

Time Line		
Critical Path	Procedures	
August to January	Departments determine capital needs	
November 25, 2020 to January 8 2021	<ul style="list-style-type: none"> • Requests are entered into the system • For specialized software and equipment, please attach quotes to the request • All amounts are in Canadian Dollars. To estimate from US dollars, please multiply by 1.35 • Finance verifies conformity with capital rules and budget codes • For any technical questions, email the technical assessment team at: capital_requests-l@dawsoncollege.qc.ca • For renovation requests, please refer to the Project Planning General 2020-2021 timeline document and Renovation Request Form 	
November 25, 2020 to January 15, 2021	Requests are approved and prioritized by Chairs or Managers	
January 18, 2021 to February 5, 2021 <u>Technical Assessment Team:</u> <ul style="list-style-type: none"> • FAMA • IST 	TECHNICAL ASSESSMENT	
	Preliminary meetings will be held during this period between the Technical Assessment team and the Deans/Associate Deans or Directors to assess the related details of the requests as well as to estimate their feasibility. The chairperson or originator of the requests will be notified if more input is required from a technical perspective.	
	For requests with an estimate over the public call for tender threshold, information must be gathered to prepare tendering documentation one year ahead of time.	
	Requests for Equipment & Furnishings	Requests for Software and Hardware
	<u>Considerations</u> <ul style="list-style-type: none"> • Does the requested equipment or furnishing meet College Standards • Does the requested equipment require special installation and/or furnishing? • Does the request require renovation? • Specifications are finalized and estimates are obtained 	<u>Considerations</u> <ul style="list-style-type: none"> • Will the College have a permanent license to use the requested software? • Does the request require renovation? • Specifications are finalized and estimates are obtained

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February 8, 2021 to February 12, 2021	Requests are prioritized by Deans or Directors.
February 15, 2021 to February 19, 2021	Requests are reviewed and prioritized by the Academic Dean or the Director General.
February 22, 2021 to March 5, 2021	Supporting documentation for the capital budget committee is prepared by the Director of Finance.
March 8, 2021 to March 10, 2021	The Capital Budget Committee determines which requests to recommend and prepares a detailed list of the capital budget allocations Committee Members: Director General, Academic Dean, Director of P&F, Director of IST and Director of Finance
March 11, 2021 to March 25, 2021	Finance prepares documentation for the Executive and the Board. The documentation is mailed prior (March 26 nd) to The Executive Committee meeting for review and recommendation of the allocations of the capital budget for the presentation to the Board of Governors.
March 31, 2021	Executive Committee meeting
March 31, 2021 to April 8, 2021	All documentation is prepared and mailed prior (April 9 th) to the Board of Governors meeting.
April 14, 2021	<u>Board of Governors Meeting</u> The Board of Governors reviews and approves the capital budget allocations. The annual capital budget is finalized.
After the Board of Governors Meeting	Requests are forwarded, after processing by the Coordinator Financial Services, to the Purchasing Department for ordering in accordance with College bylaws and policies concerning procurement.
Summer	Processing of requests: purchasing, receiving, inventory, installations, etc.