**1. Establishing a Project**

Design Services learns about projects from administration, via customer phone call / email, or through a work request entered on the FP&M website. No matter how notified, the first task is request a **project number** and set up a file so the project can be tracked.

1. Submit a Work Order / Request Requisition Number:
2. The work request form can be found on the Design Services website at [www.facilities.wayne.edu](http://www.facilities.wayne.edu) and using the “Submit a Work Order” tab. This can be submitted by a customer or Design Services.
3. A **project number** is assigned by using the three digit building number followed by the six-digit work order request number.
4. The **project number** will be used for filing and tracking purposes for the duration of the project.
5. Small Project Files:
6. If the initial estimated value of a project is under $25,000:
   1. Planning will set up the manila folder marked with the project number and name.
7. Capital Project Files:
8. If the initial estimated value of a project is over $25,000:
   1. Planning will enter the project into **PTS**.
   2. Seed money is provided so Planning will request a **PFA** number.
   3. The **electronic filing protocol** is set up in the FP&M “W” drive.

Once the project number and files have been set up, a planner and/or project manager is assigned, and will meet with the customer to scope and estimate the project.

**Definitions:**

Project Number:

PTS:

PFA:

Electronic Filing Protocal: