



Please fill this form, providing as much detail as possible, and email it to Andre.Porter@doa.ri.gov.
If you have any questions or would like assistance filling this form, please call us at (401) 222-6200.

PROJECT INFORMATION:

Building Name:	Building Address:
Agency Name:	Business Unit:
Requestor Name:	Requestor Email:
Requestor Phone:	Date Submitted:

This form is for a proposed modification to an existing Building / Space / Department? Yes No
(if not, please explain in the Project Description field)

PROJECT CLASSIFICATION:

<input type="checkbox"/> Space Planning	<input type="checkbox"/> Renovation	<input type="checkbox"/> RFP for Leased Space
<input type="checkbox"/> Agency Fit-Out	<input type="checkbox"/> Life Safety	
<input type="checkbox"/> Cosmetic Upgrades	<input type="checkbox"/> FF&E	

If you selected "other", please explain below:

PROJECT PRIORITY and REQUESTED SCHEDULE:

Please select the urgency below based upon the desired project schedule:

1 Month 3 Months 6 Months Planning for Future Needs

Is this project needed to be completed by a specific date? Yes No

If yes, please explain in the "Project Description" field and list date here:

Please briefly explain the timeline/criticality of the need.

PROJECT DESCRIPTION:

(Provide a brief description of the project being requested. Describe the extents and scope of the project and any other information that will help us understand and respond to your request.)

Project / Request Title:

Project Description:



REQUESTING AGENCY AUTHORIZED SIGNATURE:

Print Name: _____ Title: _____

Signature: _____ Date: _____

APPROVALS / ACTION:

This section to be completed by DCAMM:

- Approved Rejected Revise and Resubmit

If not approved, indicate reason(s) below:

- Project Description is inadequate
- Project conflicts with currently planned projects
- Funding not available
- Project is not justified by agency strategic plan
- Other Action / Notes:

DCAMM APPROVAL:

Signature: _____

Marco Schiappa, Acting Division Director, DCAMM Date

Typical Space Planning Process

- Agency submits a Project Request Form to DCAMM at the inception of the project
- DCAMM responds to the agency and sets up a preliminary meeting with relevant agency staff, DCAMM's team, ETSS, and Telecom to understand the details of the request and line up next steps
 - Depending on the size and scope of the project, DCAMM may notify ETSS of the project after the initial space planning meeting with the agency, and we have confirmation from the agency that they are moving forward with the project
- DCAMM drafts the floor/space plan based on the needs and coordinates with the agency to review
- Agency or DCAMM arranges interim meetings including ETSS and Telecom to discuss revisions, next steps
- Once the agency signs off on the final design that's been agreed upon:
 - DCAMM submits the furniture order
 - DCAMM coordinates with ETSS and Telecom to submit tickets for any data drops, connectivity needed
 - If re-wiring is necessary, DCAMM first checks with our internal Trades staff to see if it can be handled internally. If not, DCAMM arranges a vendor
 - If painting/cleaning is necessary, DCAMM first checks with our internal Trades staff to see if it can be handled internally. If not, DCAMM arranges a vendor
- Funding is generally the responsibility of the agency now that the RICAP account is over
 - Exceptions are made on a case-by-case basis, but are always decided at the onset of the project so expectations are clear
- Once all tickets are submitted, the agency's project reps and DCAMM's space planning team work together to coordinate the schedule for the work and ultimately the move-in date
- Once the final design is signed by the agency, no further changes should be made to avoid disrupting the schedule