1. **Purpose**

Buildings and Estates are dedicated to enhancing the campus environment and ensuring a high quality of service to the University community. The purpose of this document is to outline the process involved for Colleges, Schools and Units to apply for a new project. It will define what constitutes a project, how to make an application and explain how the process is managed thereafter.

# Description

**2.1 Project Definition:**

A project is a temporary endeavour undertaken to create a unique produce, service or result. A project is temporary in that it has a defined beginning and end in time, and therefore defined scope and resources. A project is unique in that it is not a routine operation, but a specific set of operations designed to accomplish a singular goal.

The below table gives examples of valid projects and maintenance tasks to distinguish between the two:

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| **Sample Project Request** | **Sample Maintenance (PEMAC) Request** |
| New space reconfigured to support academic function | Hang white/notice board |
| Painting of offices/areas in a Unit | Touch up paint on a wall |
| Re-numbering of doors in a Unit | Update door signage request |
| Upgrade of gas controls in a laboratory | Leaking water tap in a laboratory |
| Re-roofing of a building | Localise leak in a building |
| Teaching/office/meeting space upgrades | Power socket fault in office |
| Refurbishment of toilet facilities in a Unit | Blocked toilet |
| Social seating (internal and external) | Broken blinds/chairs |
| Lighting upgrades in a building | Replace light bulb |
| Reconfiguration of Laboratory | Heating fault report |
| Carry out major path/road works | Pothole repairs |

**2.2 Policy Goal:**

The goal of this policy is to assist Buildings and Estates to effectively manage and allocate resources to buildings related projects. It does this by outlining the process for authorised university staff to submit a project request and how that request will be processed by the Projects Team.

**2.3 Buildings and Estates Projects Team:**

The cross-disciplinary team is selected from the Buildings and Estates staff. It is at the discretion of the Director of Real Estate as to the optimal composition of the team. The specific configuration of the team will depend on the project goals, objectives, required disciplines, expertise, experience, technical skills, diversity, inclusion and availability.

**2.4 The Process:**

* All projects shall be authorised by the respective Head of College/School/Unit. It is the responsibility of the Head of College/School/Unit to inform their UMT member of all project submissions and approvals.
* Once authorised, complete the online Initial Project Assessment Form providing as much detail as possible on project rationale and scope.
* Whenever new or existing equipment is moved or installed, requiring changes or modifications to the building infrastructure, the online Project Assessment Form must be completed.
* Initial Project Assessment form will be evaluated by the Buildings and Estates Projects team within a defined timeframe.
* The Buildings and Estates Projects team may consult with Information Solutions and Services (ISS), Centre of Excellence in Learning and Teaching (CELT) and any other relevant parties that may be required for input into the proposed project.
* Buildings and Estates will contact the Project Requester if further information is required to make a thorough assessment of the project’s viability.
* If your project is approved for implementation, a Project Manager will be assigned to deliver the project from inception to completion.
* If the project request is not approved, Buildings and Estates will inform the Project Requester via email. The email will outline the reason(s), which could include factors such as financial constraints, resource limitations, non-practicability, conflicts with future plans for the area, technical limitations, health & safety concerns or if the project submitted is non-aligned with the University’s goals/objectives.
* Due to the usual constraints that exist on a live campus e.g. exams, teaching, conferences etc., some projects can only be executed during the summer months. The Project duration will need to consider all stages of the project, including detailed designs (conceptualisation, architectural planning, engineering analysis), cost estimation, legislative processes (for example planning and fire certificates) and university procurement compliance.

**2.5 Advisory Services:**

Buildings & Estates will provide advisory services for all online project proposals. If the online portal is temporarily closed, this service can still be accessed by contacting [projectreview@universityofgalway.ie](mailto:projectreview@universityofgalway.ie).  A member of the Buildings & Estates team will make contact as soon as possible to discuss your project proposal, provide advice, highlight potential obstacles and assist the College/School/Unit in preparing their project proposal for submission once the portal reopens.

**2.5 Funding:**

Funding sources should ideally be identified and confirmed prior to the submission of a project application. In cases where no funding source is identified, the pathway to obtaining funding must be outlined or the project may not get approval. It is the Project Requester’s responsibility to secure all necessary funding and any relevant University Governance approvals. For information on capital funding, please refer to Appendix 1, which details the process for managing Capital Budget requests for 2024/25, as approved by the University Management Team.

For approved projects, the assigned Project Manager will provide assistance to the Project Requester in generating the Order of Magnitude Cost (OMC) for the project. This OMC can form part of the funding application if funding has not yet been secured

1. **Responsibilities**

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| **Name** | **Responsibility** |
| Director of Real Estate or nominee (s) | Policy Owner |
| Buildings and Estates Projects Team | -Responsible for review and respond to all project requests made within 20 working days.  -Approve and prioritise projects based on available resources.  -Explain to Project Requester reason(s) for approval or rejection.  -Appoint a Project Manager to manage the project.  -Consult with other parties including Buildings and Estates Senior Management Team, Information Solutions and Services (ISS), Centre for Excellence in Learning and Teaching (CELT), Capital Projects Team.  -Report regularly back to Buildings and Estates Senior Management Team. |
| Project Requester | -Responsible for providing all available information in the online Project Assessment Form.  -Identify, secure and confirm sources of funding/pathway to obtaining funding |
| Buildings and Estates Project Manager | -Responsible for approved projects from initiation to completion, working alongside the Project Requester and communicating with all relevant parties. |

1. **Related Documentation**

* [Project Webpage on Buildings & Estates Website](https://www.universityofgalway.ie/buildings/projects/)
* Appendix 1 - Management of Capital Budgets Requests 24/25

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