



## **The Special Project Process**

**PROJECT NAME** \_\_\_\_\_

**PROJECT#** \_\_\_\_\_

- Department requests project on SPR form (Section I)
- Space Utilization Committee approval may be required here if there is a change in space function
- Project Management reviews project and assigns a project manager
- Project manager meets with department and provides estimate (Section II)
- Department reviews price and decides to fund project (Section III)
- Total project amount is encumbered from department fund (Section III)
- Project work takes place; as invoices are received, encumbrance is reduced, and department is billed direct cost
- If there is an unforeseen issue or more work is requested, a funding upgrade is requested via email, which must come from the same fund
- After project is complete, any remaining balance is liquidated and returned to department fund (Section V)