Project Request Timeline

Day 1
Project Requestor fills out the project request.

Day 2-11
The form will route for signatures to confirm departmental leadership approval of the project, the proposed funds and the funding source. This can take up to two weeks or longer dependent upon availability of signers and funding status.

Day 12-13
Once the form is completely approved, it will be sent to the SMU Project Management Services Department to assign a Project Manager.

Day 14-18
A Project Manager will make initial contact and schedule a site walk with the Project Requestor to confirm the scope and start the pricing process. This can take up to a week or longer dependent upon the availability of the Project Requestor.

Day 19-28
Pricing can take up to 2 weeks or longer dependent on the complexity of the scope of work and the number of vendors involved. Once complete, the Project Manager will send pricing and an estimated project duration/schedule to Project Requestor for approval.

Day 29-33
Once Project Requestor approves, Project Manager will submit a Funding Request within 5 working days (dependent on workload).

Day 34-43
Funding Request will route for approval. This can take up to two weeks or longer depending on signer and funding availability.

Day 44-TBD
Once the form is completely approved, it will be sent to the SMU Project Management Services Department to assign a Project Manager.