

# CAPITAL PLANNING PROCESS

---

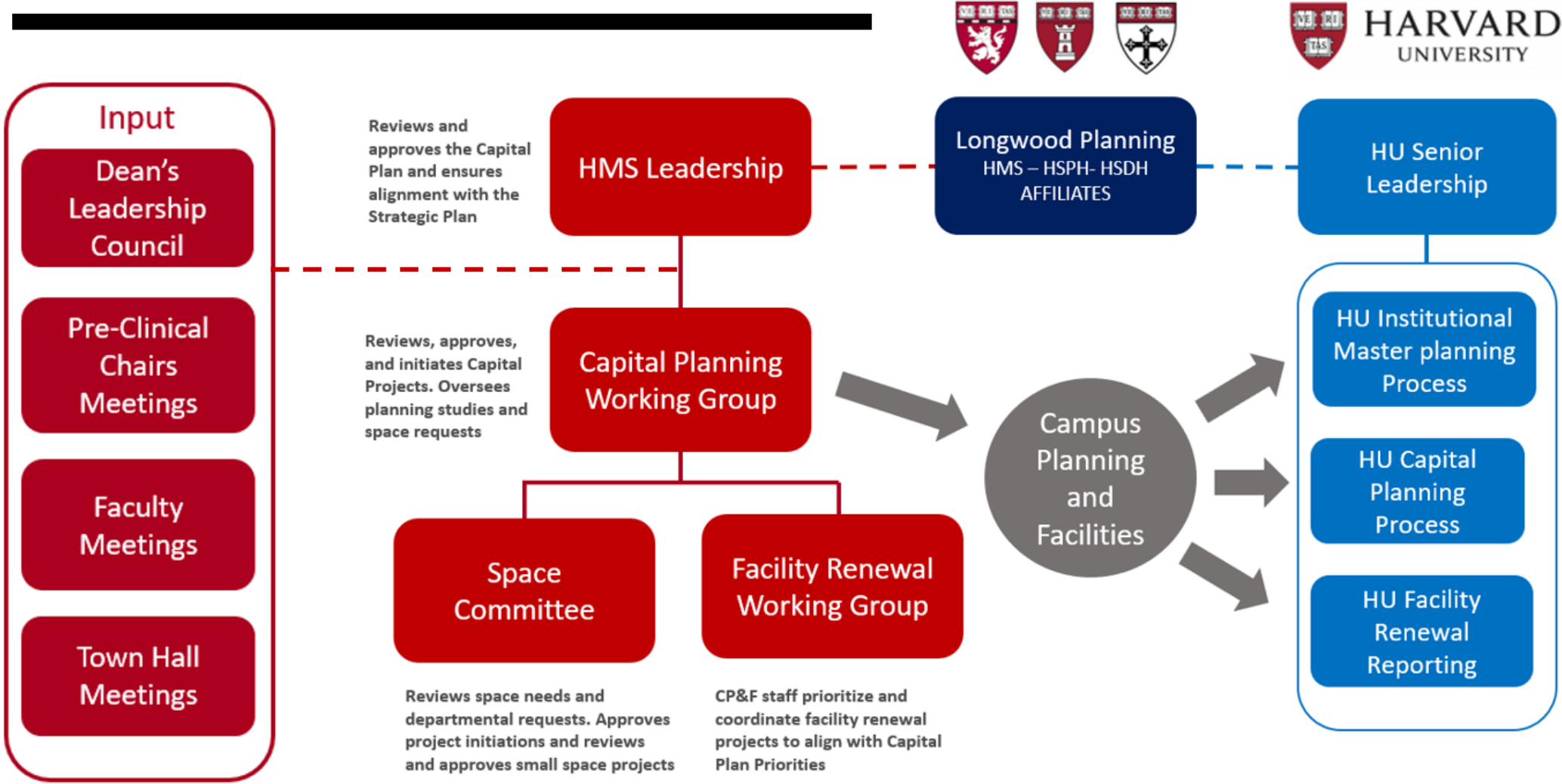
**Integrated, Transparent, and Inclusive** Capital Planning Process to align the Capital planning and financial resources with the overall strategic plan and mission of the Medical School.

# Capital Planning Process

---

- Establish and maintain the medical schools short, medium, and long term capital plans and priorities
- Evaluate a project's pertinence to the medical school's strategic plan and mission
- Evaluate major project's programmatic needs and potential solutions
- Evaluate major project's business plan, pro-forma, and operating assumptions
- Initiate major planning studies and projects
- Oversee financial and programmatic changes in the capital projects

# Organizational Structure



# CPWG MEMBERSHIP

<b>David Corey</b>	Academic (Faculty Rep 1)	Neurobiology (East Quad)
<b>David Golan</b>	Academic (Basic Sciences)	Basic Sciences / BCMP
<b>Johanna Gutlerner</b>	Academic (Grad Education)	Grad Ed / Basic Sciences/ BCMP
<b>Audrey Haas</b>	Academic (External Education)	External Education
<b>Julie Huang</b>	Academic (BSAG -1)	Cell Biology (West Quad)
<b>Julie Joncas</b>	Administration	Chief Financial Officer
<b>Rich LeBlanc</b>	Administration (Staff)	Campus Planning
<b>Jen Ryan</b>	Administration	Chief of Staff - Dean's Office
<b>Steve Maiorisi</b>	Administration	Campus Planning and Facilities
<b>Laura Maliszewski</b>	Academic (BSAG -2)	Hi+S (East Quad)
<b>Lisa Muto</b>	Administration	Executive Dean
<b>Jane Neill</b>	Academic (PME)	Program in Medical Education
<b>Meaghan Paquette</b>	Administration (Staff)	Campus Planning
<b>Jon Seidman</b>	Academic (Faculty Rep 2)	Genetics (North Campus)

# Roles and Responsibilities

---

- **HMS Leadership:**
  - Reviews and provide input on Capital Planning needs and reviews overall progress
  - Annually reviews the 5 year MYCP submission
  - Reviews and provides input to campus master planning
  - Reviews progress made on facility renewal, sustainability, and accessibility goals
- **Capital Planning Working Group (CPWG):**
  - Meets bi-monthly to prioritize, initiate, and approve capital projects and planning studies based on overall capital funding constraints
  - Review and approve major changes to budgets and project scope
  - Provides input on campus master planning
  - Periodically reviews facility renewal planning, sustainability, and accessibility planning.

# Roles and Responsibilities

---

- **Space Committee:**
  - Meets monthly to review space requests and initiate planning studies
  - Filters larger projects to the Capital Planning Working Group
  - Makes decisions on smaller / routine space projects that fall within their annual and per project budget limits
- **Facility Renewal Working Group (FRWG):**
  - Meets Bi-weekly to prioritize and coordinate facility renewal projects
  - Makes recommendations to the Capital Planning Working Group for larger facility renewal projects that will need capital funding
  - Tracks facility renewal spending across various portfolios to maintain a balanced approach to HMS campus facilities renewal planning