


2. Budget Request	TBR						SVC		Institution				State-Wide					
 <p>ACTION ITEMS</p> <p><u>Legend:</u> L=Lead Responsibility S=Support A=Approve I = Informed</p> <p>Flowchart(s): P220</p>	Project Manager	Proj. Mgr. Director	Contracts Manager	Const. Rep./Sch.	Construction Director	Planning Director	Exec. Dir./V. Ch/Chan.	Designer	Contractor	Facility Coordinator	Physical Plant	Program Personnel	Vice Pres./President	State Building Com.	Tn. Higher. Edc. Com.	Dept. of Finance & Adm.	State Fire Marshal	Regulatory
	Phase 2.1 Project Request(s)																	
1. Issue capital budget guidelines	I	S				L	S			L					S			
2. Receive and review guidelines										L			I					
3. Update project information										L	S	S						
4. Complete required documents for each capital budget request	S					S				L	S	S	A					
5. Submit all required forms to TBR OFD										L			I					
Phase 2.2 Budget Preparation																		
1. Receive all information and compile capital budget requests	S	S				L	I											
2. Analyze capital budget requests, prioritize and prepare TBR capital budget recommendation	S	S		S		L	A			S	S							
3. Submit summary of capital budget requests to the Board for approval		I				S	L			I			I					
4. Send detailed project information to Facility Coordinator	I					L				I			I					
5. Submit capital budget recommendation to THEC		I				L	I			I			I		I			
6. Responses to THEC questions						L	S			S								
7. THEC approval						L	S			S					A			