Project Authorization Request (PAR)- Quick Reference Guide

Overview

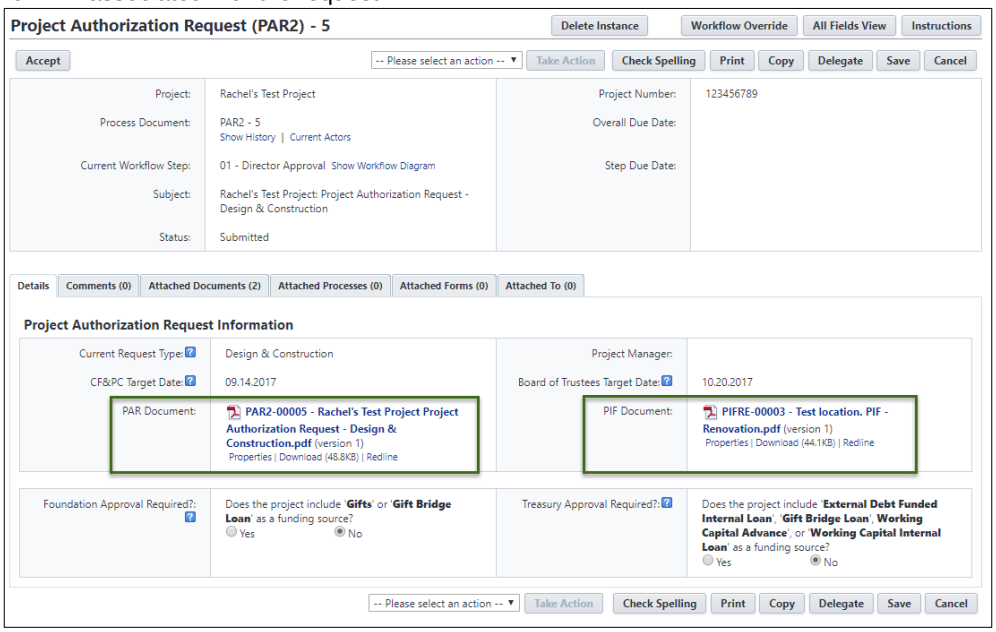
Units, departments, colleges, divisions and individuals have ideas about improving Ohio University. The project authorization process helps document the scope, schedule, budget and funding associated with a capital project with a budget of $100,000 or greater. It ensures the project team, client, and executive leadership authorize the project to be implemented. Each project authorization request will be approved by executive leadership within five Administrative departments, the client, the client's Dean, the client's CFAO and the Chief of Staff for Finance & Administration. This Quick Reference Guide is intended for all roles who will approve the Project Authorization Request or PAR.

Approving a Project Authorization Request

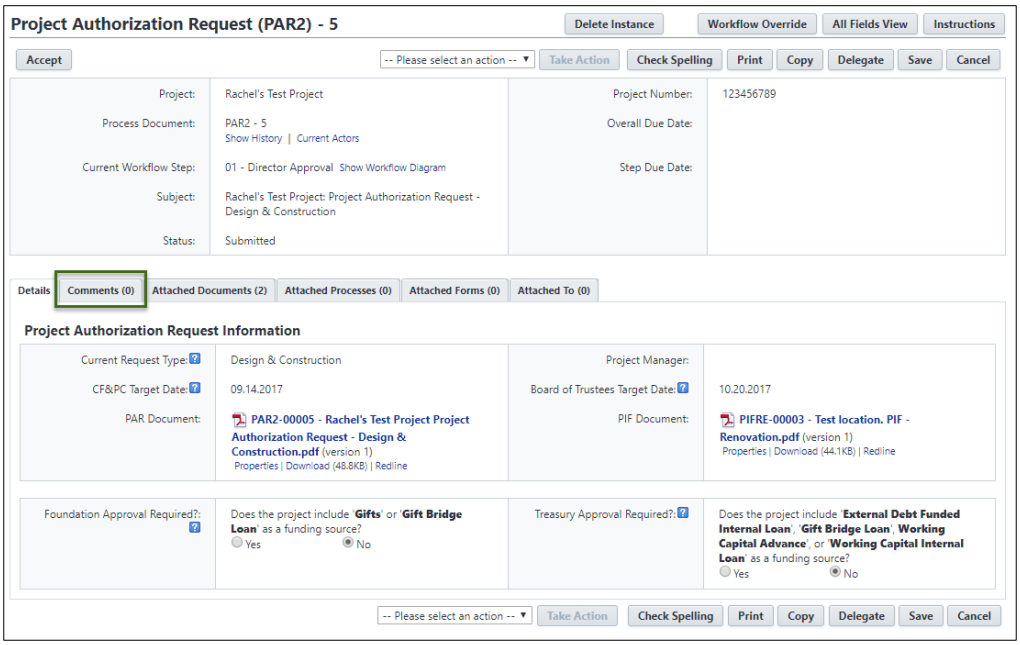
To approve a PAR, use the following steps.

1. When the PAR is ready for approval, you will receive an email letting you know that the PAR is awaiting your review and approval. Click the link within the email to access e-Builder.

2. Review the PIF and PAR associated with the request.



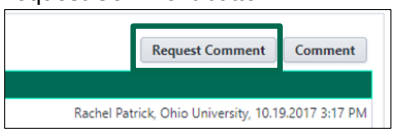
3. To add a comment for internal users or send a comment to external users, click the Comment tab.



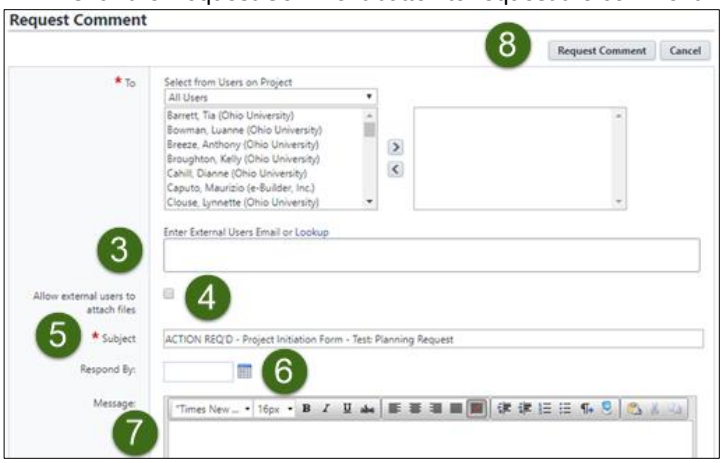
Request a Comment (External)

To request a comment form an external user (outside e-Builder):

1. Click the Request Comment button.



2. Enter the external users' e-mail address.
3. Select the check box to allow the external user to attach files.
4. Enter the subject of the comment.
5. Select the calendar icon to designate a specific date you would like to have a response from the external user by.
6. Enter a message for the external user.
7. Click the Request Comment button to request the comment.

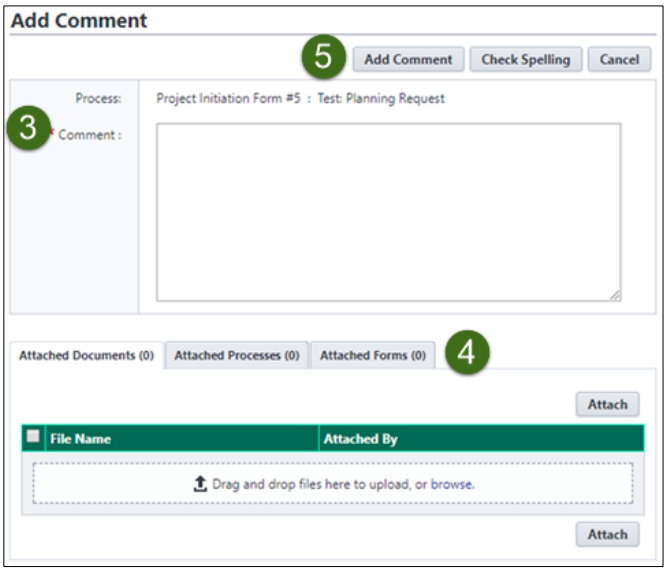


Request a Comment (Internal)

To add a comment for an internal (within e-Builder) user:

1. Click the Comment button to add a comment

2. Enter the comment.
3. Attach files as needed.
4. Click the Add Comment button to add your comment.



Revision Requests

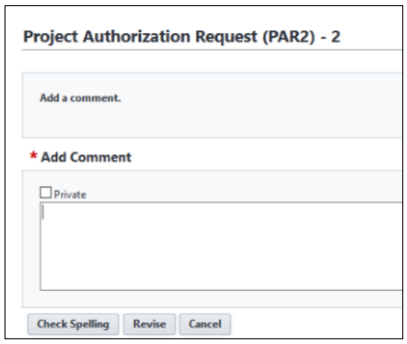
There are two types of revision requests, minor and major revisions.

- Minor Revision Requests include changes to the PAR other than Funding, Scope, Schedule, or Budget. This will send the PAR back to the PM for the minor revision and require review/approval from the approver who requested the revision.
- Major Revision Requests include changes to the Funding, Scope, Schedule, or Budget. This will send the PAR back to the PM for the major revision and will re-start the approval process.

When a PAR approver requests a revision of a PAR they will be asked to input a comment related to the revision. It is here you should detail your comments related to the revision.

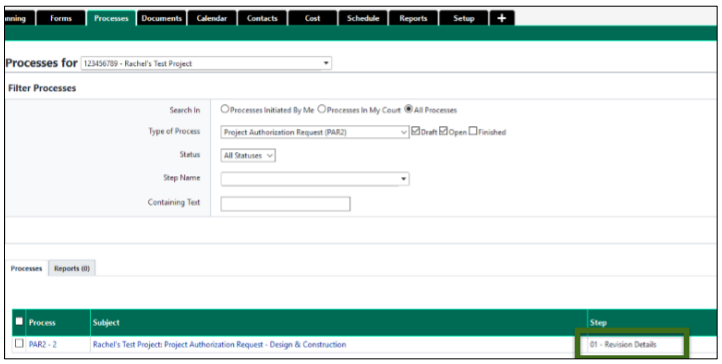
Example Minor Revision: The PAR has incomplete sentences or there are spelling mistakes. The approver would comment the section and information that is incorrect and provide their edits so the PM knows what information to update on the PAR.

Example Major Revision: The PAR stated the wrong account number related to a funding source. The approver would comment the correct account number so the PM knows what information to update on the PAR.



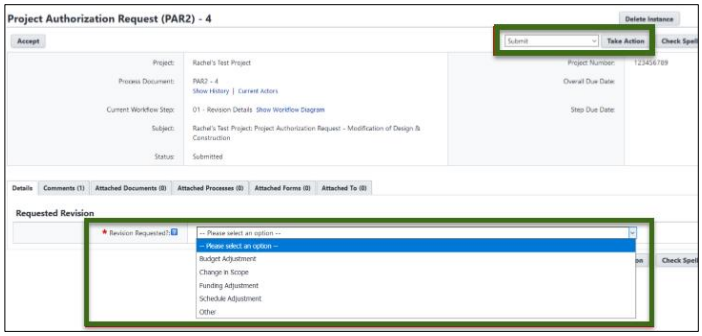
Revision Requests

Once a comment is input, the user will need to navigate back to the process and open the next step which should be labeled '01 – Revision Details'.



Minor Revisions

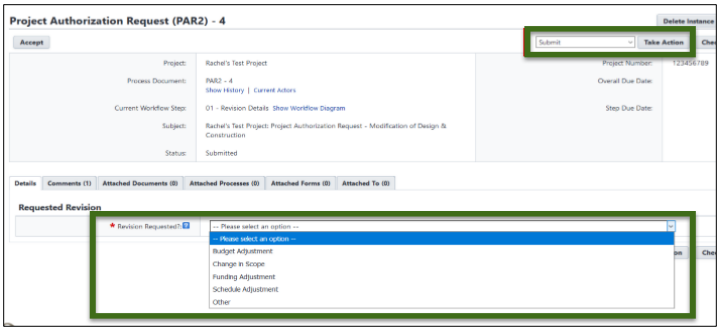
Select **Other** from the drop down menu and click 'Take Action'.



The PAR with your comments will route back to the PM for revisions. You will get a notification once the PAR is resubmitted and ready for your review.

Major Revisions

Select the section you have requested revision for and click 'Take Action'.



The PAR with your comments will route back to the PM for revisions. The PAR will then route back to the beginning of the Approver list for others to view the major change.