## 1. Institution Planning

### Flowchart(s): N/A

#### Phase 1.1 Master Planning

<table>
<thead>
<tr>
<th>Step</th>
<th>TBR</th>
<th>SVC</th>
<th>Institution</th>
<th>State-Wide</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review Master Plan</td>
<td>S</td>
<td>S</td>
<td>L</td>
<td>S</td>
</tr>
<tr>
<td>2. Decide update or new plan is needed</td>
<td>S</td>
<td>S</td>
<td>L</td>
<td>A</td>
</tr>
<tr>
<td>3. Decide how to obtain: Designer named or RFP</td>
<td>S</td>
<td>L</td>
<td>S</td>
<td>I</td>
</tr>
<tr>
<td>4. Make formal planning project request for SBC action</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>L</td>
</tr>
<tr>
<td>5. Designer is obtained</td>
<td>S</td>
<td>S</td>
<td>L</td>
<td>S</td>
</tr>
<tr>
<td>6. Coordinate planning process</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>7. Facilitate planning meetings</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>8. Presentation of master plan update.</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>9. Circulate final plan for approval</td>
<td>S</td>
<td>I</td>
<td>L</td>
<td>I</td>
</tr>
</tbody>
</table>

### Legend:
- **L** = Lead Responsibility
- **S** = Support
- **A** = Approve
- **I** = Informed

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**Action Items**

**Area of Responsibility Matrix**

15 April 1997

Tennessee Board of Regents
Facilities Development Team
### 1. Institution Planning

**Legend:**
- L = Lead Responsibility
- S = Support
- A = Approve
- I = Informed

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<tr>
<th>ACTION ITEMS</th>
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<tbody>
<tr>
<td></td>
<td>L</td>
<td>S</td>
<td>S</td>
<td>L</td>
</tr>
</tbody>
</table>

### Phase 1.2 Project Programming

1. Review Program Guidelines
   - S
2. Document academic need
   - a. Educational Specifications & equipment needs
     - L
   - b. Program Statement
     - L
3. Decide if to obtain: Designer named or RFP
4. Make formal planning project request for SBC action if required
5. Retain designer as required
   - a. if RFP
     - S
   - b. if RFP contract
     - S
   - c. if Appointment contract
     - L
6. Prepare Facility Program
   - a. if Campus
     - S
   - b. if Designer
     - S
7. Circulate final document for approval
   - S

**Flowchart(s):** N/A

**Area of Responsibility Matrix**
15 April 1997

Tennessee Board of Regents
Facilities Development Team

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