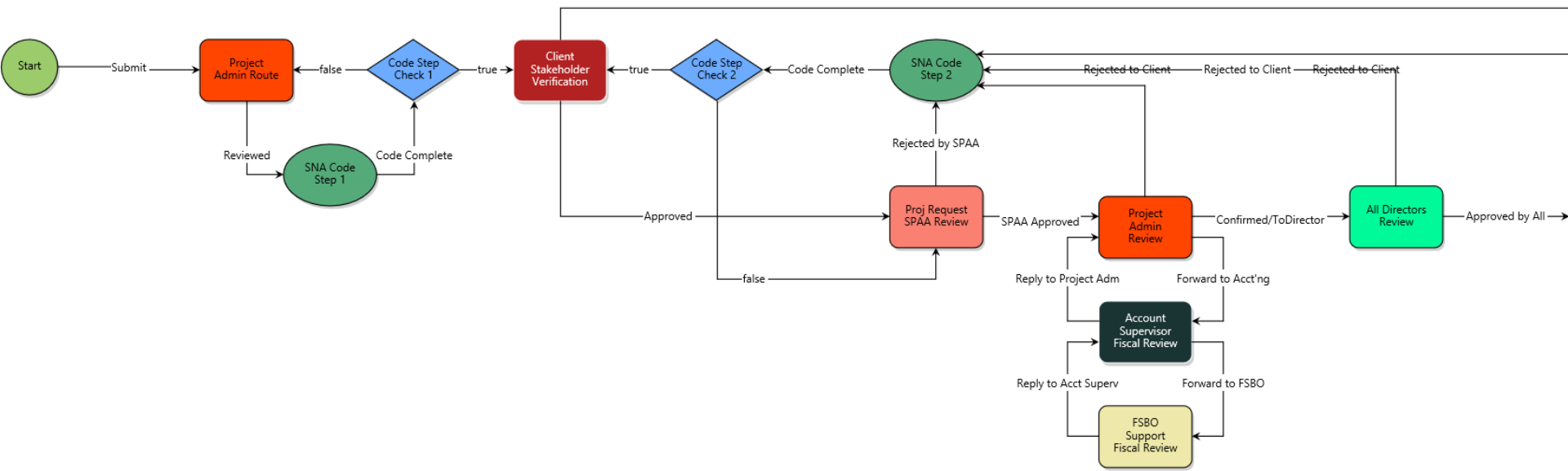
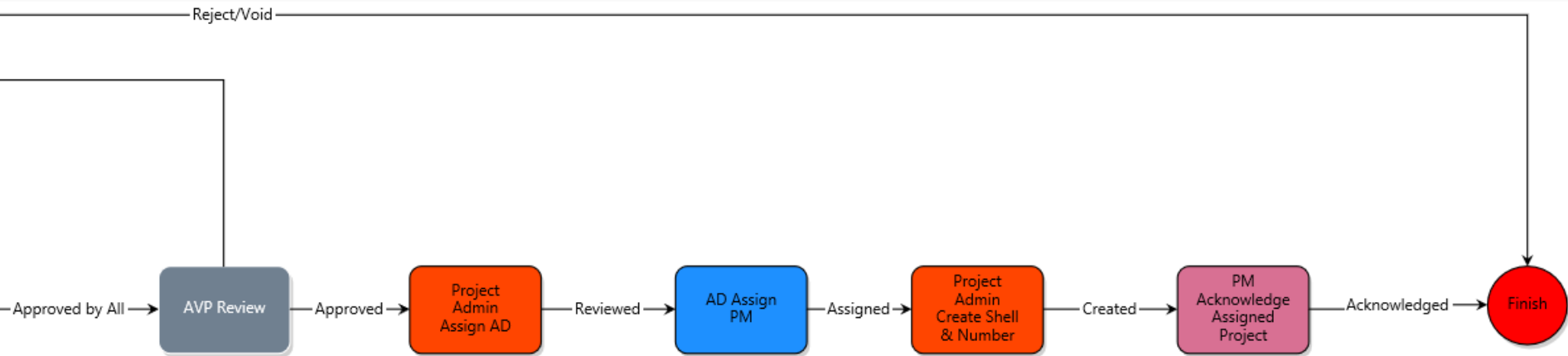




# A Guide On Project Request (PRP) Process

*Prepared by e-Builder  
31 January 2018*





## Process Description:

The purpose of the Project Request process is to enable personnel from various university departments to request a Facilities project to add or modify property under their responsibility. This process is accessible by a Public data entry form that does not require an e-Builder user license. The request is vetted by an internal Facilities committee and several staff specialists. If the project is approved, the Project Administrator sets up a new e-Builder project to track the concept development and subsequent design/construction. By using this process, the Facilities staff and university departments will be able to track, manage, and report all proposed projects.

This process will launch from a special project called "Project Requests Repository". The eB Admin is the primary initiator of the process.

## Process Participants:

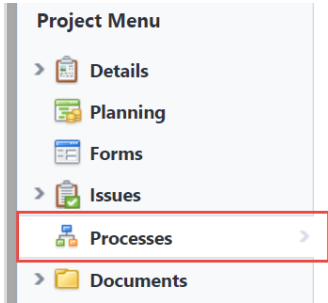
1. UCF Employee or eB User
2. Project Administrator
3. Dean
4. Building Manager
5. Client
6. Stakeholder
7. SPAA
8. Project Administrator
9. Account Supervisor
10. FSBO Support
11. Director
12. Assistant Vice President
13. Assistant Director
14. Project Manager

## Process Details:

1. Process is initiated by any employee through the Public Process, OR by any user who has access to the Project Requests Repository project inside e-Builder.
2. Project Admin adds Dean and Building Manager to Next Step.
  1. To selected actor using the "SNA Code Step 1". Upon completion of this code, process routes automatically to conditional "Code Step Check 1". If code ran successfully, the process routes to "Client Stakeholder Verification" step; otherwise, process routes back to "Project Administrator Route" step
3. Clients and Stakeholders Verify and Electronically Approve Request.
4. SPAA Request Reviewer Reviews Projects and Sends for approval.
5. Project # assigned and the funding availability is confirmed with the requester.
6. Account Supervisor Provides Funding information or issues to FSBO Support to Provide Funding Information.
7. FSBO Support Provides Funding information.
8. All Directors review the Project Request for State Fire Marshall review, electrical load calculations, & infrastructure capacity.
9. AVP Reviews Project Request and Approves.
10. Assistant Director will Assign the PM to the Project.
11. Project Admin creates the Project Shell in e-Builder and the Project Number in PS.
12. Project Manager Acknowledges that they have been assigned to the project and the Shell is complete.

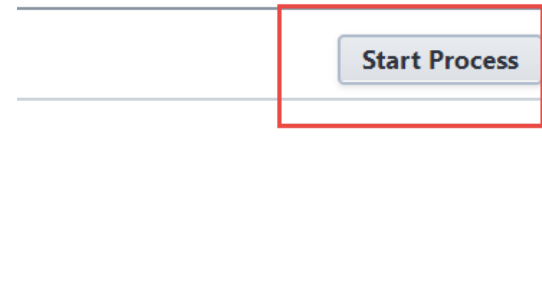
## Initiation of Process:

1. Select the Project Request Repository project to start the process
2. Select **Processes** from the Project Menu.



3. Or visit the public link: <https://app.e-builder.net/public/publicLanding.aspx?QS=7dbbbc472813424c9a26d3cd036e6316>

3. Select **Start Process** in the process Module.



4. Click **Project Request (PRP)** button.

01 - Project Request (PRP)

This is a Public Process (available to non-eBuilder users) used for requesting new projects. This version will contain updated fields and field dependencies, replacing the original

## Initiator Input:

1. Initiate process via public link or in the Project Request Repository project.

2. Scroll and complete the necessary details. Required fields will have a red asterisk (\*) and the process cannot be submitted until all required fields have been completed. Instructions are listed on the screen

3. Dynamic grid allows multiple rows to be added account number and dollars.
4. Checklists require toggle
5. Questions are answered at bottom of screen

## Project Admin Review:

1. Click process name to open Project Request process.

Process	Subject	Step	Responsible Actors	Step Age	In Step Since	Date Created	Process Age	Status
<input type="checkbox"/> PRP - 1	Electrical upgrade (specialized equipment used) Finish upgrade/HVAC upgrade/Lab upgrade/Life Safety/Lighting improvement   Requested by James Ross   Estimated Value: \$0	Finish			01.16.2018	01.16.2018	0	Approved

2. Scroll to review and complete the necessary details. Required fields will have a red asterisk (\*) and the process cannot be submitted until all required fields have been completed.

**01 - Project Request (PRP)** Submissions

Start Process Print | Check Settings | Submit | Save Draft | Cancel

Project: Project Requests Repository  
Process: 01 - Request Request

Details | Attached Documents (0) | Attached Processes (0) | Attached Forms (0)

**Note:** This form and checklist are required to evaluate and design a project, and must be completed in their entirety for all projects. Required information fields are denoted by asterisks (\*).

**Purpose of form and checklist:**  
To evaluate the overall design requirements of a request related to space distribution, quantities of rooms and budget distribution, and to identify the scope of the request, including the basic scope of work, the processes and equipment that will be used, the origins, the funding source, and the dollar amount approved for the project.

**Project Start-up Costs:** All projects have start-up costs, which will be provided at project inception, and which will be applied to the full professional management services cost if the project moves forward. The cost is \$500 for projects without Architect/Engine (A/E) services and contractor warranties, and \$300 for projects with A/E services and contractor warranties.

**Required approval:** When this form has been completed and submitted, it will be routed for approval from the appropriate parties. Requests for approval projects will be completed by the assigned Project Manager (PM), in cases where a project is not approved, PM will contact the requester to discuss reasons for disapproval.

Submit this completed form, checklist, and required attachments to be routed to Space Planning Analyst and Architectural (SPAA).

Building Name:

Room Number(s):

Building Location Name (BLD):

BLD Phone Number:

BLD Email Address:

Building Number:

Department:

Requester Name:

Requester Phone:

Requester Email:

3. A majority of fields will become read only. Comments may be added under the comments tab or other fields may be completed if possible.

4. Select participants at bottom of screen.

Custom report type:

Does this project support the goals of the Collier Strategic Impact Plan?

Describe how the project supports the Collier Strategic Impact Plan as indicated above:

**Questions**

1	Is this project associated with buildings or rooms?	18	If yes, record the Question 1, 2, and 3, and provide any additional pertinent information from items 1-12. If no additional information is needed.
2	Will the project change the assembly classification of rooms (e.g., classrooms to offices or teaching labs to research labs)?	24	If yes, describe here (enter a value of "N/A" if no additional information is needed).
3	Will the project change occupancy count (i.e., 1)?	30	If yes, describe here (enter a value of "N/A" if no additional information is needed).
4	Will the project change the numbers of rooms by dividing individual rooms into separate ones or by combining rooms?	36	If yes, describe here (enter a value of "N/A" if no additional information is needed).
5	Will the project alter the budget entry that is using any of the source received from S&S or AUCS?	42	If yes, describe here (enter a value of "N/A" if no additional information is needed).
6	Does the proposed activity or research have a deadline to initiate operations?	48	If yes, describe here (enter a value of "N/A" if no additional information is needed).
7	Does the proposed activity or research require any support equipment installations in the designated room(s)?	54	If yes, describe here, and attach cut sheets and operating manuals for all equipment and the Standard Operating Procedure (SOP) for the associated room(s). Include the

**01 - Project Request (PRP) - 1** Delete Instance | Workflow Override | All Fields View | Instructions

Project: Project Requests Repository  
Process Documents: PRP - 1 | Show History | Current Action  
Current Workflow Step: Finish | Show Workflow Diagram  
Subject: Electrical upgrade (specialized equipment used) Finish upgrade/HVAC upgrade/Lab upgrade/Life Safety/Lighting improvement | Requested by: James Ross | Estimated Value: \$0  
Status: Approved

Overall Due Date:   
Step Due Date:

Details | Comments (0) | Attached Documents (0) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

Private Comment:

Print | Copy | Cancel

**Client Participants**

Budgetary Authority:  
 Stakeholders:  
 Building Manager/Person:

## Client Stake Holder Review:

1. Click process name to open Project Request process.

Process	Subject	Step	Responsible Actors	Step Age	In Step Since	Date Created	Process Age	Status
PRP - 1	Electrical upgrade (specialized equipment used)/Finish upgrade/HVAC upgrade/Lab upgrade/Life Safety/Lighting improvement   Requested by James Ross   Estimated Value: \$0	Final			01.16.2018	01.16.2018	0	Approved

2. Review comments by selecting the **Comments** tab.

[Details](#)
[Comments \(1\)](#)
[Attached Documents \(0\)](#)
[Attached Processes \(0\)](#)
[Attached Forms \(0\)](#)
[Attached To \(0\)](#)

Request Comment Comment

Private Comment

Make Private These are the comments

Request Comment Comment

3. Scroll and complete the necessary details. Required fields will have a red asterisk (\*) and the process cannot be submitted until all required fields have been completed.
4. Other fields are to-be reviewed

Customize project types

Does this project support the goals of the University Strategic Impact Plan?

Describe how the project supports the University Strategic Impact Plan, as indicated above.

Customize project services

**Questions**

1.	Is this project associated with buildings or rooms?	10.	If yes, respond to Question 1. If no, skip questions 1-10 and provide any additional pertinent information here (enter a value of "N/A" if no additional information is needed).
2.	Will the project change the existing classification of rooms (e.g., classrooms to offices or teaching labs to research labs)?	24.	If yes, describe here (enter a value of "N/A" if no additional information is needed).
3.	Will the project change occupancy count (i) or (j)?	30.	If yes, describe here (enter a value of "N/A" if no additional information is needed).
4.	Will this project change the numbers of rooms by dividing individual rooms into separate ones or by combining rooms?	40.	If yes, describe here (enter a value of "N/A" if no additional information is needed).
5.	Will this project alter the budget entry that is using any of the spaces involved (e.g., from 000 to 000 or 000)?	50.	If yes, describe here (enter a value of "N/A" if no additional information is needed).
6.	Does the proposed activity or research have a deadline to initiate operations?	60.	If yes, describe here (enter a value of "N/A" if no additional information is needed).
7.	Does the proposed activity or research require any support equipment installations in the designated room(s)?	70.	If yes, describe here (enter a value of "N/A" if no additional information is needed) and the Standard Operating Procedure (SOP) for the associated support amount (include the

5. Add comments regard project request in dynamic grid

Group By: Open Date

**Comments: Please add your comments regarding this project request.**

Enter your initials, select your role, and add your comment.

#	Initials	Title	External Comments
0			



## SPAA, eB Admin, Dir, AVP Review:

1. Click process name to open Project Request process.

Process	Subject	Step	Responsible Actors	Step Age	In Step Since	Date Created	Process Age	Status
<input type="checkbox"/> P&P - 1	Electrical upgrade (specialized equipment used)/Finish upgrade/HVAC upgrade/Leak upgrade/Life Safety/Lighting improvement   Requested by James Ross   Estimated Value: \$0	Final			01.16.2018	01.16.2018	0	Approved

2. Most fields are read only, review information:

**Notes:** This form and checklist are required to evaluate and design a project, and must be completed in their entirety for all projects. Required information fields are denoted by asterisks (\*). UCF includes the overall long term implications of a request related to space identification, quantities of spaces, and budget classification and (2) to identify the scope of the request, including the square footage, the process and equipment that will be used, the existing furniture, rooms, and the order amount approved for the project.

**Project Start-up Costs:** All projects have a start-up cost, which will be provided at project inception, and which will be applied to the full professional management services cost if the project moves forward. The cost is \$100 for projects without Architects/Engineer (A/E) services and for contractor estimates, and \$500 for projects with A/E services and/or contractor estimates.

**Request of approval:** When this form has been completed and submitted, it will be needed for approval from the appropriate parties. Requestors of approved projects will be contacted by the assigned Project Manager (PM). In cases where a project is not approved, PRPAC will contact the requestor to discuss options for approval.

Submit this completed form, checklist, and required attachments to be routed to Space Planning, Design, and Administration (SPDAS)

Building Name*	Building Number*	Please click on the building number in the list to be selected even if only 1 room is listed.
Room Number(s)	Department*	
Building Section Name (if C)	Requester Name*	
BLC Floor Number*	Requester Room*	
BLC Serial Address*	Requester Email*	
Principal Investigator (PI) or A/E*	PI Room*	
Project # budget/Category code*	PI Email*	
ESG/CES/AUX/Other*	Project Rely Function*	
Proposed Project Title*	Supporting Documentation Attachment 1*	If attaching more than 8 files, please zip-up the files into a single attachment.
Supporting Documentation Attachment 2*	Supporting Documentation Attachment 3*	
	Check here to confirm all applicable attachments have been uploaded.	

3. Add comments regard project request in dynamic grid

Comments: Please add your comments regarding this project request.

Enter your initials, select your title, and add your comments.

#	Initials	Title	Internal Comments
Blank Title			
Blank Title			

4. Review comments by selecting the Comments tab.

Details **Comments (1)** Attached Documents (0) Attached Processes (0) Attached Forms (0) Attached To (0)

Request Comment Comment

Private Comment

Make Private These are the comments

Request Comment Comment

## All Directors Review:

1. Click process name to open Project Request process.

Process	Subject	Step	Responsible Actors	Step Age	In Step Since	Date Created	Process Age	Status
<input type="checkbox"/> PRP - 1	Electrical upgrade (specialized equipment use)/Finish upgrade/HVAC upgrade/Leak upgrade/Life Safety/Lighting improvement   Requested by James Ross   Estimated Value: \$0	Final			01.16.2018	01.16.2018	0	Approved

2. Most fields are read only, review information:

**Notes:** This form and checklist are required to evaluate and design a project, and must be completed in their entirety for all projects. Required information fields are denoted by asterisks (\*). UCF includes the overall long term implications of a request related to space identification, quantities of spaces, and budget classification and (2) to identify the scope of the request, including the space to be worked, the process and equipment that will be used, the existing furniture, rooms, and the order request approved for the project.

**Project Start-up Costs:** All projects have a start-up cost, which will be provided at project inception, and which will be applied to the full professional management services cost if the project moves forward. The cost is \$100 for projects without Architect/Engineer (A/E) services and for contractor estimates, and \$500 for projects with A/E services and/or contractor estimates.

**Result of approval:** When this form has been completed and submitted, it will be needed for approval from the appropriate parties. Requestors of approved projects will be contacted by the assigned Project Manager (PM). In cases where a project is not approved, PRPAC will contact the requestor to discuss options for approval.

Submit this completed form, checklist, and required attachments to be routed to Space Planning, Design, and Administration (SPDAS)

Building Name*	Building Number*	Please click on the building number in the list to be selected even if only 1 room is listed.
Room Number(s)	Department*	
Building Section Name (if C)	Requester Name*	
BLC Floor Number*	Requester Room*	
BLC Serial Address*	Requester Email*	
Principal Investigator (PI) or Role*	PI Room*	
Project # budget/Category code*	PI Email*	
ESG/CES/AUX/Other*	Project Rely Function*	
Proposed Project Title*	Supporting Documentation Attachment 1*	If attaching more than 3 files, please zip-up the files into a single attachment.
Supporting Documentation Attachment 2*	Supporting Documentation Attachment 3*	
	Check here to confirm all applicable attachments have been uploaded.	

3. Add comments regard project request in dynamic grid

Comments: Please add your comments regarding this project request.

Enter your initials, select your title, and add your comments.

#	Initials	Title	Internal Comments
Blank Title			
09 Blank			

4. Review comments by selecting the Comments tab.

Details **Comments (1)** Attached Documents (0) Attached Processes (0) Attached Forms (0) Attached To (0)

Request Comment Comment

Private Comment

Make Private These are the comments

Request Comment Comment

## AD Assign PM Review:

1. Click process name to open Project Request process.

Process	Subject	Step	Responsible Actors	Step Age	In Step Since	Date Created	Process Age	Status
PRP	Electrical upgrade (specialized equipment use)/Finish upgrade/HVAC upgrade/Leak upgrade/Life Safety/Lighting improvement Requested by: James Ross   Estimated Value: \$0	Final			01.16.2018	01.16.2018	0	Approved

2. Most fields are read only, review information:

**Notes:** This form and checklist are required to evaluate and design a project, and must be completed in their entirety for all projects. Required information fields are denoted by asterisks (\*).  
**Purpose of form and checklist:**  
 (1) to indicate the overall long term implications of a request related to space identification, quantities of spaces, and budget classification; and  
 (2) to identify the scope of the request, including the space affected, the basic nature of work, the process and equipment that will be used, the urgency, the funding source, and the order amount approved for the project.  
**Project Start-up Costs:** All projects have a start-up cost, which will be provided at project inception, and which will be applied to the full professional management services cost if the project moves forward. The cost is \$100 for projects without Architect/Engineer (A/E) services and for contractor estimates, and \$500 for projects with A/E services and/or contractor estimates.  
**Required approvals:** When this form has been completed and submitted, it will be needed for approval from the appropriate parties. Requestors of approved projects will be contacted by the assigned Project Manager (PM). In cases where a project is not approved, PRPAC will contact the requestor to discuss reasons for disapproval.

Submit this completed form, checklist, and required attachments to be routed to Space Planning, Design, and Administration (SPDAS)

Building Name*	Building Number*	Please click on the building number in the list to be selected even if only 1 room is listed.
Room Number(s)	Department*	
Building Location Name (B/C)	Requester Name*	
B/C Floor Number	Requestor Room*	
B/C Email Address	Requester Email*	
Principal Investigator (PI) or A/E	PI Room*	
Project # and/or categorical code	PI Email*	
ESG/CES/AUX/Other	Project Rely Function*	
Proposed Project Title	Supporting Documentation Attachment 1	If attaching more than 2 files, please zip-up the files into a single attachment.
Supporting Documentation Attachment 2	Supporting Documentation Attachment 3	
	Check here to confirm all applicable attachments have been uploaded.	

3. Add comments regard project request in dynamic grid

Comments: Please add your comments regarding this project request.  
 Enter your initials, select one title, and add your comment.

#	Initials	Title	Internal Comments
Blank Table			
19 Blank			

4. Client participants are listed

### Client Participants

Budgetary Authority	Building Manager/Liaison
Stakeholders	

5. Review comments by selecting the **Comments** tab.

Details | **Comments (1)** | Attached Documents (0) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

Request Comment | Comment

Private | Comment

Make Private | These are the comments

Request Comment | Comment

6. Assign project manager by filling in name.

Please enter the name of the assigned project manger.

Assigned Project Manager

## Project Admin Create Project:

1. Click process name to open Project Request process.

Process	Subject	Step	Responsible Actors	Step Age	In Step Since	Date Created	Process Age	Status
PRP	Electrical upgrade (specialized equipment use)/Finish upgrade/HVAC upgrade/Leak upgrade/Life Safety/Lighting improvement Requested by James Ross   Estimated Value: \$0	Final			01.16.2018	01.16.2018	0	Approved

2. Most fields are read only, review information:

**Notes:** This form and receipt are required to evaluate and design a project, and must be completed in their entirety for all projects. Required information fields are denoted by asterisks (\*).  
**Purpose of form and checklist:**  
 (1) to indicate the overall long term implications of a request related to space distribution, quantities of assets, and budget classification and  
 (2) to identify the scope of the request, including the space affected, the basic scope of work, the processes and equipment that will be used, the urgency, the funding source, and the order account approved for the project.  
**Project Start up Costs:** All projects have a start-up cost, which will be provided at project inception, and which will be applied to the full professional management services cost if the project moves forward. The cost is \$100 for projects without Architect/engineer (A/E) services and/or contractor estimates, and \$100 for projects with A/E services and/or contractor estimates.  
**Required approvals:** When this form has been completed and submitted, it will be needed for approval from the appropriate parties. Requestors of approved projects will be contacted by the assigned Project Manager (PM) in cases where a project is not approved. PRP will contact the requester to discuss reasons for disapproval.

Submit this completed form, checklist, and required attachments to be routed to Space Planning Strategy and Administration (SPAS).

Building Name*	Building Number*	Please click on the building number in the list to be selected even if only 1 room is listed.
Room Number(s)	Department*	
Building Liaison Name (BLC)*	Requester Name*	
BLC Phone Number	Requester Address*	
BLC Email Address	Requester Email*	
Manager Investigator (PI) or N/A*	PI Phone*	
Project # build# (verified code)	PI Email*	
EMCC/CAJ/AJ/Other	Project Rely Number*	
Proposed Project Title	Supporting Documentation Attachment 1:	If attaching more than 8 files, please zip-up the files into a single attachment.
Supporting Documentation Attachment 2:	Supporting Documentation Attachment 3:	

Check here to confirm all applicable attachments have been uploaded.

3. Project Admin must create project and enter information below:

### Project Details

Project Number:

Assigned Project Manager:

Project Owner:

Please select an option:

3. Add comments regard project request in dynamic grid

Comments: Please add your comments regarding this project request.  
 Enter your initials, select your title, and add your comments.

#	Initials	Title	Internal Comments
Blank Table			
19 Blank			

4. Client participants are listed

### Client Participants

Budgetary Authority	Building Manager/Liaison
Stakeholders:	

5. Review comments by selecting the Comments tab.

Details | **Comments (1)** | Attached Documents (0) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

Request Comment | Comment

Private | Comment

Make Private | These are the comments

Request Comment | Comment

6. Assign project manager by filling in name.

Please enter the name of the assigned project manager.

Assigned Project Manager:

## Final Review/Finish:

1. Click process name to open Project Request process.

Process	Subject	Step	Responsible Actors	Step Age	In Step Since	Date Created	Process Age	Status
PRP - 1	Electrical upgrade (specialized equipment use)/Finish upgrade/HVAC upgrade/Leak upgrade/Life Safety/Lighting improvement   Requested by James Ross   Estimated Value: \$0	Final			01.16.2018	01.16.2018	0	Approved

2. Most fields are read only, review information:

**Notes:** This form and receipt are required to evaluate and design a project, and must be completed in their entirety for all projects. Required information fields are denoted by asterisks (\*). (1) to indicate the overall long term implications of a request related to space classification, quantities of assets, and budget classification and (2) to identify the scope of the request, including the space affected, the basic scope of work, the process and equipment that will be used, the urgency, the funding source, and the order account approved for the project.

**Project Start-up Costs:** All projects have a start-up cost, which will be provided at project inception, and which will be applied to the full professional management services cost if the project moves forward. The cost is \$150 for projects without Architect/Engineer (A/E) services and/or contractor estimates, and \$100 for projects with A/E services and/or contractor estimates.

**Required approvals:** When this form has been completed and submitted, it will be needed for approval from the appropriate parties. Requestors of approved projects will be contacted by the assigned Project Manager (PM) in cases where a project is not approved. PRP will contact the requester to discuss reasons for disapproval.

Submit this completed form, checklist, and required attachments to be routed to Space Planning Strategy and Administration (SPSA).

Building Name*	Building Number*	Please click on the building number in the list to be selected even if only 1 room is listed.
Room Number(s)	Department*	
Building Location Name (BLC)*	Requester Name*	
BLC Room Number	Requester Address*	
BLC Street Address	Requester Email*	
Principal Investigator (PI) or NAC	PI Phone*	
Project ID/Building/Category code	PI Email*	
EM/CM/CA/AV/Other	Project Rely function*	
Proposed Project Title	Supporting Documentation attachment 1:	If attaching more than 1 file, please zip-up the files into a single attachment.
Supporting Documentation attachment 2:	Supporting Documentation attachment 3:	

Check here to confirm all applicable attachments have been uploaded.

3. Project Admin entered project info:

**Project Details**

Project Number:

Assigned Project Manager:

Project Owner:

Please select an option:

4. Client participants are listed

**Client Participants**

Budgetary Authority: Stakeholder:

Building Manager/Location:

5. Review comments by selecting the **Comments** tab.

Details **Comments (1)** Attached Documents (0) Attached Processes (0) Attached Forms (0) Attached To (0)

Request Comment Comment

Private Comment +

Make Private These are the comments

Request Comment Comment

6. Assigned project manager is listed:

Please enter the name of the assigned project manager.

Assigned Project Manager:

## 01 - Project Request (PRP) - 1

[Delete Instance](#)
[Workflow Override](#)
[All Fields View](#)
[Instructions](#)

[Print](#)
[Copy](#)
[Cancel](#)

Project:	Project Requests Repository <b>1</b>	
Process Document:	PRP - 1 <b>2</b> <a href="#">Show History</a>   <a href="#">Current Actors</a>	Overall Due Date: <b>6</b>
Current Workflow Step:	Finish <a href="#">Show Workflow Diagram</a> <b>3</b>	Step Due Date: <b>7</b>
Subject:	Electrical upgrade (specialized equipment use),Finish upgrade,HVAC upgrade,Lab upgrade,Life Safety,Lighting improvement   Requested by: James Ross   Estimated Value: \$0 <b>4</b>	
Status:	Approved <b>5</b>	

### Process Description:

Each time you open a process to perform your function within a project, you will see the Process Header. The process header contains information that can help you identify where you are within a process, within a project.

1. **Project:** Project Name
2. **Process Document:** The process instance
  - [Show History](#): Will display a historical list of actions taken within this process instance
  - [Current Actors](#): Will display a list of actors responsible for the process in its current step
3. **Current Workflow Step:** The name of the current step
  - [Show Workflow Diagram](#): Will display the workflow diagram, highlighting the current step where this instance is with a blue frame
4. **Subject:** Displays the specific process instance subject
5. **Status:** Displays the process' current status
6. **Overall Due Date:** Date the process needs to be completed by *(If applicable)*
7. **Step Due Date:** Date this step in the process needs to be completed by *(If applicable)*

**Support:**

**Announcements** ▾

**To contact e-Builder Support**  
Please call (888) 288-5717 or email [support@e-builder.net](mailto:support@e-builder.net). Thank you!

**Notes and Comments:**