About this User Guide

Facilities Services is here to serve you with your Capital Project Delivery needs. We recently improved our approach to construction projects so that you, the client, are at the center of the process.

The process map contained in this document is intended to illustrate where you will be asked for action, information, approval or your presence.

To start a project, please contact the Client Services department at 773-702-1700. A Client Services Manager will walk you through the process of creating a request for a new construction project. From there, a Project Manager will contact you to begin your project. While projects are typically approved on an annual basis, off-cycle projects that need immediate attention will be addressed accordingly.

Boyd Black
AVP of Capital Project Delivery
(773) 834-4791

Facilities Services supports the work of the University of Chicago and its community through planning, building, operating and maintaining our facilities, and by fostering pride in the campus environment.

User Guide
Capital Project Delivery

Capital Project Delivery
The Capital Project Delivery group of Facilities Services manages the University’s design and construction projects, including new facilities and renovations. Project management begins with feasibility and programming studies and continues through completion of the construction phase. Following project closeout, the facility is transferred to the Operations and Maintenance group.
1. Identify your project and develop business case

2. Submit Project Request Form

3. Attend Project Charter meeting

4. Provide guidance on conceptual design, requirements and business case

5. Approve project charter and pursue project funding

6. Participate in programming and design process

7. Sign off on programming and major design milestones

8. Receive weekly status reports and consult with PM as required

9. Attend punch-list walk-through

10. Conduct move-in: box moves, people moves, receive technology/security training

11. Sign off on Project Completion and User Punch-list items

12. Participate in Customer Satisfaction Survey

The Capital Project Delivery Group will assist in the project approval process but the responsibility for identifying and securing funding for your project rests with you.

The Capital Project Request Form corresponds with step 2 on the left. If you wish, the Client Services Manager (CSM) can assist you with filling out this form. After completion, the Capital Project Request Form will be given to the Capital Project Delivery (CPD) team and a Project Manager will contact you.

The Weekly Update Form is typically provided each week to apprise you of progress and any issues with your project. It is the responsibility of the Project Manager to provide you this report and to meet with you at appropriate intervals to review the project. Ultimately, this report tells you how the project is doing in terms of scope, schedule and budget.

The Project Charter corresponds with step 3. You will create the Charter during meetings with the assigned Project Manager. The Charter captures your vision and goals as well as relevant project information, such as scope, timing and budget. This is the document that the Provost Space Committee will review in deciding whether to approve your project.

The User Sign-off Form corresponds with step 9 (substantial completion). This form is used to acknowledge acceptance of the constructed premises by stakeholders prior to move-in. After you have been accompanied on a walk-through of the building, you will be asked to sign this form (along with other parties) acknowledging that all work has been substantially completed. After this form has been fully executed, you will take possession for beneficial use and begin move-in.