



# OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

*Improving our future by degrees*

April 14, 2015

To: Chief Business Officers in the State System

Dear Business Officer:

Re: Annual Campus Master Plan Update

This letter is to provide you with the timeline for the annual Campus Master Plan update. The web-based Hyperion system is currently available for next year's submissions. You will need to enter every project this year into the new system as the new system was not updated with any projects from the old legacy system. Please have all projects entered into the system by **Wednesday, June 10, 2015**. Also, please return the enclosed summary form so that we may verify the number of projects that you are submitting.

The Long-Range Planning Commission has adopted updated guidelines for project evaluation which are also included in this correspondence. Please take some time to review the criteria to ensure that your projects are consistent with the requirements of the Commission.

Many of your institutions have completed the necessary training to gain on line access to the system for entry, if, however you do not have someone already trained, you need to complete the 301EPLAN form and do the on line UPK training before OMES will allow you to have access to the "live" capital improvement planning module.

Should you have questions or need additional information, please do not hesitate to contact our office.

Sincerely,

Amanda Paliotta  
Vice Chancellor for Budget and Finance

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Enclosure