

REQUEST FOR PROJECT PLANNING

<p style="text-align: center;">Date:</p> <p>College/ Department</p> <p>Project Location:</p>
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<p>PROJECT DESCRIPTION: Provide in this space a description of the proposed project and how it is associated with departmental goals and objectives and Slippery Rock University’s overall strategic plan. Provide any attachments as needed.</p>

Stakeholder Preliminary Approval of Request for Project Planning – Please Sign Below

REQUESTOR	CHAIRPERSON	DEAN	CABINET MEMBER
<i>Email address</i>	<i>Email address</i>	<i>Email address</i>	<i>Email address</i>
<i>Fund Center</i>	<i>Fund Reservation, if applicable</i>	<i>Percent Split, if applicable</i>	
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REQUEST FOR PROJECT PLANNING APPROVAL PROCESS:
 Upon completion, the Requestor shall submit this form to F+P Design and Construction as follows:

- Submit the fully executed Request for Project Planning form via email to facilities@sru.edu.
- Submit any supporting documentation relative to the request (i.e.: photos, diagrams).
- F+P will reply when your request has been received, and when further discussion can be had with project stakeholders to refine project scope definitions.
- Submission of a complete Request for Project Planning to F+P does not necessitate this project being approved. Once approved all stakeholders will be notified.

Revised 4/11/24