IHL PROJECT FLOW CHART

Project Inception

Budget Over $1M?

Yes

Board Approval
(Form B, Form D, Board Agenda Item)
- Project Initiation
- Design Professional Selection

No

Using State Funds?

Yes

Staff Notification of Initiation
(Form A)

No

STOP!
Notification Not Necessary

Staff Approval
(Form A)
- SD’s
- DD’s
- CD’s
- Advertise/Bid
- Award Bid
- Waiver of DD’s
- Change Order (Form C)
- Master Plan Update (every 10 yrs)

Project Completion
(Begin Warranty)
Form E

Budget Increase
New Budget Over $1M?

Yes

No

Project Completion
(Begin Warranty)
Form E

Approvals Not Required On:
- SD’s
- DD’s
- CD’s
- Advertise/Bid
- Award Bid
- Waiver of DD’s
- Change Order (Form C)

Other Items Requiring Board Approval
- Change in Design Professional
- Increase in Budget
- Change in Funding Source
- Change in Project Scope
- Removal from Inventory/Demolition
- Naming of Building
- Exterior Design for Major Projects
- Campus Master Plan
- Land Sale
- Real Property Purchase >$100K
- Leases/Easements/Timber Sales
- Private Funding of Auxiliary Facilities
- Legislative Funding Request

July 2022