

Current Date _____ Department Requesting _____

Initiator _____ Email _____ Phone _____

Project Contact* _____ Email _____ Phone _____

Project Sponsor** _____ Email _____ Phone _____

Dean/Vice President Signature _____

SVP/Provost/President Signature _____

(Required before submission to Facilities Operations)

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ROM# _____

PROJECT MANAGER

DESIGNER

FY2028 ROM Request
 FY2029 ROM Request
 FY2030 ROM Request
 Other _____

Please select category to the best of your ability:

- | | | |
|--|---|-----------------------------------|
| <input type="checkbox"/> Aircraft | <input type="checkbox"/> Computer, Tablets, Mobile Device | <input type="checkbox"/> HVAC |
| <input type="checkbox"/> Athletic Equipment | <input type="checkbox"/> Engine Overhaul | <input type="checkbox"/> Software |
| <input type="checkbox"/> Building/Leasehold Improvements | <input type="checkbox"/> Equipment | <input type="checkbox"/> Vehicle |

Building Name (if applicable) _____ Building Code _____

Space Code/Location (if applicable) _____

Work Description: *include as much detail as possible such as specifications, quotes, etc.*

This is a rough order of magnitude (ROM) estimate to be used for budgetary purpose only. Firm estimates will be obtained upon capital funding approval by board. Upon approval of funds, a work order form must be submitted to projects@fit.edu.

**Project Contact: Works directly with the project manager to support daily oversight and coordination.*

***Project Sponsor: Identifies, defines, acquires funding for and makes a business case for project. Approves all scope changes.*

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- | | |
|---|--|
| <input type="checkbox"/> Facilities _____ | <input type="checkbox"/> Capital _____ |
| <input type="checkbox"/> Information Technology _____ | <input type="checkbox"/> Non-Capital _____ |
| <input type="checkbox"/> Department _____ | |
| Total ROM Budget _____ | |

Project Group:

Date ROM Returned _____

ROM Questionnaire

A Rough Order of Magnitude (ROM) is an early-stage cost estimate that provides a ballpark figure for the expected cost of a project. ROMs support planning, feasibility review and high-level decision-making.

To help us prepare an accurate estimate, please provide the following information:

Project Overview

1. **Scope & Purpose:** Describe the scope, goals and desired outcomes.

2. **Timeline:** When would you like the project to start and be completed? _____

3. **Resubmission:** If this is a resubmission, provide the previous ROM number. _____

Requirements & Constraints

1. **Equipment/Specifications:** List any equipment needs or technical requirements (attach documentation/spec sheets)

2. **Constraints:** Note any scheduling limits, occupied spaces, safety, accessibility (ADA) or code compliance issues.

Planning Considerations

1. **Phasing:** Can the project be divided into phases (e.g., FY27, FY28, FY29)?

2. **Sustainability:** Should energy efficiency, sustainability or long-term operating costs be factored into the scope?

Additional Requests: Any other specific needs or considerations?