**CPMS PROJECT REQUEST FLOWCHART**

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[Diagram showing the project request flowchart with decision points and stages including:
- **Customer**
  - Submit Project Request in CPMS
- **PR Analyst**
  - Review Project Description
- **IRT**
  - Prepare SOW (Scope, Cost & Schedule)
- **Architects & Engineers**
  - Review Project Request with Customer
- **Facilities Services**
  - Order System Design
- **Service Request**
  - Transfers to Facilities Work Order System
- **Complex**
  - $50k plus
  - 1 – 2 days (more if additional information is needed)
  - 3 – 6 months
  - Project Completed
  - Customer Funds SOW
  - Customer Proposed Changes
  - SOW to be approved & signed by Customer, Dept., Org., PM & Director
  - Expect Increase in Cost & Duration

**DEFINITIONS:**
- A&E – Architects & Engineers
- CO – Change Order
- EH&S – Environmental Health & Safety
- FM – Fire Marshall
- FS – Facilities Services
- I&QA – Inspection & Quality Assurance
- IRT – Initial Response Team
- PA – Project Analyst
- PI – Primary Investigator
- PM – Project Manager
- Rough Estimate – Project 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
- Prepared by Project Manager, and includes Project Description, Special Requirements, Scope Statement and Options, and Project Duration, Approvals signed by Client/PI, Dean, UCR PM and UCR Administrator.