

UW System Administration – Campus Physical Development Plan: [ReadMe.pdf]

The new Campus Physical Development Plan format is intended to be more graphical in nature and contains several discrete sections. Considering the formatting and stability problems with large word processing documents with many sections and varying paper sizes, we have provided templates for each discrete section of the Campus Physical Development Plan as separate files. Segregating the templates by section will require working on multiple files to complete all sections of the Campus Physical Development Plan, and eventually assembling all discrete sections into a single cohesive plan document. While this method may be unusual compared to your normal working habits, after careful consideration, we determined this method offered the most flexibility and least amount of aggravation to produce an end product.

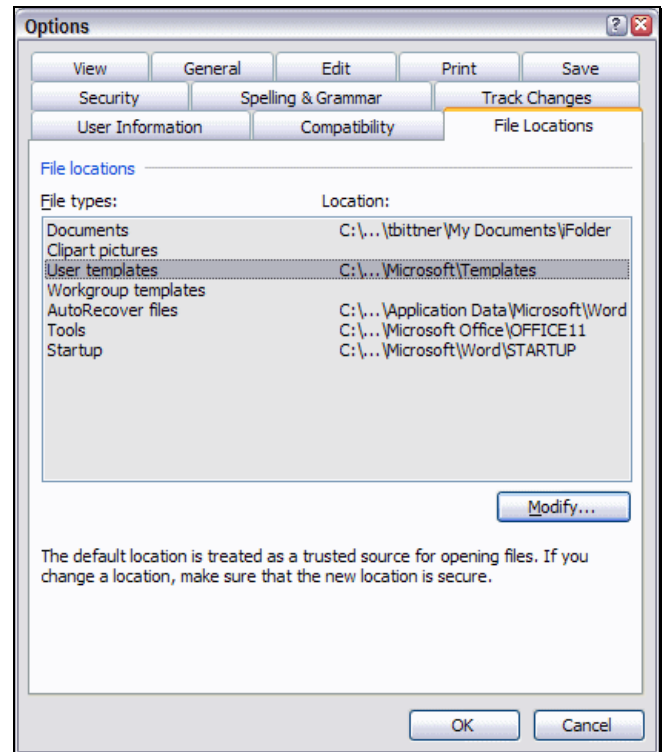
To make the templates available from within the intended Microsoft Office applications, the template files ([*.dot] and [*.xlt]) contained in the ZIP archive must be moved into one of the following directory locations.

Option #1: Single User/Workstation Access

If only one user and one workstation require access to these templates, and/or if the desired workstation to access these templates is a mobile computer, placing the template files on the local hard drive is recommended.

The Microsoft Office application templates directory for a user profile is typically located in [C:\Documents and Settings\username\Application Data\Microsoft\Templates], where "username" is the local workstation's user profile name. You can determine and/or modify this location from the Microsoft Word file pull-down menus (Tools|Options), selecting the "File Locations" tab, selecting the "User Templates" line, and clicking on the "Modify..." command button. The "User Templates" directory location can be changed by navigating to and selecting an alternate directory from this dialogue box.

Placing the template files in this location makes both Microsoft Excel and Microsoft Word templates available within their respective applications, but only to the selected user profile on the selected workstation. If multiple users and/or multiple workstations need access to these templates, please use Option #2 described below to assure all users have access to the same templates.



Option #1: "User Templates" location

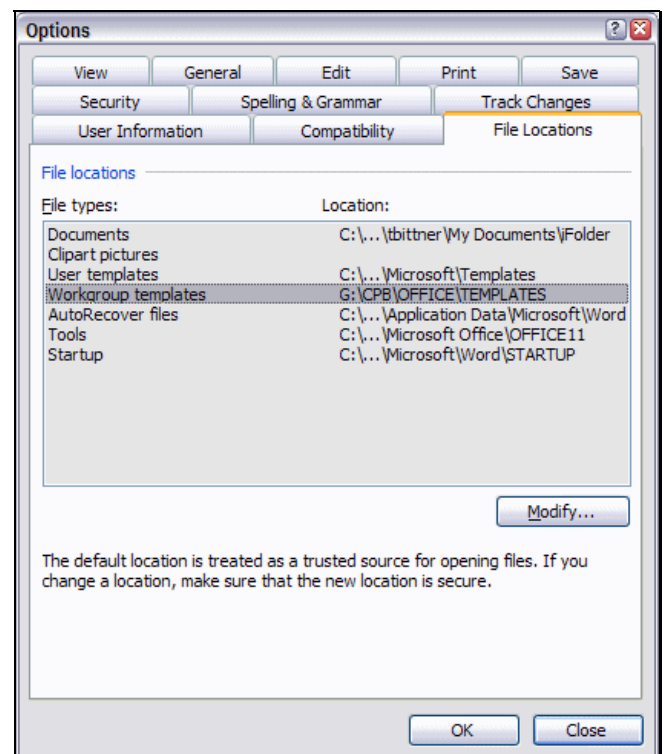
Option #2: Multiple User/Workstation Access

If multiple users and/or multiple workstations require access to these templates, placing the template files on a shared hard drive is recommended to assure all users have access to the same templates.

Shared network drive and directory naming will vary based on local conventions and policies. In the example shown to the right, the directory is [G:\CPB\OFFICE\TEMPLATES]. If multiple users need to access these templates from a mobile computer, you may wish to create a common directory on the local hard drive (i.e. [C:\CPDP]) to assure access when a network connection is not available.

Note, the template files do not need to be located in the root of the "Workgroup Templates" directory. Templates located in subdirectories will appear within the intended application as well, under a "tab" labeled for each subdirectory. Depending on how many templates you have available in the "Workgroup Templates" location, you may want to create a "CPDP" subdirectory for all of the Campus Physical Development Plan template files.

Placing the template files in this location makes both Microsoft Excel and Microsoft Word templates available within their respective applications, to all users and all workstations connected to this shared drive and directory. If for some reason the templates are modified, the files only need to be replaced in one location.

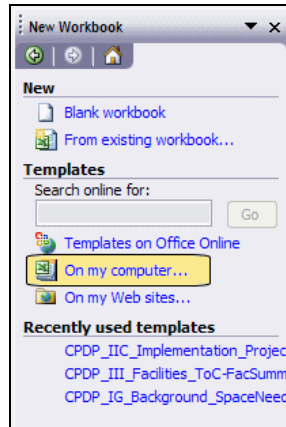


Option #2: "Workgroup Templates" location

Once the template files have been moved into one of the locations described above, you should be able to access these templates from within Microsoft Excel and Microsoft Word. To start using these templates, follow the instructions below.

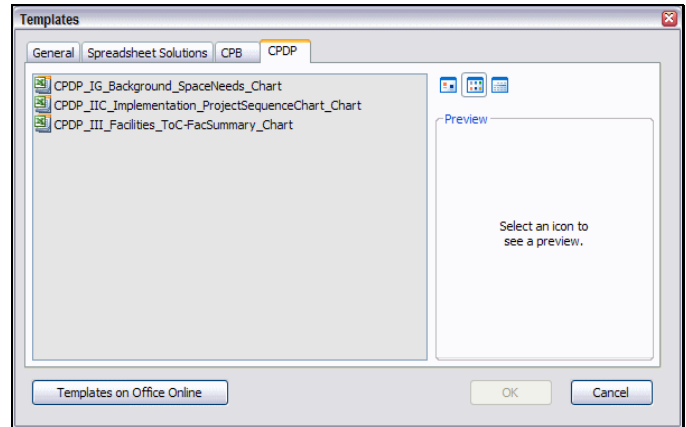
Microsoft Excel: Starting a new workbook using the CPDP templates

Step 1. From the file pull-down menus, select the "File|New..." option, and you should see the "New Workbook" sidebar appear, as shown in the example to the right.



Step 1. "New Workbook" sidebar

Step 2. Select the "On my computer..." option. Note the tab selected is labeled "CPDP" as described in Option #2 above. Placing all Campus Physical Development Plan templates in their own directory limits the number of templates you have to choose from or sort through.



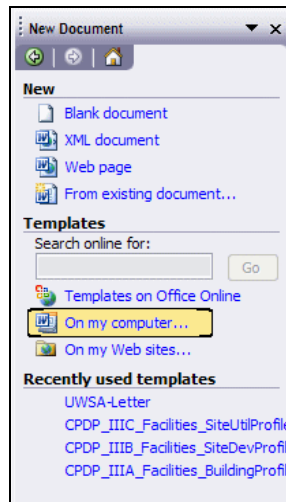
Step 2. Campus Physical Development Plan Templates available

Step 3. Select the desired template, and click on the "OK" command button.

Step 4. Save your work in a new workbook in the desired location. Be sure to name your file based on the Campus Physical Development Plan section it relates to so you can easily find it and use it to assemble the single plan document.

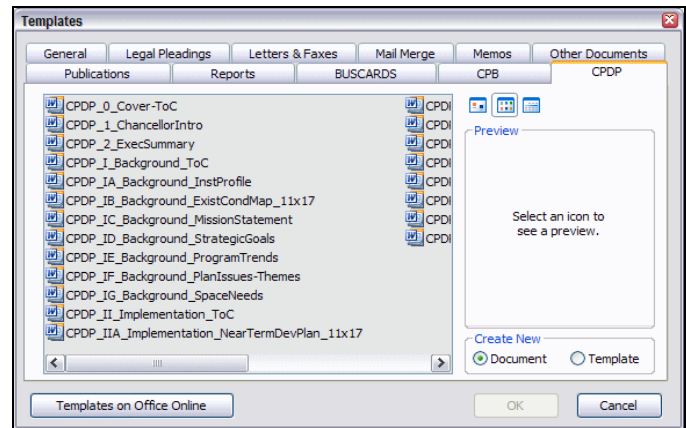
Microsoft Word: Starting a new document using the CPDP templates

Step 1. From the file pull-down menus, select the "File|New..." option, and you should see the "New Document" sidebar appear, as shown in the example to the right.



Step 1. "New Document" sidebar

Step 2. Select the "On my computer..." option. Note the tab selected is labeled "CPDP" as described in Option #2 above. Placing all Campus Physical Development Plan templates in their own directory limits the number of templates you have to choose from or sort through.



Step 2. Campus Physical Development Plan Templates available

Step 3. Select the desired template, and click on the "OK" command button.

Step 4. Save your work in a new document in the desired location. Be sure to name your file based on the Campus Physical Development Plan section it relates to so you can easily find it and use it to assemble the single plan document.

Template Notation Conventions

- Text** = Normal text insertion marker w/ guide text, must be replaced by institution w/ pertinent text.
- Text** = Normal image insertion marker w/ guide text, must be replaced by institution w/ pertinent image.
- Text** = Supplemental instructions, must be deleted by institution and not included in final publication.

Template to Plan Section Relationship

In all but one instance, the ratio of template file to plan section is 1:1...meaning, each template file completely creates each plan section, with one exception. The Building Profiles section (IIIA) will require multiple use of the Building Profile template, since the template is designed to present each building on a single page, and the number of buildings included in each institution's plan will vary, the template is designed to be a single page long. In order to fully create the Building Profiles section, you will need to create a file for each building being profiled. Then, open the profile for the building name that is first alphabetically, insert a page break at the bottom of the page (**Insert|Break...** and select the **"Page Break"** option), open one or more subsequent profiles in alphabetical order, and copy and paste the contents of the subsequent profiles into the new page created after the last profile you inserted to fully create the Building Profiles section. Be sure to insert a page break at the bottom of each profile to make room for the next profile.

Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition

If you don't already have a copy of the US Department of Education/National Center for Education Statistics/Institute of Education Sciences' Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition, please download a copy for reference. The manual can be downloaded from the following website <<http://nces.ed.gov/pubs2006/2006160.pdf>>.

This manual provides the framework for two key sections of the Campus Physical Development Plan. **"IG. Space Needs Summary"** is based on the space use codes defined in FICM section 4.3. **"IIIA. Building Profiles"** include a rating for the functional and physical condition aspects of a building. The rating system is based on the rating codes defined in FICM sections 5.5.4 – 5.5.6. Please see the [[CPDP_UWSA_BuildingRatingsGuide.pdf](#)] file for further details on how the rating systems are defined and described.

Anticipated Documentation and Formatting Problems

Annotating Images: recommend using graphic/photo editing software to annotate images as much as possible prior to inserting them into the Microsoft Word document. The Microsoft Office drawing tools are limited and not precise, so the more editing and image preparation you can accomplish outside of Microsoft Office, the less work you will need to do w/in Microsoft Office to achieve the desired result.

Chart/Text/Table Inserts: recommend inserting copied text/tables as **"Picture (Enhanced Metafile)"** or **"Picture (Windows Metafile)"** or **"Picture (Bitmap)"** vs. inserting as a native Microsoft Office application entity. Use the **"Paste Special"** command (**Edit|Paste Special...**) to insert the metafile or bitmap type images. Inserting native Microsoft Office application entities typically do not retain formatting as intended throughout the life of the document. Inserting as a metafile or a bitmap will assure formatting remains in tact.

Fonts: changing fonts included in the templates is not recommended in order to preserve formatting for intricate templates (i.e. the Building Profile) and to preserve a consistent presentation throughout all plan documents.

Image Inserts: recommend using a "text box" (**Insert|Text Box**) or a "table" (**Table|Insert|Table...**) to use for inserting images (**Insert|Picture|From File...**) into. It is typically easier to scale/size the text box or table cells and retain control of the image size and formatting features vs. inserting an image floating in space by itself.

Multi-page Images: (i.e. IID. Project Sequence Chart) **unknown solution or recommendation at this time.**

Sizing Images: recommend using graphic/photo editing software to scale/size images using inches as the units vs. pixels. Inches are an absolute measurement regardless of image quality (pixels per inch). Pixels are a relative measurement and the physical size can vary greatly depending on their quality.

ZIP Archive Contents

The contents of the Campus Physical Development Plan ZIP archive are outlined below. Please note, the content and intent of the files in **\Documents** and **\Templates** are identical, the only difference is the filetype.

```
[CPDP.zip]
|
| [CPDP_UWSA_BuildingRatingsGuide.pdf] (instructions required for IIIA. Building Profiles functional and physical ratings)
|
+---[Documents]
|
| [CPDP_0_Cover-ToC.doc] (cover page and main table of contents)
| [CPDP_1_ChancellorIntro.doc] (chancellor's introduction)
| [CPDP_2_ExecSummary.doc] (executive summary)
|
+---[I Background]
|
| [CPDP_I_Background_ToC.doc] (section I table of contents)
| [CPDP_IA_Background_InstProfile.doc] (institution profile)
| [CPDP_IB_Background_ExistCondMap_11x17.doc] (existing conditions map)
| [CPDP_IC_Background_MissionStatement.doc] (mission statement)
| [CPDP_ID_Background_StrategicGoals.doc] (strategic goals)
| [CPDP_IE_Background_ProgramTrends.doc] (program trends)
| [CPDP_IF_Background_PlanIssues-Themes.doc] (planning issues and themes)
| [CPDP_IG_Background_SpaceNeeds.doc] (space needs summary)
| [CPDP_IG_Background_SpaceNeeds_Chart.xls] (space needs summary chart)
|
+---[II ImplementationPlan]
|
| [CPDP_II_Implementation_ToC.doc] (section II table of contents)
| [CPDP_IIA_Implementation_NearTermDevPlan_11x17.doc] (near term development plan map, 2009-15)
| [CPDP_IIB_Implementation_PriorityProjReqs.doc] (prioritized project requests)
| [CPDP_IIC_Implementation_ProjectSequenceChart.doc] (project sequence chart)
| [CPDP_IIC_Implementation_ProjectSequenceChart_Chart.xls] (project sequence chart chart)
| [CPDP_IID_Implementation_Origin-DestinationChart.doc] (origin-destination chart, 8.5" x 11")
| [CPDP_IID_Implementation_Origin-DestinationChart_11x17.doc] (origin-destination chart, 11" x 17")
|
+---[III FacilitiesProfiles]
|
| [CPDP_III_Facilities_ToC-FacSummary.doc] (section III table of contents)
| [CPDP_III_Facilities_ToC-FacSummary_Chart.xls] (facility summary chart)
| [CPDP_IIIA_Facilities_BuildingProfile.doc] (building profile)
| [CPDP_IIIB_Facilities_SiteDevProfile_11x17.doc] (site development profile)
| [CPDP_IIIC_Facilities_SiteUtilProfile_11x17.doc] (site utility profile)
|
+---[Support_Docs]
|
| [CPDP_SD_ClsrmDemandAnalRpt.xls] (classroom demand analysis report)
| [CPDP_SD_Implementation_LongTermDevPlan_11x17.doc] (long-term development plan map, 2021-27)
| [CPDP_SD_Implementation_MidTermDevPlan_11x17.doc] (mid-term development plan map, 2015-21)
| [CPDP_SD_SpaceTab.xls] (building and departmental space tabulation form)
|
+---[Templates]
|
| [CPDP_0_Cover-ToC.dot] (cover page and main table of contents)
| [CPDP_1_ChancellorIntro.dot] (chancellor's introduction)
| [CPDP_2_ExecSummary.dot] (executive summary)
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| [CPDP_ID_Background_StrategicGoals.dot] (strategic goals)
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| [CPDP_IIC_Implementation_ProjectSequenceChart.dot] (project sequence chart)
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| [CPDP_IIIB_Facilities_SiteDevProfile_11x17.dot] (site development profile)
| [CPDP_IIIC_Facilities_SiteUtilProfile_11x17.dot] (site utility profile)
| [CPDP_SD_ClsrmDemandAnalRpt.xls] (classroom demand analysis report)
| [CPDP_SD_Implementation_LongTermDevPlan_11x17.dot] (long-term development plan map, 2021-27)
| [CPDP_SD_Implementation_MidTermDevPlan_11x17.dot] (mid-term development plan map, 2015-21)
| [CPDP_SD_SpaceTab.xls] (building and departmental space tabulation form)
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