

# 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](mailto: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.