

## Project Initiation Form (PIF) Planning, Design and Construction

**Instructions:**

1. Complete all sections of this form
2. Submit completed form *with signatures* to Planning, Design & Construction

**Project Description** *(Include scope, impact etc...)*

**Project Campus**

**Building**

**Room**

**Other Building or Location:**

**Project Client or Main Contact:**

Name:

Department:

Office Phone:

Mobile Phone:

Fax:

**Funding Source** *(Fund & Dept. ID)*

**Additional Information**

**Project Approvals** *(Signatures required before work begins)*

Client/Main Contact	Date
College Dean or Individual Authorized to initiate project	Date