

# e-Builder Project Request Process (PRP): Stakeholder Approval Step Instructions

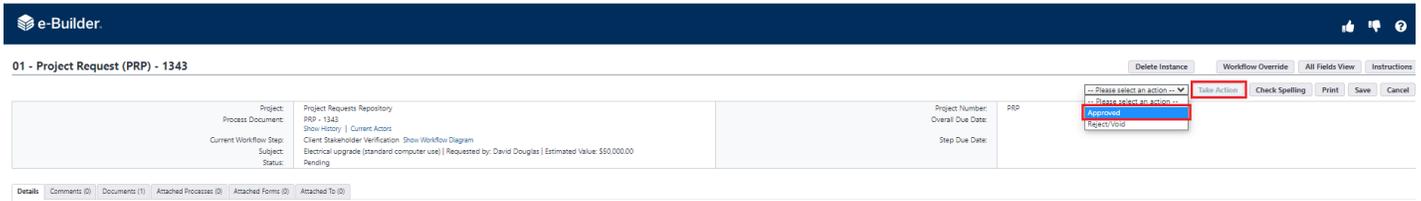
Purpose: To obtain stakeholder (Building Liaison, Cost Center Manager, Dean, Director Chair, and Budget Manager) approval for a project request submitted by a project requester to vet the project against stakeholder expectations for scope and available budget before a request moves forward.

1. Navigate to <https://fp.ucf.edu/>, select the yellow e-Builder button, and provide your NID and NID password to login.
2. On the “My Home” tab, select “PRP-XXXX” hyperlink to access the process.

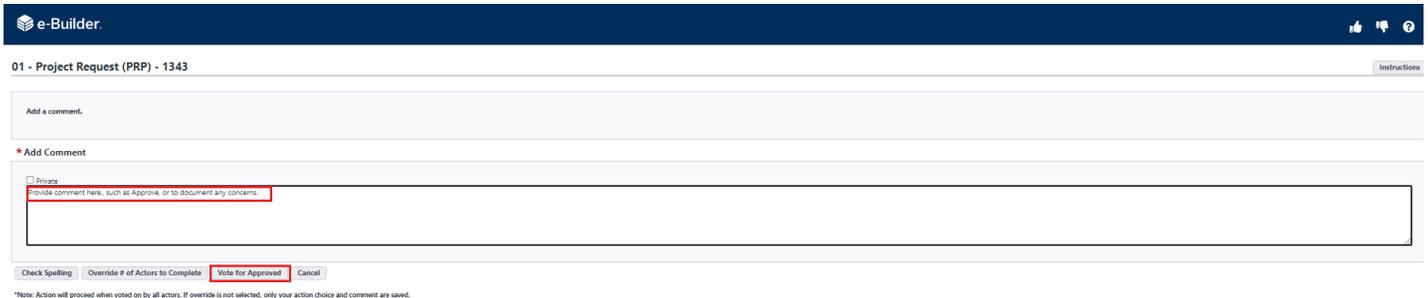


3. Review the process details. If you approve the concept of the project, and do not object to the requester-identified funding source or amount, please approve the process. Note: approval at this stage will not cause funds to be transferred to the project. This will only occur after a complete project proposal has been presented to the client.

4. To approve the project request, select “Approved” from the drop down, and the adjacent “Take-Action” button.



5. You will then be prompted to provide comment. Enter your approval or concerns comment and then select “Vote for Approved”. Please note that the request will not move forward, until all stakeholders have approved.



\*Note: Action will proceed when voted on by all actors. If override is not selected, only your action choice and comment are saved.