Project Management Policy

I. Purpose

In January of 2006, the Committee on Finance, Budget and Audit established a Debt Management Policy so that, inter alia, College debt may be used prudently to finance capital projects that enable the College to achieve its mission and strategic objectives. That Debt Management Policy was amended in April of 2012 and most recently in January of 2014.

Under the Debt Management Policy, prior to approval of a capital project subject to the policy, the relevant Committees of the College must formally review and approve an executive summary project cost analysis, including the potential impact on operations (one-time costs, incremental maintenance costs, incremental direct revenue) and the potential impact on cash flows. The purpose of this Project Management Policy is to provide a framework for oversight of the project cost analysis throughout the life of the relevant project.

II. Periodic Reporting

The College’s administrative officers will continue to provide updates on the status of all planned capital projects in excess of $2 million during regular meetings of the relevant Committees and the Board of Trustees of the College. These updates will include the following for each approved project:

- A revised estimate of the anticipated final costs compared to the cost estimate approved by the Board on a percentage completion basis including a comparison of budget to actual of the following per the project cost analysis - one-time costs, incremental maintenance costs and incremental direct revenue

- Change order number and dollars as follows:
  - Overages and change authorizations will be in accordance with the Dickinson College Procurement Authorization policy which requires prior authorization from designated employees and officers at pre-determined levels (<$15,000, <$50,000 and >$50,000)
  - Prior approval will be required from the Chair of the Committee on Facilities for increases to the overall capital project up to $100,000 and a vote by the Committee on Facilities will be required for overages involving budget increases (over the existing project budget) in excess of $100,000

- An update on the progress of the funding plan for approved projects in each category on a percentage basis (debt, gifts, operations)
- An update on the impact of the funding plan on cash flows
Related Information

Debt Management Policy

History/Revision Information

Responsible Office/Division: Financial Operations

Effective Date: May 2014

Last Amended Date: May 2014

Next Review Date: Periodic review by the Trustee Committee on Finance, Budget and Audit and the Trustee Committee on Facilities

Also Found In: Minutes of the Trustee Committee on Finance, Budget and Audit and the Trustee Committee on Facilities