



eBuilder User Guide

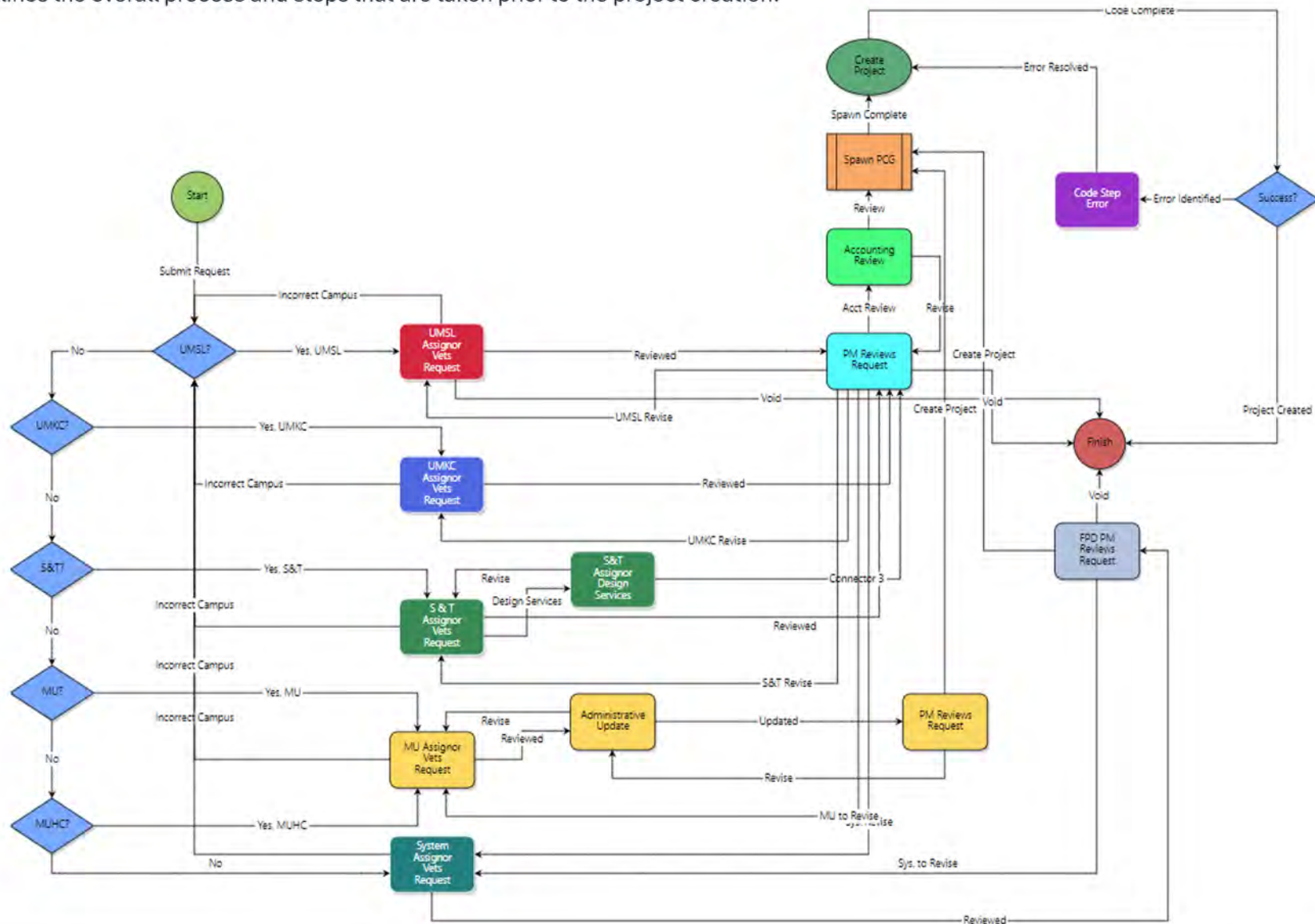
01.10 – New Project Request Process

Revision History			
Rev #	Reason	Date	Revised By
0	Initial Release	7/1/2024	Bill Copeland

University of Missouri System
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Process Overview |

The NPR process is used to formulate a request for the creation of a new project in eBuilder. This process can accommodate new project requests from all campuses. This process will route the request based on the campus selected to the appropriate PD&C leadership to start the evaluation process. New project requests for MUHC will also route to MU PDC. Once the project has been vetted, it will be assigned to a Project Manager to start the planning and design phases of the project. During that time the PM will reach out to the project requester for additional detail. The workflow diagram below outlines the overall process and steps that are taken prior to the project creation.



New project request should be submitted at the eBuilder portal URL: <https://app.e-builder.net/public/publicLanding.aspx?QS=1bc3f4b05d4441d99aa74613f7c57248>

Initiation/Start Step |

The project requester must complete the required fields and any additional information below to submit:

Note: The Administrative Assistants can initiate this process using the information from the Project Request Form (PRF).

This can be the same person.

Please attach any supporting documentation such as scope, justification,

01.00 - New Project Request (NPR)

Start Process

Submit Cancel

Instructions

Actions to be taken:

Submit – Begin the approval process to request a new project.

Requester / Client Information

* Requester Name:

* Phone Number:

* e-Mail address:

* Primary Client Contact:

* Primary Client Contact Email Address:

Description of Work

* Campus: -- Please select an option --

Division: Please select...

Department: -- Please select an option --

Location/Building: Please select...

Suite Number / Room Number:

* Project Description:

Project Justification:

Project Request Supporting Documentation:

File can contain area photos, sketches, and other supporting documentation.

Drag and drop file here or Browse Computer

* Is this space assigned to your department?:
 Yes
 No

* Desired Start Date:

* Desired Completion Date:

User Creation

For S&T Users, please enter "N/A" in the fields below.

* Client Department Leader Name:

* Client Department Leader Email Address:

* Client Fiscal Officer Name:

* Client Fiscal Officer Email Address:

Submit Cancel

Once complete, click **Submit**.

Campus Assignor Vets Request |

Review and add any additional information. Once completed you can Take Action “Reviewed” to send to the next step in the workflow. You will have an option to add instructions or additional notes for the Administrative Update step.

Actions to be taken:

Reviewed – this will send the process to the next approval step.

Revise – This will send the process back to the initiator to correct information. Once changes are made the process will start from the beginning and all the steps will be completed. With this action, a screen for comments is available to describe any changes.

***Please select the **Take Action** button when ready to move the process along. Clicking **Save** will only save the changes made and the process will stay in your court.

Requester / Client Information

Requester Name:

Phone Number:

e-Mail address:

* Primary Client Contact:

* Primary Client Contact Email

Address:

Description of Work

Campus:

-- Please select an option --

Campus City:

Please select...

Division:

Please select...

Department:

-- Please select an option --

Location/Building:

Please select...

Suite Number / Room Number:

Project Description:

Project Justification:

Project Request Supporting

Documentation:

File can contain area photos, sketches, and other supporting documentation.

Drag and drop file here

or Browse e-Builder

Browse Computer

Is this space assigned to your

department?:

Yes

No

Desired Start Date:

Desired Completion Date:

Project Details

Project Name:

Project Number:

e-Builder Project Administrator:

Please select UM System Administrator:

Please select...

Project Status:

New Project Request

Address:

City:

-- Please select an option --

State:

MO

Country:

USA

Zip / Postal Code:

User Creation

Client Department Leader Name:

Client Department Leader Email

Address:

Client Fiscal Officer Name:

Client Fiscal Officer Email

Address:

Verify all information and update as needed.

Note: Process will route the request based on the campus that was selected in the start step. If the wrong campus was selected, the Campus Assignor has the option to update the campus and route

Administrative Update |

Review all information in the new project request and the comments from the previous step and update as necessary. Required fields will need to be completed to Take Action and move to the next workflow step.

Requester / Client Information

Requester Name: _____
Phone Number: _____
e-Mail address: _____
* Primary Client Contact: _____
* Primary Client Contact Email Address: _____

Description of Work

Campus: -- Please select an option --
Campus City: Please select...
Division: Please select...
Department: -- Please select an option --
Location/Building: Please select...
Suite Number / Room Number: _____
Project Description: _____
Project Justification: _____
Project Request Supporting Documentation: File can contain area photos, sketches, and other supporting documentation.
Drag and drop file here or [Browse e-Builder](#) [Browse Computer](#)
Is this space assigned to your department?: Yes No
Desired Start Date: _____
Desired Completion Date: _____

Project Details

* Project Name: _____
* Project Number: _____
* e-Builder Project Administrator: Please select UM System Administrator. Please select...
* Project Status: New Project Request
* Address: _____
* City: -- Please select an option --
* State: MO
* Country: USA
* Zip / Postal Code: _____

User Creation

Client Department Leader Name: _____ Client Department Leader Email Address: _____
Client Fiscal Officer Name: _____ Client Fiscal Officer Email Address: _____

Annotations:

- Attach PRF or any other supporting documentation. (points to Project Request Supporting Documentation)
- Update based on your campus naming and numbering (points to Campus dropdown)
- This should always be set to **UM System Administrator**. (points to e-Builder Project Administrator dropdown)
- If this project will be assigned and started, select **Preliminary**. (points to Project Status dropdown)
- Location of project. If unknown enter the PDC office address. (points to Address field)

Once completed Take Action “**Updated**” to send to the next step in the workflow or “**Revise**” to send it back to the Initiator Review step (Project Assignor Vets Request) to revise. Revise action will require you to enter a comment(s).

PM Reviews Request |

Review all information in the new project request and the comments from the previous step and update as necessary. Required fields will need to be completed to Take Action and move to the next workflow step.

Verify or select the correct Full Name of Campus.

If you're not sure, you can select no and update later if needed. If you select Yes, this will include your project on the daily Permit Report.

Description of Work

Campus:	
Campus City:	
* Full Name of Campus:	Please select... ▼
Division:	
Department:	
Location/Building:	
Suite Number / Room Number:	
Project Description:	
Project Justification:	
Project Request Supporting Documentation:	File can contain area photos, sketches, and other supporting documentation. <input type="text"/>
Is this space assigned to your department?:	
Desired Start Date:	
Desired Completion Date:	
* Building Permit required?:	If selecting "No", to the best of your knowledge you do not require professional design, drawing seals, building or special inspections. -- Please select an option -- ▼

Project Details

Review and update as necessary. Any of this information can be update later if unknown at this time.

Project Name:	<input type="text"/>
Project Number:	<input type="text"/>
e-Builder Project Administrator:	Please select UM System Administrator. <input type="text" value="Please select..."/>
Project Status:	New Project Request
Address:	<input type="text"/>
City:	-- Please select an option --
State:	MO
Country:	USA
Zip / Postal Code:	<input type="text"/>
Is the project request on or part of the Capital Plan?:	-- Please select an option --
Start Date:	<input type="text"/>
PCS:	<input type="text" value="Drag and drop file here"/> or <input type="button" value="Browse e-Builder"/> <input type="button" value="Browse Computer"/>
PIF Checklist:	<input type="checkbox"/> Construction Cost in excess of \$500,000 <input type="checkbox"/> Project Cost > \$5,000,000 <input type="checkbox"/> A/E Fee > \$100,000 <input type="checkbox"/> Debt Financing Used <input type="checkbox"/> New Building or Addition <input type="checkbox"/> Require a building code review
	<input type="text" value="No"/>

Will this project require a Program or Planning Study?

Select *Template – your campus.

* PPS Needed?

Select **Project Inquiry Only – No PCS**. You can apply the appropriate template later.

Templates

* Project Template:

* Budget Template:

Please select the correct Budget Template. If uncertain, please select Project Inquiry Only - No PCS template and another template can be added later when the budget is ready to be approved.

* Schedule Template:

-- Please select an option --

* Schedule Manager User:

Select your name.

Once completed Take Action “**Create Project**” to create the project in eBuilder or Take Action “**Revise**” to send it back to the Administrative Update step. Revise action will require you to enter a comment(s).

Finish|

The project will now be created in eBuilder. This process can take a few minutes, but once done you will be able to access your project. Any documentation added to this process will be placed in the document library at the root folder.

eBuilder Administrators will be notified if there were any issues creating your project.