

Day 1

Project Requestor fills out the project request.

Day
2-11

The form will route for signatures to confirm departmental leadership approval of the project, the proposed funds and the funding source. This can take up to two weeks or longer dependent upon availability of signers and funding status.

Day
12-13

Once the form is completely approved, it will be sent to the SMU Project Management Services Department to assign a Project Manager.

Day
14-18

A Project Manager will make initial contact and schedule a site walk with the Project Requestor to confirm the scope and start the pricing process. This can take up to a week or longer dependent upon the availability of the Project Requestor.

Day
29-33

Once Project Requestor approves, Project Manager will submit a Funding Request within 5 working days (dependent on workload).

Day
34-43

Funding Request will route for approval. This can take up to two weeks or longer depending on signer and funding availability.

Day
44-TBD

Once the form is completely approved, it will be sent to the SMU Project Management Services Department to assign a Project Manager.