

Date: March 30, 2011

Subject: Space Needs and Requests

One of the central roles of the Office of Planning & Budgeting is to plan and provide for suitable and sufficient space to support the functional and operational needs of the University. With increasingly constrained capital and operating resources, it is critical for us to rigorously align our space needs and utilization with our academic missions, vision and values. This brief provides an overview of our comprehensive approach to address the on-going space needs and requests of the institution.

The Office of Planning & Budgeting initiates regular meetings with the Deans, Vice Presidents, Vice Provosts, and representatives of each of the UW's Schools, Colleges and Units to discuss operating and capital needs, including space. These structured discussions, in concert with emergent space requests and precinct planning activities, allow for a more comprehensive understanding of the resource requirements needed to sustain and enhance the activities of each unit, and ultimately the institution as a whole.

Precinct plans provide an opportunity to conduct a concise, focused and forward looking assessment of a College, School or Unit's needs. Working closely with the Units, Schools and Colleges, the UW's precinct planning activities assess existing programs and related space/infrastructure capacities, identify potential long term program needs, and develop key guiding principles that serve as catalysts for implementation planning. Short, mid, and long term capital and/or operating resource implementation plans are developed to support their space and infrastructure needs.

The attached Space Request Assessment flow diagram is a key process improvement developed jointly by the Office of Planning & Budgeting and the UW Real Estate Office.

From the College, School or Unit's perspective, the space request assessment process should be seamless and effortless. Much of the work in reviewing and evaluating space needs and requests is done "behind the scenes" along with OPB's process partners (Real Estate Office, Facilities Services, Capital Projects Office, and others). This streamlined process also facilitates improved communication with requestors, and assists in identifying the most appropriate, effective and affordable solution to meet their space needs.

An increasingly streamlined and comprehensive process is possible in large part because the Office of Planning & Budgeting has developed a space supply and demand database to expedite reporting and assessments. This database, eventually integrated with the UW Geographic Information System, will also support more dynamic scenario planning to ensure optimal fit for the requestor.

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Space Request Assessment

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