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)