

PROJECT REQUEST FORM (page 1 of 3)

PROJECT NUMBER: _____

(to be assigned by CDFD)

Please provide the following information regarding your project request:

Requestor Name: _____

Date: _____

Requestor Title: _____

Customer Rep: _____

Department: _____

Rep. Phone No: _____

SCOPE:

Building and Room No(s): _____

Briefly Describe Project: _____

Type of Project:

(check all that apply):

☐ Office Renovation

☐ Computer Cluster

☐ Classroom

☐ Lab Renovation

☐ Dorm / Housing

☐ Roofs / Masonry / Exteriors

☐ Feasibility Study

☐ Data Center / Servers

☐ Infrastructure (HVAC/MEP/etc.)

☐ Other (please describe) _____

SCHEDULE AND BUDGET:

Requested Completion Date or Schedule: _____ Budget: \$ _____

Funding Source(s) and/or Oracle String(s): _____

AUTHORIZED SIGNATURES:

Department/Division Head: _____
Signature Date Print Name

Dean/Vice President: _____
Signature Date Print Name

Send completed form to: Ralph Horgan, Associate Vice Provost, Campus Design and Facility Development
Or e-mail a scanned copy of the printed form to Karen Spells at: kspells@andrew.cmu.edu

CDFD Use Only

Date of Provost's Approval and/or CFO's Approval of PRF: _____

Date Received: _____

Project Title: _____

Date Assigned: _____

Project Manager: _____

Please provide the following additional information regarding your project request:

Due to the recent fiscal constraints of the University, all new project requests must be approved by the Provost and the Chief Financial Officer before work can begin. All Project Request Forms received by CDFD are reviewed and discussed with the Provost and the CFO during monthly Project Review Meetings.

To facilitate the project review process, the following questions in this two-page Appendix are now required to accompany all new PRF submissions. The Appendix is an opportunity for you to explain the significance and value of the project you wish to pursue for your group, Department or College. The questions listed below are questions that the Provost and CFO have requested be answered for each new Project Request Form (PRF). This information is needed before the Provost and CFO will grant approval for any new projects.

If your answers are unable to fit in the space allotted below, please feel free to provide the information in a separate document attached with your PRF submission or in an e-mail accompanying your submission.

Q1. What is the intended funding source of this project?

Q2. What is your overall estimated cost for this project? If this PRF is for a preliminary/feasibility study for a larger project, please include your best estimate of what the larger project will cost. Please do *not* answer this question with "tbd" or "unknown" or "request an estimate" or a similar type of response.

Q3. What is the academic need or business need that this project will fulfill?

Please provide the following additional information regarding your project request:

Q4. What are the current limitations of the existing space? (In other words, why is this project request necessary?)

Q5. Why is it important that the project happen *at this time* (as opposed to happening at a later time)?

Q6. Does this project request support a new initiative, new position, or new employee? If yes, please briefly describe and include the names and positions of the new hires/candidates if known at this time.

Q7. If this project request is not approved by the Provost or CFO, what effect will this have on your unit?
