

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)***OFFICIAL USE ONLY**

ROM# \_\_\_\_\_

PROJECT MANAGER

DESIGNER

☐ FY2027 ROM Request☐ FY2028 ROM Request☐ FY2029 ROM Request☐ Other \_\_\_\_\_**Please select category to the best of your ability:**☐ Aircraft☐ Computer, Tablets, Mobile Device☐ HVAC☐ Athletic Equipment☐ Engine Overhaul☐ Software☐ Building/Leasehold Improvements☐ Equipment☐ 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](mailto:projects@fit.edu).*

*\*Project Contact: In direct connect with project manager oversees the daily oversight.*

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

**OFFICIAL USE ONLY**☐ Facilities \_\_\_\_\_☐ Information Technology \_\_\_\_\_☐ Department \_\_\_\_\_

Total ROM Budget \_\_\_\_\_ 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?