

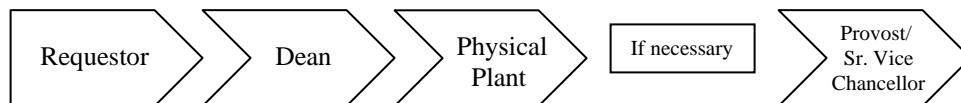
TROY UNIVERSITY

PROJECT REQUEST FORM INSTRUCTIONS

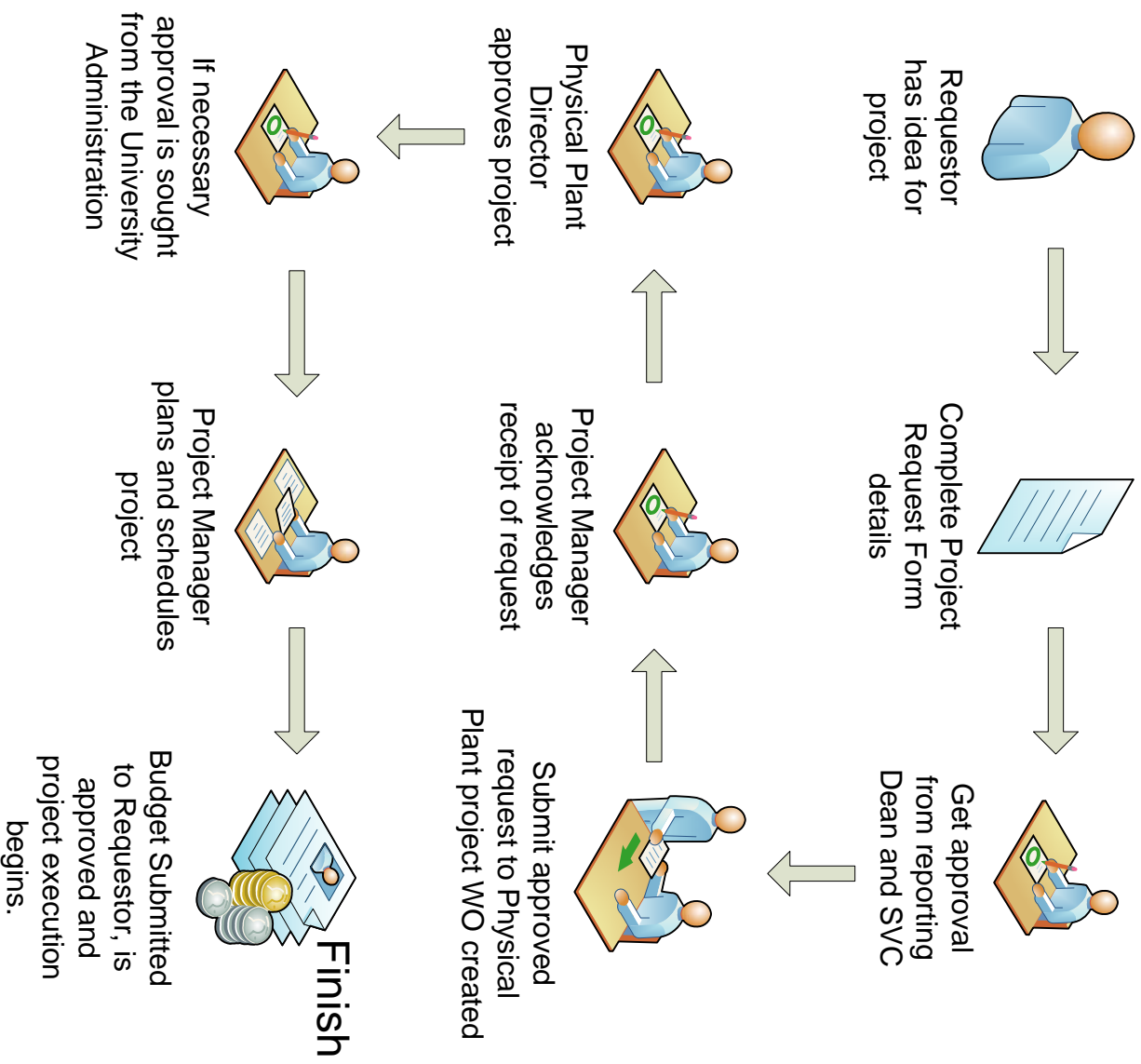
The numbers below coincide with the numbers in the form to assist you in filling out the Projects Request Form, found on page 2. If you have any questions after reviewing these instructions please feel free to contact the Project Manager.

1. Requestor (Name, Location, and Phone Number): This field is to be filled out completely. The name placed in this field should be the point of contact for this project request. The Physical Plant will contact this person when making inquiries about the project. Be sure they are familiar with what is being requested.
2. Date of Request: This is the date the request is submitted.
3. Sponsoring Department: This is the department making the request, and funding or requesting funding for the project.
4. Funding Source: Specify if the department will be providing funding or if University funding is being requested.
5. Desired Completion Date: This field is to specify the completion date by which the project needs to be completed. Please do not write “ASAP”, but be specific in what you require. The actual completion date will be determined by variables such as schedule, availability of resources, and Administrative Priorities. The Physical Plant will work to meet your needs.
6. Related Upcoming Events: This field is for specifying other events that are contingent upon the projects completion.
7. Description of Work to be Performed: Please include all specifics possible. Room numbers, work to be performed, attach pictures and drawings if available.
8. Justification for Work: Specify the reasons or need for the project requested.
9. Requestor: Please have the actual requestor sign and date the form. Do not forget to print their name and title.
10. Dean: All projects need to be approved by the Dean to which the sponsoring department reports to. Do not forget to print their name and title.

Forward Project Request Form in the Following Order:



Start



REQUEST PHASE:

1. The Requestor is responsible for completing the Project Request Form, getting approval from the Dean and submitting to Physical Plant.
2. The Physical Plant will create a WO and submit to the Project Manger.
3. The Project Manager will contact the requestor and review the project scope. On the following Tuesday, the request will be presented to the Physical Plant Director
4. The Director will then review the request and get approval from the reporting Sr. Vice Chancellor/Provost, the Sr. Vice Chancellor of Finance & Business Affairs, and the Chancellor if necessary.
5. The Project Manager will then plan and schedule the project as well as prepare a budget to be approved by the requestor.
6. The time it takes to get through the Request Phase varies. This phase is very much driven by the requestor. Be sure to complete the form completely and get all signatures prior to submitting to the Physical Plant.
7. The Planning Phase can take upwards of 3 weeks depending on the size of the project and the current work load of the projects department. Please plan ahead when requesting a project, allow enough time to get approvals, plan the project, process Purchase Orders, and execute the scope of work.