

Budget Increase Approval Initiation

Roles: Director, Director Assistant, Project Manager, Project Manager Assistant
 Project Status: All

| Step | Task |
|-------------|------------------------------------------------------------------------------|
| 1. | Click the drop-down <i>Go To...</i> and select Project Data Summary . |
| 2. | Review the project budget, schedule, and funding for accuracy |
| 3. | Click the Initiate Budget Increase Approval command button. |
| 4. | Click the OK command button to confirm. |

Additional Information:

- An Email will be sent to the first approver.
- The budget, schedule, funding, and PDS are not editable during the approval cycle.
- The project manager will receive email notifications as the project moves through the approvals workflow.
- The initiator will receive email notification when all approvals have been completed.
- The initiator will receive email notification if the approval is rejected.