Unity Construct User Guide

Parent / Child Project Process

Revision History			
Rev #	**Reason**	**Date**	**Revised By**
0	Initial Release	12/01/2025	Bill Copeland

University of Missouri System
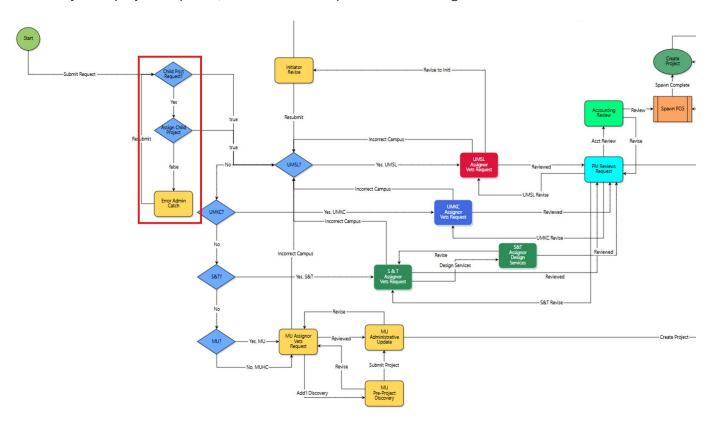
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Process Overview |

The 01.00 – New Project Request (NPR) process has been enhanced to support Parent and Child Project relationships. When a Child Project is required, the NPR process should be initiated from the Parent Project.

Previously, the NPR process could only be started from the *New Project Request Project*. To enable this enhancement, a new data field labeled **Uses NPR Process** has been added to the Project Details page for all projects. When this field is set to **Yes**, the NPR process can be initiated directly from that project. Currently, this value is set to **Yes** for all MU campus projects.

Additionally, the enhancement includes an automated counter to assign and track Child Project numbers. The first Child Project will include the Parent Project number and append a sequential identifier such as OT001, OT002, OT003, and so on.

The following conditionals and error-handling steps were added to the 01.00 – New Project Request process to identify child project requests, determine the sequence for counting:

Data fields have been added to the project details page to help identify relationships between parent and child projects and URL link back to the parent project for easy access:

Initiation/Start Step |

To initiate a Child Project from an existing project:
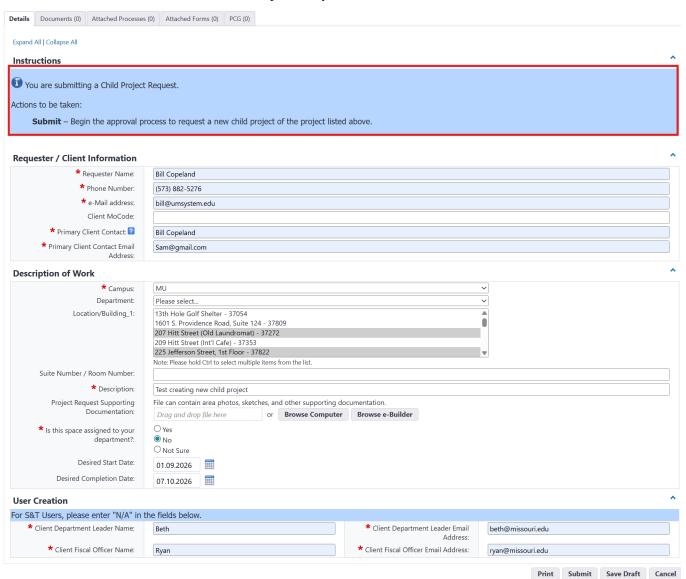
1. **Verify the "Uses NPR Process" field**
   Ensure the **Uses NPR Process** data field is set to **Yes** on the Project Details page.
   - If you don't see this field, contact a Unity Construct Administrator or attempt to initiate the NPR process from the Process Landing page.
   - If the process is not visible, the field is most likely not enabled.
2. **Start the NPR process from the Parent Project**
   - Navigate to the **Process Module** within the Parent Project.
   - Click **Start Process**.
   - Select **01.00 – New Project Request**.
   - Click **Start**.
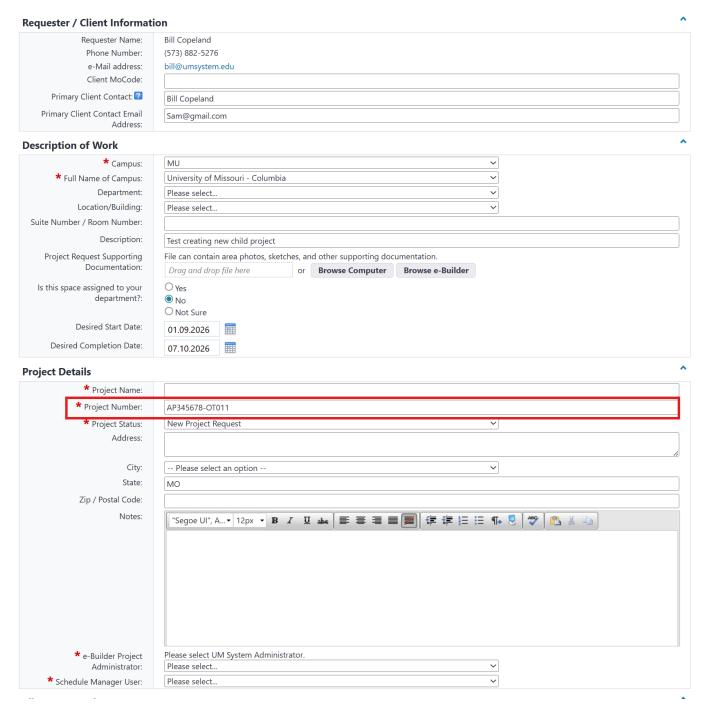   - Complete the required fields as you normally would.

Note the instructions references **Child Project Request**:

Details	Documents (0)	Attached Processes (0)	Attached Forms (0)	PCG (0)

Expand All | Collapse All

Instructions ⌃

ⓘ You are submitting a Child Project Request.

Actions to be taken:

Submit – Begin the approval process to request a new child project of the project listed above.

Requester / Client Information ⌃

* Requester Name:	Bill Copeland
* Phone Number:	(573) 882-5276
* e-Mail address:	bill@umsystem.edu
Client MoCode:	
* Primary Client Contact: ❓	Bill Copeland
* Primary Client Contact Email Address:	Sam@gmail.com

Description of Work ⌃

* Campus:	MU
Department:	Please select...
Location/Building_1:	13th Hole Golf Shelter - 37054 1601 S. Providence Road, Suite 124 - 37809 207 Hitt Street (Old Laundromat) - 37272 209 Hitt Street (Int'l Cafe) - 37353 225 Jefferson Street, 1st Floor - 37822
	Note: Please hold Ctrl to select multiple items from the list.
Suite Number / Room Number:	
* Description:	Test creating new child project
Project Request Supporting Documentation:	File can contain area photos, sketches, and other supporting documentation. Drag and drop file here or Browse Computer Browse e-Builder
* Is this space assigned to your department?:	○ Yes ● No ○ Not Sure
Desired Start Date:	01.09.2026
Desired Completion Date:	07.10.2026

User Creation ⌃

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

* Client Department Leader Name:	Beth	* Client Department Leader Email Address:	beth@missouri.edu
* Client Fiscal Officer Name:	Ryan	* Client Fiscal Officer Email Address:	ryan@missouri.edu

Print   Submit   Save Draft   Cancel

Assignor Vets Request Step |

In this step and remaining subsequent steps, follow the same procedures as when creating a new project. The only difference is that the project number will automatically populate with the Parent Project ID, followed by the next OT00x number in the child project sequence.

See highlighted **Project Number** below:

Requester / Client Information

Requester Name:	Bill Copeland
Phone Number:	(573) 882-5276
e-Mail address:	bill@umsystem.edu
Client MoCode:	
Primary Client Contact: [?]	Bill Copeland
Primary Client Contact Email Address:	Sam@gmail.com

Description of Work

* Campus:	MU
* Full Name of Campus:	University of Missouri - Columbia
Department:	Please select...
Location/Building:	Please select...
Suite Number / Room Number:	
Description:	Test creating new child project
Project Request Supporting Documentation:	File can contain area photos, sketches, and other supporting documentation.
	Drag and drop file here or **Browse Computer** **Browse e-Builder**
Is this space assigned to your department?:	○ Yes ● No ○ Not Sure
Desired Start Date:	01.09.2026
Desired Completion Date:	07.10.2026

Project Details

* Project Name:	
* Project Number:	AP345678-OT011
* Project Status:	New Project Request
Address:	
City:	-- Please select an option --
State:	MO
Zip / Postal Code:	
Notes:	"Segoe UI", A... ▾ 12px ▾ **B** *I* U̲ abc ...
* e-Builder Project Administrator:	Please select UM System Administrator.
	Please select...
* Schedule Manager User:	Please select...

From this point forward, the process follows the standard New Project Request workflow.

Project Details Page |

After the new Child Project is created, update the **Project_Type** field on the Project Details page to **Child**. Likewise, ensure the **Project_Type** on the Parent Project is set to **Parent**.

A Unity Construct Administrator will update the Parent-Child Project links on the Project Details page accordingly.
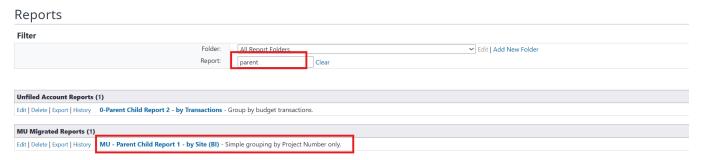
Budget Related Activity |

Just as with any new project, you will need to establish the budget for your newly created Child Project. There are several scenarios for funding the Child Project, outlined below:

1. Parent Project fully funds the Child Project
2. Parent Project partially funds the Child Project, and the Client funds the remaining amount
3. Client fully funds the Child Project

If any funding is coming from the Parent Project, use the **10.05 – Project Budget Re-Allocation/Change PABC** process to reduce the budget in the Parent Project, and then use the **10.00 – Project Authorization (Budget Establishment) PA** process to establish the budget in the new Child Project.

Parent/Child Project Budget Report |

To review cost summary information—such as current budget, current commitments, and approved actuals—for related Parent and Child projects, you can run the report titled **MU – Parent Child Report 1 – by Site (BI).**

Currently, this report lists all Parent and Child projects, grouped by the Parent Project. It also provides totals for all cost-related columns. See the example below:

Parent / Child Project List - Budget Summary
Group by: First 8 characters of Project Number

Project Number	Project Name	Project Type	Current Budget	Current Commitments	Actuals Approved	Sub-Project Count
CP260191	**Greenhouse 19 - Demolition**		**$400,000.00**	**$2,856.92**	**$2,856.92**	**1**
CP260191	Greenhouse 19 - Demolition	Parent	$400,000.00	$2,856.92	$2,856.92	
CP260191-OT001	Greenhouse 19 Replace Walk-In Cooler	Child	$0.00	$0.00	$0.00	