

Stephen F. Austin State University Campus Master Plan Project Schedule



Phase	Meeting, Task Objective or Deliverable	2024		2025											Notes			
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov				
Information Collection Phase	Task 1: Project Kick-off Meeting and Campus and Facilities Tour: The FNI planning team will conduct a kick-off meeting to discuss the project approach, planning principles, program goals and significant tasks. The team will also tour each location and various facilities.	Site Tours, Kickoff Mtg Trip #1 Nov. 13-14																Trip #1 Owner will coordinate necessary participants and lead facilities tour.
	Task 2: Campus User Interview and Stakeholder Meetings: Stakeholder interviews will help the FNI planning team understand the campus's issues and needs regarding future programs and future facility site development. The interviews with University deans and department chairs will discuss potential changes to academic programs and future space needs. Interviews will be thirty (30) minutes to an hour and may take up to five (5) days.	Interviews Trip #2																Trip #2 Owner will coordinate participants and meeting space.
	Task 3: Project Website and Online Engagement: The FNI planning team will create content for a Campus Master Plan webpage on the SFA website. We will provide the content to SFA staff who will post and maintain the information. The webpage will feature information about the project process, team and input opportunities.																	
	Task 4: Development of Campus Base Maps: The FNI planning team will create existing base maps of the Main Campus, DeWitt School of Nursing and CARRI locations in AutoCAD, utilizing the most recent aerial map imagery.																	
Analysis Phase	Task 5: Develop Campus Analysis: The FNI planning team will develop maps, graphics, charts, and narratives to describe existing conditions and help guide the overall campus master plan. This task includes analysis of physical conditions, technology, and utilities.																	
	Task 6 - Demographic Analysis, Enrollment Projections and Space Utilization: This task includes analysis of demographics and utilization, and development of enrollment projections, space standards, and building blocks.																	
	Task 7 - Technology Master Plan and Programming: This task includes analysis of existing technology infrastructure and standards, and developing recommendations associated with the proposed master plan projects.																	
	Task 8 - Intercollegiate Athletics Master Plan: This task will be developed concurrently with the campus master plan and includes analysis and recommendations for athletics facilities.																	
	Task 9 - Utility Master Plan: The Utility Master Plan documents existing conditions and guides future growth and utility infrastructure improvements for the SFA Main Campus. The plan will address water, sanitary sewers, stormwater, mechanical, electrical, irrigation, technology, and alternative energy infrastructure.																	
	Task 10 - Landscape Character Guidelines: This task includes review of the existing landscape and development of landscape design and character guidelines that coordinate with the proposed campus master plan.																	
	Task 11 - Facility Conditions Assessment: This task includes facility assessments of buildings specified by SFA.																	
Task 12: Conceptual Plans and Presentation: After completing the online survey and the campus analysis, the planning team will conduct an internal design charrette and develop scenarios to illustrate the potential location and configuration of physical plan recommendations. The planning team will present a summary of the survey results, campus analysis and conceptual plans to the Campus Master Plan Steering Committee and build consensus for each preferred campus/location draft conceptual plan.							Internal Design Charrette	Steering Comm - Trip #3 (Concept)									Trip #3 Owner will coordinate participants and meeting space. Following the presentation, the planning team will have sufficient information and direction to develop draft illustrative plans and project recommendations.	
Review Phase	Task 13: Draft Illustrative Master Plans and Recommendations: The planning team will prepare exhibits of the SFA campuses/locations, building on ideas generated in prior meetings. The illustrative draft plans will be created from information collected in Tasks 1-12. The illustrative plans will become the campus map exhibits that will support the vision, strategies, and recommendations developed during the process.																	
	Task 14: Presentation of Draft Illustrative Master Plans and Recommendations: The draft illustrative campus master plan and recommendations will be presented to the Campus Master Plan Steering Committee. The planning team will also host an open house forum (come-and-go format) to allow campus stakeholders to review draft recommendations and provide feedback. Any comments and revisions received during these meetings will be incorporated into the final draft.												Steering Comm, Open House - Trip #4 (Illustrative)					Trip #4 Owner will coordinate meeting space.
Refinement/Final Phase	Task 15: Implementation Plan: An implementation plan will be created to prioritize the campus master plan recommendations. The implementation plan will also phase recommendations for the long-term development of the SFA campuses/locations. The planning team will coordinate with campus leadership regarding project priorities, potential funding, partnerships, and estimated project initiation.																	
	Task 16: Cost Estimates: Preliminary cost estimates will be developed and revised, if necessary, based on the final campus master plan.																	
	Task 17: Draft Report: The planning team will prepare a draft of the Stephen F. Austin State University Campus Master Plan, documenting the previous tasks' work.																	Submit Draft Campus Master Plan for Review
	Task 18: Review Meetings: The draft campus master plan and recommendations will be presented to the Campus Master Plan Committee.																Steering Comm - Trip #5 (Final)	Trip #5 Owner will coordinate meeting space.
	Task 19 - Final Stephen F. Austin State University Campus Master Plan																	Owner Approves Final Plan Document

Scope Task Duration
Meeting/Presentation (Trips)