PROJECT INITIATION

Have a great idea for a project but no clue how to get started?

We provide estimating and project management services to assist with construction on campus.

**SUBMIT A PRELIMINARY REQUEST FOR ESTIMATE FORM**

Follow the instructions at https://facilities.unt.edu/services/Projects

**RECEIVE YOUR ESTIMATE**

We will contact you to document the scope. After we crunch the numbers, we will deliver your rough cost.

*It is not a Guaranteed Price! Only provides general financial footprint of your project idea.*

**OBTAIN APPROVAL AND FUNDING FROM YOUR DEPARTMENT**

Obtain approval and identify a funding source from your Director or Dean.

**SUBMIT A SPACE REQUEST FORM**

Submit a Space Request Form to the Office of Space Management & Planning. http://vpaa.unt.edu/osmp/forms/space-req

**SUBMIT A PROJECT INITIATION WORKSHEET FORM**

Submit a complete form to piw@unt.edu. The form must have signatures from both an Account Holder and Dean/Director.

**Project Management Begins**

A Project Manager will work with you to create a detailed scope and plan. They will manage the work through completion and keep you informed along the way.