

Capital Planning Process Tentative Schedule FY 2020-21

Updated: October 3, 2019

Note: All dates are subject to change.

| DATE | DESCRIPTION |
|------------------------------|--|
| September 23 | Call for Submissions Letter |
| September 23 | Longview Capital Planning Tool Open |
| September 24 | Longview Capital Planning New User Training |
| September 25 | Longview Capital Planning New User Training |
| September 30 | Longview Capital Planning Refresher Training |
| October 2 | Longview Capital Planning Refresher Training |
| October 4 | Longview Capital Planning Working Session |
| October 7 | Longview Capital Planning Working Session |
| October 9 | Longview Capital Planning Working Session |
| October 18 | Longview Capital Planning Tool Closed |
| October 21 – November 8 | 1 st round review of capital submissions by UBO |
| November 11 - 12 | 2 nd round review of capital submissions with UBO and Facilities and Campus Services |
| November 25 – December 20 | 3 rd round follow up with individual units identified from the 2 nd round review |
| January 2 - 20 | Final cleanup of capital submissions |
| January 20 | Initial capital submission draft completed |
| February | Finance Committee Meeting |
| March | Buildings & Properties review of capital plan |

*Dates are subject to change based on business process deadlines.