**DDC PROJECT INITIATION PROCESS**

- **FACMOD Request**
  - **FACMOD Manager**
    - **Campus Need/Request**
      - **PM Assigned**
        - **Project Initiation**
          - **< 10 Hrs**
            - **Charge Time & Expense To GA**
          - **> 10 Hrs**
            - **Fund/Org from Dept. for Time & Expense***
              - **Project Development Phase**
                - **Project: scope, cost and schedule sent to Requestor**
                  - **Project Not Feasible**
                    - Close Project
                  - **Project is Approved**

- **PM creates Project Authorization Memo**
  - **Transmit to Requester via DocuSign**
  - **Use template for request in MS Word or email**
  - **Once the memo is approved, a Project Assignment is Requested**
  - **Project Planning & Design**
  - **At 100% Design Reaffirm Estimate**
    - **Sufficient Funding... Proceed to Construction**
    - **Need Funds? Send Add’tl Fund Request Memo**

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