collaborate with other units (academic and administrative units outside of your own) to be more effective and reduce costs? *Please respond in 200 words or fewer.*
-

- Reporting – Create high quality, consistent reporting across Capital Planning & Development. Identify metrics and data needing streamlining and preparation of materials.
- Lessons Learned & Sharing – Create a culture of learning from one another. Develop a process to ensure lessons learned, experiences and both problems and successes are shared formally and informally and encompass problem solving.
- Achieve Capital Plan – CPD is responsible for achieving the One Capital Plan, this plan will create a culture and provide training to ensure proactive initiation of the Plan. An education plan will be developed which addresses engagement and development of a framework created to drive implementation of the plan forward.
- Take advantage of new public works contracting tools to remove waste and risk out of design and construction.

Collaboration:

- We continue to refine the Space Strategy Team review of projects and work collaboratively with groups such as facility services, academic units and auxiliary units to find solutions that increase the space utilization and efficiency of campus space.
 - Review and direct campus building standards toward a more effective and efficient way to deliver new and renovated space.
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- Create process and opportunities to combine the scope of multiple projects so that limited available funding can be more efficiently directed at a particular building or problem.
 - Provide good stewardship to the University by working closely with academic and administrative units to clearly understand problems and find the correct solution. The first goal being to insure that existing space is being utilized as efficiently as practical.
4. Please describe **your unit's emerging or changing personnel needs**—prompted by changes that either your unit or the institution is facing—and **what your unit will do to meet these needs without creating new FTE positions** (e.g. redeploying FTE among other functional areas). *Please respond in 300 words or fewer.*

At your unit's meeting with the Provost, **please be prepared to discuss your unit's succession planning activities.**

In the previous biennium, Capital Planning & Development reduced the cost of projects by reducing the project management fee charged to the project. This has required CPD to review how we manage projects and to rethink how we collect and manage information about projects that other University departments rely upon for maintenance and operation, inventory control, space utilization management, building occupant efficiency as well as a host of other issues. We have created teams across process partner organizations to determine the needs of the University and meet those needs with limited resources. CPD's goal is to maximize the value of our projects, not just in the design and construction capacity, but for the long term operation and occupancy of the buildings.

Demonstrated in the CPD FY18 budget request attached, we have made a significant shift in the use of GOF/Dof funding. We believe that in both short and long term, the University needs to have a committed funding team to help create reliable and up-to-date space use and occupancy information for both owned and leased buildings and space. Accurate information allows us to inform the Provost and Units opportunities to make more informed decisions regarding the use of space on and off campus, one of our most valuable assets.

As we transition from transaction based management to strategic management of space we continue to invest in technology to help make sure that the transaction information is available and accurate. This investment in technology is being coordinated with UWIT and other groups in an effort to create better access to information and less investment in duplicate personnel efforts.

5. **Please identify any significant obstacles or challenges** that your unit faces, other than resource constraints. Please plan to discuss these with the Provost. If applicable, please summarize any operational risks that, from your perspective, the UW must work to mitigate over time. *Please respond in 300 words or fewer.*
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A challenge for CPD and the University is to continue efforts to move to a *strategic* philosophy of space management which will need to be embraced on a broad level at the University. The effort to better use the facility assets of the University may require some policy changes but more importantly a culture shift that will permeate through all the Schools, Colleges and Units. Investment to quality solutions and positive outcomes allow efficient use of space, satisfaction of the occupants and administrators, and the efficient use of resources all have to align, in order to create and build greater opportunities with better use of assets in the future.

Projects that occur in occupied space require understanding and patience from the building occupants. As we try to improve existing space, these projects will become even more common. The coordination of domino type projects will require patience, long term thinking, and a commitment to the long term rewards thus reducing the need for larger capital budgets and the need for future operating and maintenance costs of the additional square footage.

6. Please **update the carryover usage plan you submitted as part of last year's budget development process**. To do so, please complete the **"Updated Carryover Usage Plan" tab** of the Excel workbook. Please note:

- Your worksheet is pre-populated with the carryover usage plan you submitted last year, new estimated carryover totals, and new reserve figures.³
- Please provide updated numbers under "Updated Plan" (Columns H-K).
- If you have new line items, please add rows, as needed.
- For any major updates, please provide a brief description of the change (Column L).

Please note, although cost allocations for the HR/Payroll Modernization Program won't be available until the new system goes live, units are encouraged to incorporate the original allocations (from the HR/Payroll Cost Allocation plan) into their carryover spending plans. For units that made prepayments, all funds have been held in reserve, and will be applied to your future cost allocations.

If you would like to describe any items from the worksheet in greater detail, please use the space below. For **additional guidance**, please see the example posted at the [FY18 Budget Development webpage](#).

If your unit has a **deficit** instead of a carryover, please confirm that you have an updated deficit mitigation plan in place with OPB. If you do not, please explain why.

The small deficit will be paid by self-sustaining dollars.

7. For FY18, the Provost will be deploying *permanent* Provost Reinvestment Funds (PRF) primarily, if not exclusively, to cover compensation increases. Thus, **units are asked to limit PRF requests to temporary funding needed to address critical compliance and/or high institutional priority needs.**⁴

If your unit has a PRF request that fits within these strict parameters, please describe it in the **"PRF Request" tab** of the Excel workbook. Please also indicate what you are willing to commit as a match for PRF support.

None.

³ As a reminder, carryover balances are calculated at the end of each biennium and can only be *estimated* mid-biennium.

⁴ Please refer to the University's [Sustainable Academic Business Plan](#) for more information about top institutional goals.

FY17 & FY18 Planned Expenditures - Administrative Units

Please use the fields below to provide information for **each functional area** of your unit. "Functional area" is most easily described as a level of granularity that reflects your unit's org chart and is reconcilable to your unit's organization code structure. However, if this results in an unwieldy number of "functional areas" for your unit (i.e. more than 7 or 8), please provide a more manageable level of granularity. As a general guideline, we anticipate 3-7 functional areas per unit.

For guidance, please see the example posted at the FY18 Budget Development webpage: <http://opb.washington.edu/fy18-unit-budget-development>

BT = Budget Type OC = Object Code

NAME OF AREA: CPD Administrative Operations								
<i>Capital Planning & Development AVP & Human Resources plus partial funding for Business Equity and Enviromental Official</i>								
FISCAL YEAR 2017								
Fund Source	FTE	Projected Expenditures (in \$)						
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)		
GOF/DOF, excluding carryover (BT 01)	3.04	\$ 678,502	\$ 52,920	\$ 116,196	\$ 2,500	\$ -		
Self-Sustaining Funds (BT 10, 11)	1.00	\$ 160,272						
Grants & Contracts (BT 05)								
Philanthropy, or Gifts & Discretionary (BT 06)								
Total	4.04	\$ 838,774	\$ 52,920	\$ 116,196	\$ 2,500	\$ -		
FISCAL YEAR 2018								
Fund Source	FTE	Planned Expenditures (in \$)						
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)		
GOF/DOF, excluding carryover (BT 01)	3.04	\$ 698,820	\$ 52,920	\$ 116,196	\$ 6,000			
Self-Sustaining Funds (BT 10, 11)	0.00							
Grants & Contracts (BT 05)								
Philanthropy, or Gifts & Discretionary (BT 06)								
Total	3.04	\$ 698,820	\$ 52,920	\$ 116,196	\$ 6,000	\$ -		
<i>Please describe any assumptions We are anticipating an increase to cover the additonal costs of the AVP position over previous biennium.</i>								

NAME OF AREA: CAPITAL & SPACE MANAGEMENT

A strategic approach to capital planning is the first step in the successful execution of projects. Using an analytical process, the capital plan, project budgets, and space allocation will be aligned with available resources. Capital Planning, previously part of the Office of the University Architect, reports directly to the Associate Vice President of CPD and work in close coordination with all CPD units, University Administration and academic leaders and units, to successfully set the stage for projects and initiatives that can be fully executed. Capital & Space Management includes important services to establish benchmarking and space data to support and inform capital planning and space management decisions. They include the MAPS Team (Mapping Assets Properties and Spaces), the One GIS project and GeoSims.

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	0.00	\$ -	\$ 250,000		\$ -	
Self-Sustaining Funds (BT 10, 11)	6.27	\$ 916,902	\$ 117,320		\$ 7,140	
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	6.27	\$ 916,902	\$ 367,320	\$ -	\$ 7,140	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	7.50	\$ 1,072,804	\$ 150,000	\$ 50,000	\$ 7,354	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	7.50	\$ 1,072,804	\$ 150,000	\$ 50,000	\$ 7,354	\$ -

Please describe any assumptions We are requesting changing the funding source of this Capital and Space Mangement to GOF/DOF and will be moving the Office of University Architect onto Self- Sustaining Funds (See below)

NAME OF AREA: UNIVERSITY ARCHITECT

The integration of all facets of physical planning is critical to CPD's ability to create value. All physical planning efforts are focused in this office, including the campus master plan, landscape planning, environmental planning, academic facilities planning, space planning, preservation planning, and sustainability planning. The office also supports the Architectural Commission, Landscape Advisory Committee, and the Design Review Board – to ensure continuity, advancement, and commitment to design and planning goals established at the outset of each project.

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	7.73	\$ 1,183,850	\$ 137,868	\$ 2,004	\$ 37,759	
Self-Sustaining Funds (BT 10, 11)	0.00					
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	7.73	\$ 1,183,850	\$ 137,868	\$ 2,004	\$ 37,759	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	0.00	\$ -	\$ -	\$ -	\$ -	
Self-Sustaining Funds (BT 10, 11)	7.50	\$ 1,207,714	\$ 143,382	\$ 2,084	\$ 39,269	
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	7.50	\$ 1,207,714	\$ 143,382	\$ 2,084	\$ 39,269	\$ -

Please describe any assumptions We are requesting changing the funding source of this Capital and Space Mangement to GOF/DOF and as you will se moving the Office of University Architect onto Self- Sustaining Funds (See above)

NAME OF AREA: REAL ESTATE

Through strategic asset management and comprehensive services (leasing, donating, buying, selling and access to property information), Real Estate will help advance the University's mission regarding both on and off-campus space at all campuses, research stations and off-campus properties. Integrating a financially sound real estate strategy that aligns with the University's strategic vision will become a focus as will the management and analysis of both on and off-campus space as an asset.

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)						
Self-Sustaining Funds (BT 10, 11)	18.50	\$ 3,240,358	\$ 711,400	\$ 3,700	\$ 48,400	
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	18.50	\$ 3,240,358	\$ 711,400	\$ 3,700	\$ 48,400	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)						
Self-Sustaining Funds (BT 10, 11)	18.50	\$ 3,337,568	\$ 725,628	\$ 3,774	\$ 49,368	
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	18.50	\$ 3,337,568	\$ 725,628	\$ 3,774	\$ 49,368	\$ -

Please describe any assumptions:

NAME OF AREA: BUSINESS SERVICES

Proactive application of best management practices and coordination of critical business support services ensures that CPD meets its Guiding Outcomes. Business Services encompasses Safety, Business Equity, Sustainability, Contracting, Project Controls, Accounting, and Information Technology. Business Services strives to reduce duplication of services, standardize our business practices and help ensure implementation of best practices. Preparation, accounting and reporting of State Capital Budget

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)						
Self-Sustaining Funds (BT 10, 11)	39.54	\$ 4,172,248	\$ 701,196	\$ 139,932	\$ 43,200	
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	39.54	\$ 4,172,248	\$ 701,196	\$ 139,932	\$ 43,200	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)						
Self-Sustaining Funds (BT 10, 11)	38.04	\$ 4,133,813	\$ 715,219	\$ 142,730	\$ 44,064	
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	38.04	\$ 4,133,813	\$ 715,219	\$ 142,730	\$ 44,064	\$ -

Please describe any assumptions :

NAME OF AREA: CAMPUS MASTER PLAN

The Campus Master Plan serves three main purposes. The first – it is a 20 year vision for development on the Seattle Campus. The second - it identified the 10 year development plan for the Seattle Campus. Third – the CMP includes the campus wide development standards. The CMP is the tool to implement the One Capital Plan. The One Capital Plan identifies the University’s priority projects for the next 6 years. The CMP helps implement the Plan through the identification of potential development site, development standards, design guidelines and square footage. The CMP is required by an Agreement between the City of Seattle and the University of Washington. This agreement requires approval of the Plan by both the Board of Regents and the Seattle City Council. The agreement also sets out what should be included in the CMP. Campus master planning has been completed at the UW Tacoma Campus and is underway at the UW Bothell campus.

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	2.00	\$ 335,292	\$ 142,800	\$ 120,744	\$ 2,500	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	2.00	\$ 335,292	\$ 142,800	\$ 120,744	\$ 2,500	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	2.00	\$ 345,350	\$ 145,656	\$ 123,158	\$ 2,550	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	2.00	\$ 345,350	\$ 145,656	\$ 123,158	\$ 2,550	\$ -

Please describe any assumptions This is carryover funding from 014525 and 744525 plus additional plus an additional contribution to finish the Campus Master Plan

NAME OF AREA: SPECIAL CAPITAL PROJECTS

Through coordination with Facilities Services and academic units, Special Capital Projects focuses on improving the delivery of small projects. Design Services is integrated inot this team to help streamline the delivery process. Special Projects employs benchmarking standards and other best practices to provide cost-effective and timely project implementation. Design Services has experience in building remodels, laboratories, classrooms, auditoriums, and offices. They offer the following services: interior design, architectural design, mechanical/electrical engineering, ADA survey and mapping, as-build record documentation, floor plans/lease areas and move management.

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	2.00	\$ 233,996	\$ 40,068	\$ 37,612	\$ 10,044	
Self-Sustaining Funds (BT 10, 11)	27.00	\$ 3,238,067	\$ 521,878	\$ 601,880	\$ 42,996	
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	29.00	\$ 3,472,063	\$ 561,946	\$ 639,492	\$ 53,040	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	2.00	\$ 241,015	\$ 41,270	\$ 38,740	\$ 10,345	
Self-Sustaining Funds (BT 10, 11)	27.00	\$ 3,331,104	\$ 521,878	\$ 601,880	\$ 42,996	
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	29.00	\$ 3,572,119	\$ 563,148	\$ 640,620	\$ 53,341	\$ -

Please describe any assumptions:

NAME OF AREA: MAJOR CAPITAL PROJECTS

Through project and construction management services, Major Capital Projects delivers all major projects. The team consistently employs industry best practices, develops innovative project tools and best-in-class project and construction managers to ensure projects are completed efficiently and provide high value to the University.

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)						
Self-Sustaining Funds (BT 10, 11)	22.00	\$ 3,264,984	\$ 521,878	\$ 977,800	\$ 85,476	
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	22.00	\$ 3,264,984	\$ 521,878	\$ 977,800	\$ 85,476	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)						
Self-Sustaining Funds (BT 10, 11)	22.00	\$ 3,395,583	\$ 532,316	\$ 997,356	\$ 87,186	
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	22.00	\$ 3,395,583	\$ 532,316	\$ 997,356	\$ 87,186	\$ -

Updated Carryover Usage Plan - Administrative Units

Please use this template to provide an update on the carryover usage plan you submitted last year.

INSTRUCTIONS: Please do not change the numbers under "Previous Plan" (Columns C-F). Instead, please provide updated numbers under "Updated Plan" (Columns H-K). If you have new line items, please add rows, as needed. For any updates, please provide a brief description of the change (Column L). See the Word template for notes regarding HR/Payroll cost allocations. For additional guidance, please see the example posted at the FY18 Budget Development webpage: <http://opb.washington.edu/fy18-unit-budget-development>

PLEASE NOTE: Capital Planning & Development used to be part of Planning & Management. The "Previous Plan" shown here was provided by Planning & Management for the FY17 budget process.

	PREVIOUS PLAN (Do Not Update)				Carryover into FY16: \$ 1,350,239	UPDATED PLAN (Please Complete)			Est. Carryover into FY17: \$ (91,181)*
Unit: Capital Planning & Development	Committed Year(s)	# of Years	Annual \$ Amount	Totals	Committed Year(s)	# of Years	Annual \$ Amount	Totals	Explanation of Changes/Updates
Usage Categories and Descriptions									
Unit's Reserve (10% of permanent ABB budget)									
	FY17	1	\$ 537,650	\$ 537,650	FY18	1	\$ -	\$ -	
	Total Unit's Reserve:			\$ 537,650	Total Unit's Reserve:			\$ -	
Central Commitments									
1. South Campus Study (carryover from FY15)	FY16	1	\$ 200,000	\$ 200,000	e.g. FY17- FY19	e.g. 3		\$ -	
2. Campus Master Plan (carryover from FY15)	FY16	1	\$ 324,402	\$ 324,402				\$ -	
3. Business Diversity Program bridge funding	FY16, FY17	2	\$ 13,000	\$ 26,000				\$ -	
<i>Add more lines as needed</i>				\$ -				\$ -	
	Total Central Commitments:			\$ 550,402	Total Central Commitments:			\$ -	
"Spending Plan" Permanent Costs & Other Projects									
A. Perm expenditures funded with temp funds									
				\$ -				\$ -	
				\$ -				\$ -	
				\$ -				\$ -	
B. Possible multi-year commitments									
				\$ -				\$ -	
				\$ -				\$ -	
				\$ -				\$ -	
C. Immediate, current year use									
1. Fund developers to work on with IT's EDW	FY16	1	\$ 150,000	\$ 150,000				\$ -	
2. Institutional overhead calculation methodology review	FY16	1	\$ 46,000	\$ 46,000				\$ -	
3. Climate change action plan	FY16	1	\$ 35,000	\$ 35,000				\$ -	
4. Space update for OE/TAP work	FY16	1	\$ 20,000	\$ 20,000				\$ -	
5. Responsible Party training tool development	FY16	1	\$ 3,500	\$ 3,500				\$ -	
6. Public art conservation	FY16	1	\$ 39,530	\$ 39,530				\$ -	
<i>Add more lines as needed</i>				\$ -				\$ -	
	Total Permanent Costs & Other Projects:			\$ 294,030	Total Permanent Costs & Other Projects:			\$ -	
	PRIOR PLAN TOTAL: \$ 1,382,082				UPDATED PLAN TOTAL: \$ -**				

* As a reminder, carryover balances are calculated at the end of each biennium and can only be *estimated* mid-biennium.

** Because carryover balances are estimated, and many of these priorities transcend multiple years, we do not expect this total to exactly match your unit's carryover total.