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| **e-Builder Project Setup Checklist** |

1. **Create Project**

Please use the New Project Request (NPR) process. Please select the appropriate templates based on the project type.

1. Verify Building permitting requirements as part of establishing a new project.
2. **View Users on Project**   
   Click on the ‘Projects’ tab at the top of the e-Builder page. Click on the Project Name. Under the ‘Project Menu’ on the left side of the page, click on ‘Project Participants.’ If a participant is not listed, please contact your Manage Membership contact on your campus.
3. **Create Initial Budget**   
   Please use the Budget Establishment (PA) process for the project cost.

***Note:*** If the budget changes, please use the Project Budget Re-Allocation Change (PABC) process.

1. **Consult Project Manual for next steps for AE selection, board actions, etc.**