

Project Approval Initiation

Roles: Director, Project Manager

Project Status: Planning

The following fields must be completed before project approval may be initiated.

Section	Field
General Information	Building, Start Date, Project Manager, Status, Research Project, Project Category, and Scope Statement.
Department	Department Number and Name.
Funding Accounts	At least one fund account with confirmed funding.
Current Budget	Budget at the Summary level, with Grand Total field populated.
Current Schedule	Project Schedule with at least one end date in Planned Date.
Preliminary Program Data	Anticipated Delivery Method for Construction, Anticipated LEED Sustainable Design Level, Master Plan Coordination, Project Rationale, Project Location Description, Project Goals and Objectives, Site Elements affected by the project, and Site Utilities affected by the project.

Step	Task
1.	Click the drop-down next to <i>Go To...</i> and select Project Data Summary .
2.	Review the project budget, schedule, and funding to ensure the project is ready for approval.
3.	Click the Initiate Approval command button. The project is now locked for data entry until final approval is received.

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 planner or 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.