



## Administrative Procedure 3015

### *Capital Projects Approval*

---

**Board Governance Policy Cross Reference:** [1](#), [4](#), [15](#)

**Administrative Procedures Cross Reference:**

Insert links

**Form Cross Reference:**

Insert links

---

**Legal/Regulatory Reference:**

Insert reference here with links

---

**Date Adopted:** July 2010

**Amended:** December 2017

---

The Brandon School Division believes that the review and approval of capital projects requires an appropriate administrative process to ensure an efficient use of resources thus maximizing opportunities in the classroom and minimizing financial costs to the taxpayer. Such process needs to provide the Division with the information to fully understand the project, the implications of the project, the cost, its sustainability and how it supports or enhances student learning. It is understood that this procedure will be applied to all capital projects.

The procedures to be applied in implementing Capital Projects Approval shall be prepared in the following format:

**Project Name**

**Project Leader**

**Table of Contents:**

1. **Executive Summary**  
A general summary of the key points that are contained in the document.
2. **Project Justification**  
A detailed discussion of the benefits of going forward with the proposed project. Student, administrative and/or financial benefits should be discussed, explained and presented clearly. Alternatives should also be identified in this section as well as an explanation of why they are less attractive than the proposed project.

3. Project Description/Rationale

Any historical or other relevant information that helps to describe the project or its rationale should be included in this section. This section provides a useful place to include important aspects of why the project is being proposed.

4. Scope and Design

This summarizes in good detail what the project is and what is required to complete it.

5. Project Options

There are alternatives to every capital project. These should be elaborated on to provide details to the Senior Administration. Always include the "Do Nothing" case.

6. Financial Costs:

- Capital costs;
- Annual operating costs;
- Payback.

In addition to the presentation of capital cost for the options, there should be support information regarding how the estimates were derived, level of accuracy and commitment, and who provided the estimate.

7. Project Analysis and Evaluation

Detailed comparative analysis of presented options (including do nothing). This comparison should include financial implications (including potential paybacks and/or operating costs) as well as a cost benefit analysis as they may affect students, staff or community at large.

8. Implementation

This section addresses the issue of how the project will be implemented. The implementation outline will include a project schedule with key milestones, critical impact dates and how updates to the Senior Administration will be handled.

9. Divisional Implications

Senior Administration review including potential impacts the project may have on the School Division in terms or risk or opportunity.

10. Senior Administration Recommendation

11. Appendices as Required