DDC PROJECT INITIATION PROCESS

FACMOD Request

Campus Need/ Request

To DDC Director

PM creates Project Authorization Memo

FACMOD Manager

PM Assisgned

Transmit to Requestor via DocuSign

Project Initiation

Once the memo is approved, a Project Assignment is Requested

Use template for request in MS Word or email

< 10 Hrs

> 10 Hrs

Project Planning & Design

Charge Time & Expense To GA

Fund/Org from Dept. for Time & Expense*

At 100% Design Reaffirm Estimate

Project Development Phase

Sufficient Funding... Proceed to Construction

Need Funds? Send Add'tl Fund Request Memo

Typically an informal discussion or email

Project: scope, cost and schedule sent to Requestor

* If funding is provided for project development, a project assignment must be created to track labor & expense prior to project authorization

Project Not Feasible Close Project

Project is Approved

UNIVERSITY OF ALASKA FAIRBANKS