

**UNIVERSITY OF KENTUCKY
PROJECT ESTABLISHMENT FORM**

Departments must fill in the appropriate areas in sections 1, 2 & 3 .

Project Title: _____

(Projects \$600,000 or more must use title of authorized project as stated in the Budget Bill.)

1. Departmental Use			
Business area	_____		Requesting Cost Center
Department number	_____	Responsible Cost Center	_____
Responsible Person	_____		Functional Area
Location: (Building Name)			Room Number(s)
Bldg #			_____
Will this change the classification of space (e.g. classroom to office)?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
(If yes, explain)			
Work to be performed. (Briefly describe work to be done such as move walls, doors, lights, utilities, paint, floor covering, etc.) Estimate may be attached. (If capital project, attached project description, program information, etc.)			
Expected Completion Date	Explanation		
Justification of Request (Brief Statement of Need for Change):			

2. Estimate/Funding Information

	Estimator/Project Mgr.	Phone #	Estimate # / Project #	Est. Amount/Scope	Amount Funded
Campus Physical Plant					
Capital Project Management					
Communications					
Med. Center Physical Plant					
Vendor/Other					
Total Project Scope:				-	-

Approvals:

Dean/Unit Head (If required)

Department Head (If required)

Sr. Vice President / Provost (If required)

3. WBS Element CREATE (Fields marked with * should be completed by the department)

Project Definition	_____	Project profile	UK Capital Projects
WBS Element Number	_____		
* Project Name	_____		
* Responsible person	_____		
* Responsible Cost Center	_____	* Requesting Cost Center	_____
Billing Element	X		
* Start Date	_____	* Finish Date	_____
* Business Area	_____	Functional area	_____
* Legis Authority	_____	* Legis Auth Date	_____
* Board Date	_____	* Purpose	_____
Source Code	_____	Discipline (CIP code)	_____
Department	_____	* Project Status	_____
Construction in Progress	_____	IP Fund Number	_____
* Building Number	_____	Project Fund Number	_____

Approved: _____ Keyed: _____ Verified: _____