Project Manager receives a project assignment.

Will there be any expenses associated with the project?

Yes

Is the estimated total project cost $10,000 or higher?

No

Will the project be completed in the current fiscal year?

Yes

Project Manager sends an e-mail to Shawna Rowley, Wendell Rich, and Jake Cain requesting that the project number be activated as an activity code in Banner and FacilityFocus. The following information should be included in the e-mail:

- Project Manager Index
- Name of Project
- Project Number
- Estimated Cost
- Estimated Completion Date
- Funding Source

No

Wendell responds via e-mail with the new account numbers.

Yes

Wendell responds via e-mail to confirm the code is activated and ready to be used. If any FM work requests are needed, the Project Manager should ask the front desk to use the activity code.

No

Project Manager sends an e-mail to Shawna Rowley and Wendell Rich requesting that an index be created for the project. The following information should be included in the e-mail:

- Project Manager Org
- Name of Project
- Estimated Cost
- Estimated Completion Date
- Funding Source

revised 11/16/06