



# Project Management & Construction Services

## Standard Operating Procedures

### I. Title: Project Initiation Process

- II. Purpose:** Ensure projects are assigned to the appropriate personnel in a timely and efficient manner. Ensure appropriate priority level is designated to accomplish the University's research and educational goals. Ensure that all necessary attributes are entered into database to allow appropriate tracking.

### III. Actions

1. The Client submits an SR10 or creates an electronic CRIB request.
2. If the service request is submitted by electronic CRIB request, it is automatically entered into FAMIS and assigned an SR number, which is sent automatically to the client. If the service request is submitted on an SR10, the Construction Service Work Control unit enters the SR10 into FAMIS and sends the SR number to the client as confirmation that the SR10 was received.
3. Manager of Project Control and Customer Relations (MPCCR) reviews Service Requests with Construction Services staff for routing to the appropriate unit.
4. The MPCCR receives SRs that require the services of the Project Management, Project Support, or PCCR – Design Services sections.
5. The MPCCR reviews the Service Requests and fills out the Capital Project Conversion Coversheet.
6. MPCCR reviews the CP Conversion Coversheet with the Director of PMCS, AD of Project Management, and AD of Project Support and revises the CP Conversion Coversheet if necessary.
7. MPCCR gives appropriate SR and CP Conversion Coversheet to the appropriate AD.
8. The Associate Director reviews the SR and confirms that the project has been assigned to the correct section.



# Project Management & Construction Services

## Standard Operating Procedures

9. **Project Management:** At weekly Project Management meeting, the Associate Director forwards SR to the appropriate Manager or Senior Project Manager for PM assignment.

**Project Support:** The AD for Project Support distributes SR and CP conversion sheets to the Project Specialist. The AD for Project Support assigns a Project Manager at the weekly Project Support Staff Meeting.

10. **Project Management:** The Manager/Senior Project Manager assigns a Project Manager and distributes the SRs and CP Conversion Sheets to the Project Specialist
11. The Project Specialist converts the SR into a CP in FAMIS, creates the paper electronic Red Folder for the project, scans and files the SR10 in the paper and electronic Red Folder.
12. The Project Specialist gives the paper Red Folder to the Project Manager