Overview
of the
Facilities Project Initiation Form (FPIF) Process
https://fanda.uga.edu/FPIF/
Defining Scope and Initiating an UGA Facilities Project
https://fanda.uga.edu/FPIF/

• The updated FPIF form was created to make it easier for our customers to initiate, track the signature/approval pathway, and allow customer and reviewer comments to post directly to the facility request.

• With the added feature of DocuSign embedded into the tracking process, the facility approval process becomes paperless, and increases the department approvers ability to add attachments, chart string information, and provide their electronic signature quickly.

• All listed departmental contacts and the FPIF reviewing team will receive a FINAL electronic copy of the DocuSign FPIF once it is signed by the last approver.
Initiating a FPIF

- Department initiator clicks the ‘submit’ button to begin the DocuSign FPIF and completes basic contact information and sets the approval routing.

- Work Request Center will set the routing inside of the DocuSign Process. They are also available for any customer questions throughout the approval process.

- Questions about facility work within or on UGA property can be found here: https://policies.uga.edu/pdf/performing_work_in_university_of_georgia_facilities.pdf
Sample Facilities Project Initiation Form

Step-by-Step Process Initiation & Review

Scope of Services Needed

Check all that apply

- UGA Project Concept/Proposal Review
  (for projects <$200,000 construction costs)
- Project Design Development
  (for projects <$200,000 construction costs)
- EGD Review
  (for projects <$200,000 construction costs)
- Project Concept/Proposal Review
  (for projects <$200,000 construction costs)
- Feasibility Study
  (not applicable for each project, see details)
- Planning Review
  (for projects <$200,000 construction costs)
- Concept Design Review
  (for projects <$200,000 construction costs)
- Project Scheduling Review
  (for projects <$200,000 construction costs)
- Full Project Initiation
  - Design & Construction Services (as requested)
  - Project Design Development
  - Project Concept/Proposal Review
  - Project Scheduling Review

Provide a brief project description.

Explain how the request addresses the Department/School/Organization strategic plans, as well as, aligning with the University’s strategic plan and initiatives.

ATTACH DOCUMENTS FOR REVIEW HERE

[Images of documents, including a checklist and a project initiation form]

Need help or have more questions?
Contact: [Contact information]

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Page 3
(Step-by-Step Process Initiation & Review, continued)
Final Project Approval
(Step-by-Step Process Initiation & Review, continued)

The Project Request is approved and assigned to FMD or OUA for execution. At this point, a project manager from the assigned F&A unit will contact the department to begin plans for the project initiation.

All reviewers/approvers and the Form Initiator receive the Final Signed FPIF document (as well as any public DocuSign comments and attachments).
# Example of the Approval/Signature Routing Pathway

<table>
<thead>
<tr>
<th><strong>FMD Work Request Center (WRC)</strong></th>
<th><strong>is the “Gate Keeper” and works with customer throughout FPIF request and review process</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(1) Form Initiator</strong></td>
<td>(Completes online form and sets department pathway for “DocuSign” approvals)</td>
</tr>
<tr>
<td><strong>(2) Project Contact at Department Level</strong></td>
<td>(Each listed department person receives request from DocuSign to review and “sign”/approve the project request. DocuSign will send an email if the reviewer doesn’t “sign” within two days.)</td>
</tr>
<tr>
<td><strong>(3) Department Head</strong></td>
<td></td>
</tr>
<tr>
<td><strong>(4) Department Dean/VP</strong></td>
<td></td>
</tr>
<tr>
<td><strong>(5) WRC Team</strong></td>
<td>(Reviews FPIF for content and budget/chart string information, assigns project number, answer any questions from customer, sends to Facilities Review Team)</td>
</tr>
<tr>
<td><strong>(6) F&amp;A Facilities Review Team</strong></td>
<td>(Provides the Recommendation to Senior Administration for Project Approval)</td>
</tr>
<tr>
<td><strong>Department Signers will now receive a copy of the DocuSign form at this level in case there are messages from the Review Team</strong></td>
<td></td>
</tr>
<tr>
<td><strong>(7) Senior F&amp;A VP and/or (8) Provost</strong></td>
<td>Review/Approval</td>
</tr>
<tr>
<td><strong>(9) UGA President’s Office</strong></td>
<td>Review/Approval (if needed)</td>
</tr>
<tr>
<td>The project initiator, all FMD/OUA reviewers/signers, Senior Administration approvers, and WRC staff receive FINAL copy once completed.</td>
<td></td>
</tr>
</tbody>
</table>
FACILITIES MANAGEMENT DIVISION
AND
OFFICE OF UNIVERSITY ARCHITECTS

Facilities Project Initiation Form (FPIF) Process

https://fanda.uga.edu/FPIF/

UGA Work Request Center Telephone: (706) 542-7456