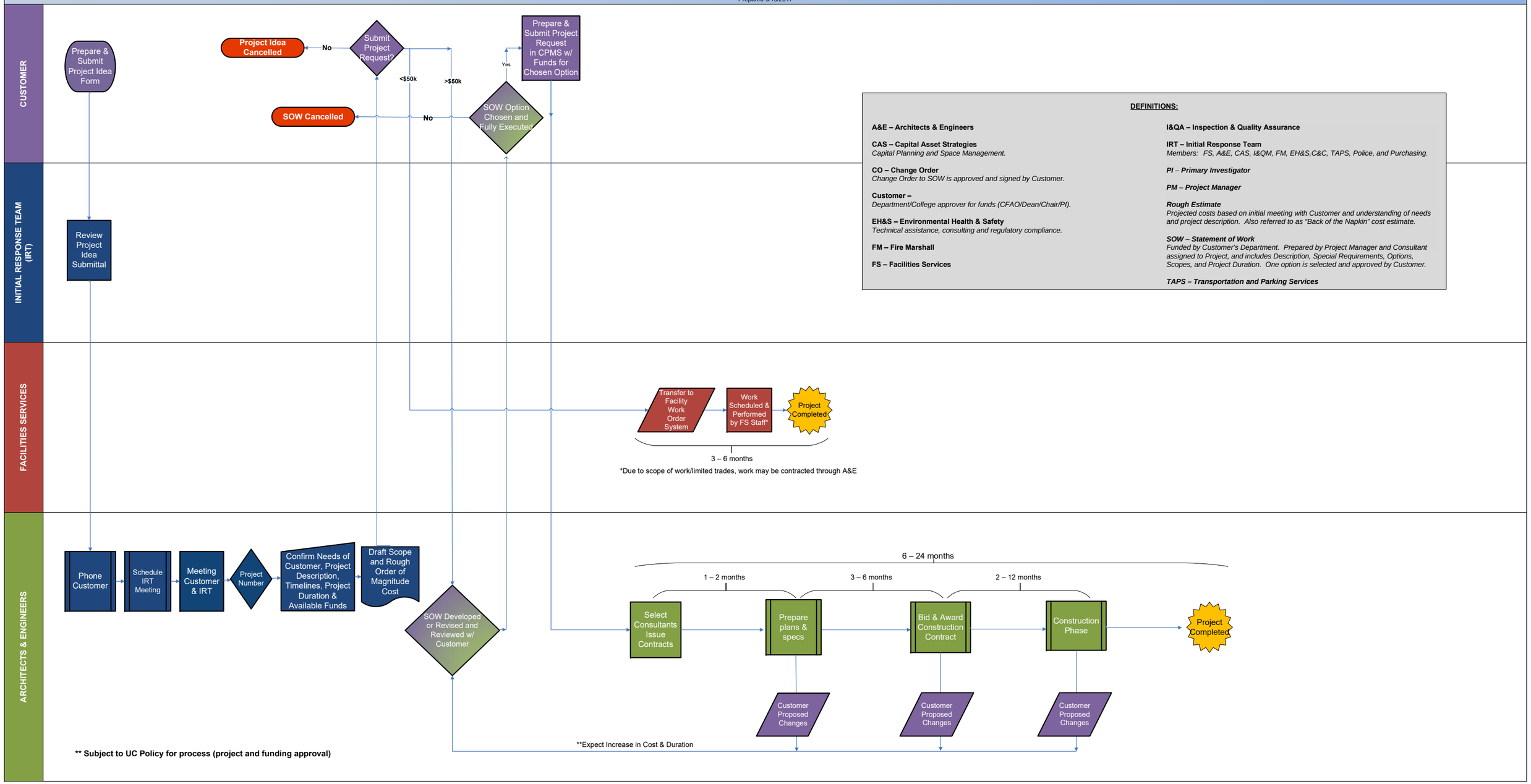
CPMS PROJECT REQUEST FLOWCHART (Minor Capital Projects)

Prepared 9/15/2017



DEFINITIONS:

A&E – Architects & Engineers

CAS – Capital Asset Strategies
Capital Planning and Space Management.

CO – Change Order
Change Order to SOW is approved and signed by Customer.

Customer –
Department/College approver for funds (CFAO/Dean/Chair/PI).

EH&S – Environmental Health & Safety
Technical assistance, consulting and regulatory compliance.

FM – Fire Marshall

FS – Facilities Services

I&QA – Inspection & Quality Assurance

IRT – Initial Response Team
Members: FS, A&E, CAS, I&QM, FM, EH&S,C&C, TAPS, Police, and Purchasing.

PI – Primary Investigator

PM – Project Manager

Rough Estimate
Projected costs based on initial meeting with Customer and understanding of needs and project description. Also referred to as "Back of the Napkin" cost estimate.

SOW – Statement of Work
Funded by Customer's Department. Prepared by Project Manager and Consultant assigned to Project, and includes Description, Special Requirements, Options, Scopes, and Project Duration. One option is selected and approved by Customer.

TAPS – Transportation and Parking Services