

Preliminary Functional Needs Worksheet
Capital Project Proposal Package

University of Michigan

Please use the following worksheet to determine the functional needs of the proposed project.

Unit:
Unit Sponsor:
Project Name:
Date:

Primary Function of Proposed Project

(select all that apply)

- | | |
|----------------|---------|
| Instructional | Library |
| Research | Other |
| Administration | |

Project Description

Briefly describe the proposed project. This description may match the "Proposed Solution" from the Capital Project Proposal package cover sheet.

Types of Space Needed

Please select space types needed. If needed, indicate person or space type count.

Office Space

Academic/Research Units

of Persons

- | | |
|---|-------|
| Dean | _____ |
| Associate or Assistant Dean | _____ |
| Department Chair | _____ |
| Faculty, tenure track | _____ |
| Faculty, non-tenure track | _____ |
| Faculty, Consulting or Visiting | _____ |
| Faculty, Emeritus (active) | _____ |
| Faculty, Emeritus (non-active) | _____ |
| Fellow, Lecturer, Research Assoc., Visiting Scholar | _____ |
| Unit Administrative Manager | _____ |
| Staff, Professional (full-time) | _____ |
| Staff, Professional (part-time) | _____ |
| Staff, Administrative Support (full-time) | _____ |
| Staff, Administrative Support (part-time) | _____ |
| Graduate Student Instructor | _____ |
| Graduate Student Research Assistant | _____ |
| Temporary or Student Staff | _____ |

Comments:

Administrative Units

- | | |
|---|-------|
| Associate Vice President | _____ |
| Director | _____ |
| Associate or Assistant Director | _____ |
| Manager | _____ |
| Staff, Professional (full-time) | _____ |
| Staff, Professional (part-time) | _____ |
| Staff, Administrative Support (full-time) | _____ |
| Staff, Administrative Support (part-time) | _____ |
| Temporary or Student Staff | _____ |

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Unit:

Project Name:

	# Needed	Comments:
Classroom Space		
Accommodating 25 or less	_____	
Accommodating 26-50	_____	
Accommodating 51-99	_____	
Accommodating 100+	_____	

Instructional Labs		Comments:
Wet Labs	_____	
Dry Labs	_____	
Computer	_____	

Research Labs		Comments:
Wet Labs	_____	
Dry Labs	_____	
Computer	_____	

Conference and Event Space		Comments:
Conference space accommodating 10 or less	_____	
Conference space accommodating 10 - 20	_____	
Event Space	_____	

Other, please describe (e.g. special needs for storage, maintenance, library space, food service, etc.)