Overview
The project approval process helps campus leadership prioritize improvements and manage the entire campus comprehensively. The Project Manager will develop the Project Authorization Request for approval by multiple roles across the institution.

Completing a PAR
To fill out the Project Authorization Request (PAR) complete the following steps.

1. Log into e-Build
2. Click on the Projects tab at the top of your screen. You can also use the Search field at the top of the screen to locate projects.
3. In the Projects tab, click the link to open the project you would like to fill out a PAR for.

4. Click the Processes option from the Project Menu on the left.

5. Click the Start Process button at the top right to fill out the PAR.

6. A new window will open, select the Project Authorization Request (PAR2) link to begin the PAR process.
Completing a PAR, continued

7. Select the Current Request Type from the drop down menu.

8. Attach the PIF associated with the PAR you are completing. The PIF can be found in e-Build file structure under folder 00.

9. Enter the CF&PC target date and the Board of Trustees target date if known.

10. Enter the project contact information. Click the Add button when all the required fields are entered.

11. Enter the budget line items. Use the Add or Delete links as needed.

12. Enter the required fields relating to the Funding Sources. When complete, click the Add button to add to the PAR.
13. Select the yes or no radio buttons to designate if the project includes and Gifts or Gift Bridge Loans. You will also need to select the yes or no radio button to designate if the project includes External Debt, Gift Bridge Loans, Working Capital Advances, or Working Capital Internal Loans.

14. Next, enter the Preliminary Work Completed, Purpose, Scope of Work fields.

15. Next enter the project Start and End date and click the Add button. Additionally, add any information relating to any alternatives that were considered.

16. Enter any Risks and the corresponding Mitigation Strategies as they relate to the project. Next using the drop down, identify the impact on Campus and on Operations and Maintenance. When finished, click the Submit button.