



Creating a New Project



CREATING A NEW PROJECT

DOCUMENT SUMMARY

This job guide provides step-by-step instruction for creating a new project in Facilities Connect. The Financial administrator will create the new project record, then send it to the Project Manger to complete the details.

The purpose of this document is to serve as guided reference and/or new hire training on creating a new project, available to all applicable users in Facilities Connect.

VERSION INFORMATION (THIS DOCUMENT)

Version **1.2** Release Date **07/15/2022**

Owner **NU Facilities**

Version Notes **The updated version of the document reflects the changes made to the Project Creation process in conjunction with Capital Projects and Finance departments.**

REVISION HISTORY

	Version	Release Date	Action	Owner
Most Recent →	1.2	07/15/2022	Updated	NU Facilities
	1.1	03/04/2022	Updated	NU Facilities
	1.0	02/13/2019	Created	NU Facilities
	--	--	--	--
	--	--	--	--



GETTING STARTED

To begin, access the Facilities Connect Home Screen

Northwestern | FACILITIES CONNECT

- Home
- Requests
- Projects
- Tasks
- Maintenance
- Inventory
- Portfolio

Home

Reminders - Projects

- Notices
 - 0 - Action Items
 - 45 - Notifications
- Tasks
 - 411 - Overdue Tasks
 - 2 - Tasks Due This Week
 - 1 - Tasks Over Budget

Reminders - Manage Space Requ...

- Requests
 - 6 - My Active Requests

Related Links - Projects

- Programs and Funding Sources
 - View Programs
- Projects
 - Create a Capital Project
 - My Capital Projects
 - All Capital Projects

Project Checklists In Revision

Created By	Project Name	Status	Checklist Type	Comment	Created Date/Time
No data to display.					

- My Projects - Phase 0.0 Initial Request
- My Projects - Phase 1.0 Feasibility
- My Projects - Phase 2.0 Design
- My Projects - Phase 3.0 Construction Procurement
- My Projects - Phase 4.0 Construction
- My Projects - Phase 5.0 Operational
- My Projects - Phase 6.0 Close-Out
- My Projects - Phase 7.0 Closed
- Last Visited

Project Reports

- All Progress Reports
- Current Budget Balance (Summary by PM)
- Current Budget Balance (Detail) Report - /
- Project Area Summary
- Project Financial Summary
- Project Schedule Summary
- Project Contact List
- Scheduled Task Compliance
- Vendor Characteristics Query
- Workload by Primary Project Manager

Space Information

- My Responsible Spaces
- Northwestern Spaces
 - Area by Space Class Parent
 - Assignee Space Report
 - Building Data
 - Building Occupant Contact List
 - Building Occupant Location Contact Li
 - Building Occupant List
 - Department Base Data Report
 - Department Base Data v2
 - Office Area Capacity
 - Overall Total Campus Square Footage
 - Room and Department Base Data Only

PROCESS

IMPORTANT



PROCESS

1) To begin a new project, locate the **Related Links – Projects** portlet (left side of screen) and click on **Create a Capital Project**

<<Upon clicking, the *Capital Project Form* will open in a new window>>

The screenshot shows the 'Northwestern | FACILITIES CONNECT' interface. On the left is a navigation menu with items: Home, Requests, Projects, Tasks, Maintenance, Inventory, and Portfolio. The main content area is titled 'Home' and contains several portlets: 'Reminders - Projects', 'Project Checklists In Revision', 'Project Reports', 'Notices', 'Tasks', 'Reminders - Manage Space Requ...', 'Requests', 'Related Links - Projects', 'Programs and Funding Sources', and 'Space Information'. The 'Related Links - Projects' portlet is highlighted with a blue border and contains a sub-section 'Projects' with a link 'Create a Capital Project' circled in orange. A red circle with the number '1' is placed to the left of this link. The 'Project Reports' portlet on the right lists various reports like 'All Progress Reports', 'Current Budget Balance', etc. The 'Space Information' portlet lists reports like 'Area by Space Class Parent', 'Assignee Space Report', etc.

▶ IMPORTANT



PROCESS

2) Begin on the **General** tab of the **Capital Project Form**

- Create a project name by completing the **Name** field; the **Project Reporting Name** field (also a required field) will auto-populate with your **Name** field entry

Note: All projects **must** be named using proper project naming conventions. Please refer to the **Project Naming Conventions** guide on the Facilities Connect website for guidance and more details

Tip: The **Date** field will pre-populate with the current date, but can be changed by directly editing the date in the associated content box or by clicking on the calendar icon (immediately to the right)

3) Select the appropriate **Project Category**; use the dropdown arrow to select either **Capitalized** or **Non-Capitalized**

IMPORTANT

The **Project Reporting Name** must match the name in the **Chartstring confirmation email** from the Budget office. If these names do not match, the financials will not match.

Northwestern | FACILITIES CONNECT

Create a Capital Project

General | Scope | Schedule | Budget | Procurement | Contacts | Notes & Documents

(Required): Create a Project by entering general information about the project.

2 * Date 04/01/2022

* Name

* Project Reporting Name

Project Type Project Classification New Construction

Project Status Project Phase 0.0 Initial Request

Project Website about:blank

3 * Project Category

Accounting Cost Center Project Cost/SqFt (Budget Current / Project Gross Construction Area) \$.00 US Dollars

Units

Environmental

City

State/Province Country



PROCESS

4) If **Capitalized** is selected for **Project Category**, the **Chartstring** field will appear on the right side of the screen

Note: All **Capitalized** projects require entry of a project chartstring in order to setup a new project. If you do not have a project chartstring at this time, consult with a **Project Director** on appropriate next steps.

IMPORTANT

- All projects must comply with **approved Naming Conventions**; please refer to the **Project Naming Conventions** guide on the Facilities Connect website for more details

Northwestern | FACILITIES CONNECT

Create a Capital Project

General Scope Schedule Budget Procurement Contacts Notes & Documents

(Required): Create a Project by entering general information about the project.

General

ID Status

* Date 04/01/2022

* Name Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

* Project Reporting Name Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

Details

Project Type Project Classification New Construction

Project Status Project Phase 0.0 Initial Request

Project Website about:blank

* Project Category Capitalized * Chartstring

Accounting Cost Center Project Cost/SqFt (Budget Current / Project Gross Construction Area) 5.00 US Dollars

Units

Environmental

City

State/Province Country



PROCESS

5) Use the **Magnifying Glass** to search and select your project's chartstring

<<Upon clicking, a new search window will open>>

IMPORTANT

Northwestern | FACILITIES CONNECT

Create a Capital Project

General Scope Schedule Budget Procurement Contacts Notes & Documents

(Required): Create a Project by entering general information about the project.

General

ID: _____ Status: _____

* Date: 04/01/2022

* Name: Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

* Project Reporting Name: Abbott Hall Second Floor MFA Teaching Studio Buildout 2022
Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

Details

Project Type: _____ Project Classification: New Construction

Project Status: _____ Project Phase: 0.0 Initial Request

Project Website: about:blank

* Project Category: Capitalized

Accounting Cost Center: _____ Project Cost/SqFt (Budget Current / Project Gross Construction Area): \$0.00 US Dollars

* Chartstring: _____

Units

Environmental

City: _____

State/Province: _____

All Capital Chartstring

Chartstring	Fund Code	Department ID	Project ID	Activity ID	Activity Start Date
812-1371100-80029253-01	812	1371100	80029253	01	07/01/2011
812-1371100-80029253-02	812	1371100	80029253	02	07/01/2011
812-1371101-80039833-01	812	1371101	80039833	01	09/01/2014
812-1371101-80039833-02	812	1371101	80039833	02	09/01/2014
812-1371106-80018264-01	812	1371106	80018264	01	01/01/1901
812-1371110-80036493-01	812	1371110	80036493	01	03/05/2014

Items per page: 50 1 - 50 of 796 items 1 of 16 pages



PROCESS

6) Use the available Column Headers / Search Fields to sort and filter the list of available chartstrings

IMPORTANT

Northwestern | FACILITIES CONNECT

Create a Capital Project

General | Scope | Schedule | Budget | Procurement | Contacts | Notes & Documents

(Required): Create a Project by entering general information about the project.

General

ID: _____ Status: _____

* Date: 04/01/2022

* Name: Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

* Project Reporting Name: Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

Details

Project Type: _____ Project Classification: New Construction

Project Status: _____ Project Phase: 0.0 Initial Request

Project Website: about:blank

* Project Category: Capitalized * Chartstring: _____

Accounting Cost Center: _____

Units

Environmental

City: _____

State/Province: _____

All Capital Chartstring

Chartstring	Fund Code	Department ID	Project ID	Activity ID	Activity Start Date	
Contains	Contains	Contains	Contains	Contains	After	
<input type="radio"/>	812-1371100-80029253-02	812	1371100	80029253	02	07/01/2011
<input type="radio"/>	812-1371101-80039833-01	812	1371101	80039833	01	09/01/2014
<input type="radio"/>	812-1371101-80039833-02	812	1371101	80039833	02	09/01/2014
<input type="radio"/>	812-1371106-80018264-01	812	1371106	80018264	01	01/01/1901
<input type="radio"/>	812-1371110-80036493-01	812	1371110	80036493	01	03/05/2014

Items per page: 50 | 1 - 50 of 796 items | 1 of 16 pages



PROCESS

7) Once you have located the desired chartstring, click on the corresponding Radio Button, and then click OK to select <<The selected chartstring will now appear in the Chartstring field>>

IMPORTANT

Northwestern | FACILITIES CONNECT

Create a Capital Project

Print Add to Bookmarks My Bookmarks Create Draft x

General Scope Schedule Budget Procurement Contacts Notes & Documents

(Required): Create a Project by entering general information about the project.

General

ID Status

* Date 04/01/2022

* Name Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

* Project Reporting Name Abbott Hall Second Floor MFA Teaching Studio Buildout 2022
Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

Details

Project Type Project Classification New Construction

Project Status Project Phase 0.0 Initial Request

Project Website about:blank

* Project Category Capitalized * Chartstring

Accounting Cost Center

Units

Environmental

City State/Province

All Capital Chartstring

Apply Filters Clear Filters

Chartstring	Fund Code	Department ID	Project ID	Activity ID	Activity Start Date
Contains	Contains	Contains	Contains	Contains	After
<input type="radio"/> 812-1371100-80029253-01	812	1371100	80029253	01	07/01/2011
<input type="radio"/> 812-1371100-80029253-02	812	1371100	80029253	02	07/01/2011
<input type="radio"/> 812-1371101-80039833-01	812	1371101	80039833	01	09/01/2014
<input type="radio"/> 812-1371101-80039833-02	812	1371101	80039833	02	09/01/2014
<input type="radio"/> 812-1371106-80018264-01	812	1371106	80018264	01	01/01/1901
<input type="radio"/> 812-1371110-80036493-01	812	1371110	80036493	01	03/05/2014

Items per page: 50 1 - 50 of 796 items 1 of 16 pages

US Dollars

OK Cancel



PROCESS

<<Scroll down to the *Primary Location* section>>

8) Next, add the project's **Primary Location**

- From the **Primary Location** section, click the **Find** button

9) Use the available **Column Headers / Search Fields** to sort and filter the list for a desired location

Note: If the project's **Primary Location** is not a building, lot, or parking garage, use the generic entry of 'Evanston Campus' or 'Chicago Campus' by searching either value in the **Name** field

IMPORTANT

The screenshot shows the 'Northwestern | FACILITIES CONNECT' interface. The 'Primary Location' section is active, with a 'Find' button highlighted by a red circle and a dashed arrow pointing to it. Below this, the 'Primary Location Graphic' section displays 'No Graphic Available'. A modal window titled 'All Locations' is open, showing a search bar with a red circle and the number '9' next to it. The modal contains a table with the following columns and search fields:

Campus	Building	Floor	Wing	Name
Contains	Contains	Contains	Contains	Contains

Below the table, it says 'No data to display'. The modal also includes 'Apply Filters', 'Clear Filters', and 'OK' buttons. At the bottom of the modal, it shows 'Items per page: 50' and '0 of 0 items'.



PROCESS

10) Once you have located the desired location, click on the corresponding **Radio Button**, and then click **OK** to select

Note: Once the **Primary Location** has been selected, the **Site Address** and **Project Address** sections will populate automatically

IMPORTANT

Northwestern | FACILITIES CONNECT

Primary Location Find Clear

* Location Path

Campus Floor

Building

Primary Location Graphic

OK Cancel ×

All Locations Apply Filters Clear Filters ↻ ☆ ↓

Campus	Building	Floor	Wing	Name	Type
<input checked="" type="radio"/> Evanston	Contains	Contains	Contains	Contains	Contains
<input type="radio"/> Evanston Campus	1007 Church	02		00203D	Space
<input type="radio"/> Evanston Campus	1007 Church	02		00203E	Space
<input type="radio"/> Evanston Campus	1007 Church	02		00203F	Space
<input type="radio"/> Evanston Campus	1007 Church	02		00203G	Space
<input type="radio"/> Evanston Campus	1007 Church	02		00203H	Space
<input type="radio"/> Evanston Campus	1007 Church	02		00203J	Space
<input type="radio"/> Evanston Campus	1007 Church	02		00203K	Space
<input type="radio"/> Evanston Campus	1007 Church	02		00204	Space

Items per page: 50 1 - 50 of 36236 items 1 of 725 pages

Site Address

Address



PROCESS

11) Next, add the **PM Mark Up Fee**

- To locate this portion of the form, click on the **Budget** tab

12) In the **Job Cost Billing** section, locate the **PM Markup** field.

- Click on the **magnifying glass**

<<Upon clicking, the *PM Markup Fee* options will open in a sub-window>>

13) In the **PM Markup** window, click the **radio button** that matches your budget

- Click on **OK** to save your selection

IMPORTANT

The screenshot shows the 'Northwestern | FACILITIES CONNECT' interface. The 'Budget' tab is selected, indicated by a red circle '11'. In the 'Job Cost Billing' section, the 'PM Markup' field is highlighted with a red box and a red circle '12'. A magnifying glass icon is visible next to the field. A sub-window titled 'PM Markup Fee' is open, showing a table of options. A red circle '13' highlights the 'OK' button in the sub-window. The table in the sub-window is as follows:

	ID	Description	Markup	Minimum Amount	Maximum Amount
<input type="radio"/>	5.00%	\$0-\$500,000	5	\$0.00	
<input type="radio"/>	4.50%	\$500,001-\$1,000,000	4.5	\$500,001.00	
<input type="radio"/>	4.00%	\$1,000,001-\$5,000,000	4	\$1,000,001.00	
<input type="radio"/>	3.50%	\$5,000,001-\$10,000,000	3.5	\$5,000,001.00	
<input type="radio"/>	3.00%	\$10,000,001-\$25,000,000	3	\$10,000,001.00	
<input type="radio"/>	2.50%	\$25,000,001-\$50,000,000	2.5	\$25,000,001.00	
<input type="radio"/>	2.00%	\$50,000,001-\$75,000,000	2	\$50,000,001.00	
<input type="radio"/>	1.75%	\$75,000,001-\$100,000,000	1.75	\$75,000,001.00	\$
<input type="radio"/>	1.50%	\$100,000,001-\$150,000,000	1.5	\$100,000,001.00	\$
<input type="radio"/>	1.25%	\$150,000,001-\$200,000,000	1.25	\$150,000,001.00	\$
<input type="radio"/>	1.00%	Over \$200,000,000	1	\$200,000,001.00	\$999,000,000.00
<input type="radio"/>	0.00%		0	\$0.00	



PROCESS

14) Next, add the **Project Primary Manager** and **Project Director** responsible for the project

- To locate this portion of the form, click on the **Contacts** tab

15) In the **Contacts** section under **Role**, click on **Project Primary Manager**

<<Upon clicking, the **Contact Role Detail** for the **Project Primary Manager** will open as a new window>>

16) In the **Contact Role Detail** window, click the **Find** button

<<Upon clicking, a new search window will open>>

IMPORTANT

For additional information about adding contacts to projects, please refer to the **Manage External Contacts** OR **Contacts Quick Add** job guides.

The screenshot shows the 'Create a Capital Project' interface in the 'Facilities Connect' system. The 'Contacts' tab is selected and highlighted with a red circle and the number 14. Below the tabs, there is a table of contacts with columns for Role, Person, Work Phone, Fax, Email, and Primary Organization. The 'Project Primary Manager' role is highlighted with a red circle and the number 15. A 'Contact Role Detail' window is open, showing a search form for the 'Project Primary Manager' role. The 'Find' button in this window is highlighted with a red circle and the number 16. A dashed orange arrow points from the 'Project Primary Manager' role in the table to the 'Find' button in the detail window.



PROCESS

- 17) Use the available **Column Headers / Search Fields** to sort and filter the list of contacts to locate the desired project manager
- 18) Once you have located the desired project manager, click on the corresponding **Radio Button**, and then click **OK** to select

Northwestern | FACILITIES CONNECT

Create a Capital Project

General Scope Schedule Budget Procurement **Contacts** Notes & Documents

(Optional): Maintain a list of Contacts and their roles for the Capital Project.

Contacts Add Person Remove

Apply Filters Clear Filters

<input type="checkbox"/>	!	Role	Person	Work Phone	Fax	Email	Primary Organization
		Contains	Contains	Contains	Contains	Contains	Contains
<input type="checkbox"/>		Project Director					
<input type="checkbox"/>		Project Primary Manager					

Items per page: 10

Employee

<input type="radio"/>	Name	Title	Primary Organization
<input type="radio"/>	Aaby,David Alton	Senior Biostatistician	\Organizations\Northwestern
<input type="radio"/>	Aadam,Abdul Aziz	Associate Professor	\Organizations\Northwestern
<input type="radio"/>	Aagaard,Mary-Louise	Retiree Spouse	\Organizations\Northwestern
<input type="radio"/>	Aalsburg,Alan Michael	Core Technician Senior	\Organizations\Northwestern
<input type="radio"/>	Aaron,Robert W	Exec Dir Stu Aff Assess & Plan	\Organizations\Northwestern

Items per page: 50 1 - 50 of 28406 items 1 of 569 pages

Contact Role: 1094478 - Project Primary Manager-Capital Project

Save Save & Close More x

OK Cancel

IMPORTANT

For additional information about adding contacts to projects, please refer to the [Manage External Contacts](#) OR [Contacts Quick Add](#) job guides.

PROCESS

The selected contact and his/her information will now appear in the **Contact** section of the **Contact Role Detail** window

- Click on the **Save & Close** button to confirm the selection; the selected contact will now be displayed beside **Project Primary Manager** in the **Contacts** section of the **Contacts** tab

IMPORTANT

For additional information about adding contacts to projects, please refer to the **Manage External Contacts** OR **Contacts Quick Add** job guides.

Northwestern | FACILITIES CONNECT

Create a Capital Project

General Scope Schedule Budget Procurement **Contacts** Notes & Documents

(Optional): Maintain a list of Contacts and their roles for the Capital Project.

Contacts

Add Person Remove

Apply Filters Clear Filters

	Role	Person	Work Phone	Fax	Email	Primary Organization
<input type="checkbox"/>	Contains	Contains	Contains	Contains	Contains	Contains
<input type="checkbox"/>	Project Director					
<input type="checkbox"/>	Project Primary					

Items per page: 10

Contact Role: 1094478 - Aalsburg, Alan Michael - Project Primary Manager - Capital Project

19 Save & Close

(Required): Select the contact and their role.

Linked Record Linked Form Capital Project

Contact

Name Aalsburg, Alan Michael ID 1080304

Primary Organization \Organizations\Northwestern

Email Mobile

Work Phone 312/503-3702 Work Fax

Role

Role Project Primary Manager

Save Save & Close More x

PROCESS

The selected **Project Primary Manager** is now displayed for that role in the **Contacts** section of the **Contacts** tab

20) Next, repeat steps #12-16 to add a contact to the **Project Director** role

IMPORTANT

For additional information about adding contacts to projects, please refer to the [Manage External Contacts](#) OR [Contacts Quick Add](#) job guides.

Northwestern | FACILITIES CONNECT

Create a Capital Project

General Scope Schedule Budget Procurement **Contacts** Notes & Documents

(Optional): Maintain a list of Contacts and their roles for the Capital Project.

Contacts Add Person Remove

Apply Filters Clear Filters

	Role	Person	Work Phone	Fax	Email	Primary Organization
<input type="checkbox"/>	Contains	Contains	Contains	Contains	Contains	Contains
<input type="checkbox"/>	Project Director					
<input type="checkbox"/>	Project Primary Manager	Aalsburg, Alan Michael	312/503-3702			Northwestern

Items per page: 10 1 - 2 of 2 items 1 of 1 pages

PROCESS

IMPORTANT

For additional information about adding contacts to projects using the **Contacts Quick Add** function, please refer to the **Contacts Quick Add** job guides.

Northwestern | FACILITIES CONNECT

Contacts Description

Font Family Font Size Paragraph **B** *I* U ABC X X' | [List] [List] [List] [List] [List] [List] [List] [List]

[Icons]

For some roles, you can assign only one contact.

* Role	* Name	Organization	Work phone	Fax	Email
Project Director	Type to search Required				
Project Primary Manager	Type to search Required				

New row +

PROCESS

Now that both of the required contacts have been added, you are now able to create a draft of the project

- 21) Locate and click the **Create Draft** button on the upper right of the form

<<Upon clicking, a draft of the project will be saved, and the action buttons (upper right of the form) will change to new options>>

Note: An important, final requirement of new project setup in Facilities Connect is application of a **Project Template**.

Please continue with the steps #19-22 to ensure a Project Template is properly applied to your project.

IMPORTANT

Northwestern | FACILITIES CONNECT

Create a Capital Project

General Scope Schedule Budget Procurement **Contacts** Notes & Documents

(Optional): Maintain a list of Contacts and their roles for the Capital Project.

Contacts Add Person 1 Remove

Apply Filters Clear Filters

<input type="checkbox"/>	!	Role	Person	Work Phone	Fax	Email	Primary Organization
		Contains	Contains	Contains	Contains	Contains	Contains
<input type="checkbox"/>		Project Director	Aaronson,Alexandra Leigh				Northwestern
<input type="checkbox"/>		Project Primary Manager	Aalsburg,Alan Michael	312/503-3702			Northwestern

Items per page: 10 1 - 2 of 2 items 1 of 1 pages



PROCESS

To apply a **Project Template**:

22) From the action buttons (upper right of the form), click on the **More** button

23) Next, click on the **Apply Template** option (will appear beneath the **More** button)

<<Upon clicking, a new search window will open>>

24) Select either the **Small** or **Large Project Template**

- Click on the **Radio Button** for the chosen template
- Click the **Continue** button to confirm the selection

IMPORTANT

- It is important to save the project as you make any changes using the **Save** button.

Northwestern | FACILITIES CONNECT

Create a Capital Project

General Scope Schedule Budget Procurement Contacts Notes & Documents

Print Add to Bookmarks My Bookmarks

Activate Calculate Save Save & Close More

(Required): Create a Project by entering general information about the project.

22

23

Apply Template

General

ID 1001785

Date 04/01/2022

Name Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

Project Reporting Name Abbott Hall Second Floor

Status Draft

Details

Project Type

Project Status

Project Website about:blank

Project Category Capitalized

Accounting Cost Center 812-1370000-80041586

Units

Environmental

City Chicago

State/Province IL

Primary Customer Contact

Client Lookup

Capital Project Template PopUp:

(Optional): Select the Capital Project Template to be applied.

Capital Project Templates

ID	Name
Contains	Contains
1000915	Small Project (Schedule Includes Major Project Phases Only)
1000916	Large Project (Schedule Includes All Project Phases)

Items per page: 10 1 - 2 of 2 items 1 of 1 pages

Continue

24

Continue



PROCESS

25) Click on the **Save** button to save your project with the applied project template

IMPORTANT

- **DO NOT** Activate the Project. The Project Manger must add their information to the project record before it can be activated.

Northwestern | FACILITIES CONNECT

Create a Capital Project

Print Add to Bookmarks My Bookmarks

General Scope Schedule Budget Procurement Contacts Notes & Documents Activate Calculate **Save** Close More x

(Required): Create a Project by entering general information about the project.

General

ID 1001785 Status Draft

* Date 04/01/2022

* Name Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

* Project Reporting Name Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

Details

Project Type Project Classification New Construction

Project Status Project Phase 0.0 Initial Request

Project Website about:blank

* Project Category Capitalized * Chartstring 812-1370000-80041586-02

Accounting Cost Center 812-1370000-80041586-02 Project Cost/SqFt (Budget Current / Project Gross Construction Area) \$.00 US Dollars

Units

Environmental

City Chicago

State/Province IL Country USA

Primary Customer Contact

Client Lookup



PROCESS

26) Finally, send the Project Manger an email with the **Project ID** number and instructions on what information they need to enter.

IMPORTANT

Completion of PROJECT_ID Request 1005-1 for Finance- " Law AV Infra Upgrade 2022 " - Message (HTML)

File Message Help Acrobat

Completed I... Mark Unread Find Zoom

Completion of PROJECT_ID Request 1005-1 for Finance- " Law AV Infra Upgrade 2022 "

NUFinancials
To Project Manager

Reply Reply All Forward Thu 7/14/2022 2:59 PM

Dear Colleague,

The PROJECT_ID value 80062260 has been assigned by NUFinancials for Law AV Infra Upgrade 2022

[Please visit NUFinancials to view this Chartfield Request](#)

Based upon information provided for PROJECT_ID Request 1005 for 80062260

- Fund associated with this Project is 812 (Unrestr Plant Constr - Capital)
- DeptID associated with this Project is 5500000 (Finance)
- Manager is Manager,Project
- An expense budget totaling \$400,000 has been established against Requested Accounts for chart string 812-550000-80062260
- A revenue budget totaling 4400,000 has been established against Account 88505 for chart string 812-550000-80062260
- Project start and end date are 2021-09-01 through 2023-07-30
- Class attribute associated with this PROJECT_ID is 950 (Expenses for Plant)
- the Plant TrsteeUse attribute associated with this Project is Other
- the Plant Purpose attribute associated with this Project is Plant-Chicago
- the Location Code associated with the Activity 01 is 8816

Long Description and other attributes
Infrastructure upgrades to accommodate updates classroom technology in 8 classrooms- new cabling infrastructure (high and low voltage) for hearing assist, microphone arrays, projections systems, and AV control. Teaching wall modifications including passive ventilation for displays. Classrooms are located in Rubloff, Levy Mayer, and McCormick.

To learn more visit the [Chartfield Maintenance](#) website or contact Accounting Services at 847-491-5337 or ChartField_request@northwestern.edu.

You are welcome to contact me if you have any questions about this message.

Thank you.

Manager, Accounting Services
Financial Operations
Northwestern University



PROCESS

The saved project is accessible to the PM directly from the **Facilities Connect Home Screen** via:

- The **'My Projects' Phase** portlets (located at the center of the screen), or
- The **My Capital Projects** menu (located on the left side of screen)

Northwestern | FACILITIES CONNECT

Home

Reminders - Projects

Project Checklists In Revision

Project Reports

My Projects - Phase 0.0 Initial Request

Project Name	Project Status	Plan Complete	P
Abbott Hall Second Floor MFA Teaching Studio Buildout 2022			

My Projects - Phase 1.0 Feasibility

Project Name	Project Status	Plan Complete	Project Manager	Primary Location
Tech Lab HVAC C...	On Hold		Wright,Teri	

My Capital Projects

IMPORTANT