

## **Project Request Process**

UMSL is implementing an approval process for all construction project requests. This process is to be used for all construction projects regardless of size or cost. This process was created to help Facilities Management (FM) personnel better serve needs of the University.

Construction projects are initiated by the department requesting the work by submitting a Project Request Form (PRF) to FM. This form is used to inform FM of the requested work so the project can be scheduled with proper personnel. The actual construction may be performed by in-house trades or by a local contractor. The scope of work, time restrictions, and availability of the in-house labor force will help determine how the construction is procured.

The requesting department completes the Project Description and other information on the top half of the PRF, which becomes the initial project request. The department's schedule requirements should be stated if that information is available. The hard copy of this form is signed by the Department Chairperson requesting the project; an approved Space Request Form is also required at this time if any space re-assignments are being requested.

Once the initial project request is completed it is submitted to FM. The form will then be forwarded to either Planning and Construction (P&C) or Facilities Services (FS) as appropriate. P&C or FS will assign a Project Manager for the project, who will review the scope of work and schedule with the requesting party. The Project Manager will then prepare a Project Cost Summary and return it to the requesting party for attachment to the PRF. This Project Cost Summary becomes the basis of the actual project budget. Any necessary adjustments to the project scope, budget or schedule are resolved between the Project Manager and the Department before the approval process proceeds to the next step.

Once the project scope, budget and schedule are agreed upon, the PRF is signed by the Academic Dean or Department Chairperson and forwarded to the Vice Chancellor, Finance and Administration. Once approved by the Vice Chancellor, the PRF is forwarded to either P&C or FS for scheduling and completion. The project requestor will be kept apprised of the design schedule and other pre-construction activities as well as the actual construction schedule.

## **Project Request and Approval Instructions**

1. Requesting department completes the top portion of the PRF, including project description.
2. An approved Space Request Form is attached for any space reassignments.
3. The initial project request is submitted to FM office.
4. FM forwards PRF to either Planning & Construction or Facilities Services.
5. Project manager works with the requesting department to further define project scope.
6. Project manager provides Project Cost Summary for attachment to PRF.
7. Remainder of PRF is completed and signed by Academic Dean or Department Chairperson.
8. Specific source of funding is identified.
9. PRF is sent to Finance and Administration for approval.
10. Approved PRF is forwarded to either P&C or FS and the project is scheduled to proceed.



**Project Request Form**

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Description:

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Department Chairperson or Unit Manager*

Requesting Department: \_\_\_\_\_

Attach approved Space Request Form if re-assignment of space is being requested

Project Budget: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
*(see attached Project Cost Summary)*

Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Chair: \_\_\_\_\_ Date: \_\_\_\_\_

*Printed or typed name and title of Academic Dean or Department Chairperson*

Vice Chancellor, F&A: \_\_\_\_\_ Date: \_\_\_\_\_

Rick Baniak, Vice Chancellor Finance and Administration