Project Initiation Request Form (PIF)

Today’s date:
Requestor:
Reserve:

• Project Title

• Who is your preferred FM Project Manager and why this person should be assigned to this project?
• Provide a detailed project description
• What is the proposed vendor’s contact information
• Provide a copy of the vendor’s proposal
• What is the budget for the project?
• What is the maximum amount allowable for this project (allow for FM fee and contingency)?
• What is the Cost Center(s)
• What is the preferred project start date
• What is the preferred project end date
• Are there any construction constraints (seasonal conditions, weather, gate codes, work hours, etc.)
• Will the reserve be providing any of the equipment for the project?
• Additional comments related to project that should not be submitted to FM with PIF