



OPERATIONS

TEXAS TECH
Administration & Finance

Project Information Form

Project Number

Gross Square Footage

Building/Location

Project Name

Requestor

Requestor Email

Project Manager

Date

Approximate Budget for Project

Budget Derived From

Examples: self-estimate, quote

When do you envision this project being completed?

If you have spoken with someone in Operations about this project, who?

FOP #(s)*

*Please note that this is required to proceed.

Funding Type

Examples: Departmental, grant, donor, HEF, etc.

Funding Available?

Are you adding signage or graphics?

Yes

No

If you are adding signage or graphics, is it standard?

Yes

No

Have any non-standard signage or graphics been approved by Marketing and Communications?

Yes

No

Is signage donor related?

Yes

No

Is this project research related?

No

If no, complete and submit this form.

Yes

If yes, and you are considering Texas University Funds, complete the TUF Investment Opportunity application at InfoReady – Application (infoready4.com).

Which of the following are you requesting?

Conceptual Budget (for donor or faculty / researcher onboarding)

Other Request

If you are requesting a Conceptual Budget, please provide a justification.

If this project is related to a new hire, will they have a start-up package?	Yes	No
If this project is related to a new hire, have they officially accepted their offer?	Yes	No
What is their start date?		

Project Overview/Scope/Requirement

Current Condition/Situation

Justification/Strategic Impact

Challenges Associate/Impact if not Provided Examples: Labs with animals, high ceilings, no safety railings, chemical handling or exposure, etc.

Department Head / Chair Approval

Dean / Vice President Approval

----- Operations to Complete Below this Line -----

Provost (Educational) / CFO (Auxiliary)

Office of Advancement (if donor)

Date approved by Marketing and Communications

Date approved by Space & Resource Management