**CPMS PROJECT REQUEST FLOWCHART (Minor Capital Projects)**

**CUSTOMERS**
- Phone Customer
- Schedule
- Submit
- Project
- Submit Project Idea Form

**INITIAL RESPONSE TEAM (IRT)**
- Receive Project Idea Submission
- Review
- Project Idea

**FACILITIES SERVICES**
- Schedule
due date
- Submit
- Call Center
- Review
- Project Idea

**ARCHITECTS & ENGINEERS**
- Conflict Needs of Customer, Project Description, Timelines, Project Duration, & Available Funds
- Draft Scope of Work
- Order of Magnitude Cost

**DEVELOPMENT**
- Select Consultant
- Submit
- Pre-construction
- Prepare plans & specs

**ENGINEERING**
- Bill & Award
- Construction
- Customer
- Project

**DEFINITIONS:**
- A&E – Architects & Engineers
- CAS – Capital Asset Strategies
- Customer – Department/College approver for funds (CFAO/Dean/Chair/PI)
- EH&S – Environmental Health & Safety
- FS – Facilities Services
- FM – Fire Marshall
- I&QA – Inspection & Quality Assurance
- IRT – Initial Response Team
- PM – Project Manager
- PI – Primary Investigator
- SOW – Statement of Work
- TAPS – Transportation and Parking Services

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**Project Idea Request: 3 – 6 months**

- Submit Project Request? Yes
  - Project Idea Cancelled
  - Select Consultants
  - Award
  - Construction
  - Project Completed

- No
  - Prepare & Submit Project Request in CPMS with Funds for Chosen Option

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**Project Idea in CPMS**

- Customer Proposed Changes
- Prepare & Submit Project Request in CPMS with Funds for Chosen Option
- 1 – 2 months

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**Project Idea in CPMS with Funds for Chosen Option**

- 3 – 6 months
- Using NAE

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**Main Concept:**

- Project Idea
- Phone Customer
- Schedule

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**Notes:**

- Subject to UC Policy for process (project and funding approval)
- Expect increase in cost & duration

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**Subject to UC Policy for process (project and funding approval)**

**Expect Increase in Cost & Duration**