

Facilities Management

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**POLICY:**

Issued: October 2024

This policy is to administer the creation of projects for capital and minor projects in CMS.

**PURPOSE:**

The purpose of this policy is to outline the procedures established to create projects for capital and minor construction work for the Washington University School of Medicine.

**DEFINITIONS:**

Construction Management System (PMWEB)  
Accounting Coordinator  
Director of Capital Projects

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**PROCEDURE:**

- A. The Accounting Coordinator receives the Planning and Project Request Form and the assigned Project Manager from the Director of Capital Projects.
- B. The Accounting Coordinator creates a project in PMWEB and enters the project information provided from the Planning and Project Request Form into PMWEB.
- C. A random project number is assigned by PMWEB.
- D. The Accounting Coordinator sets up the electronic project file in the G drive and saves the Planning and Project Request Form to the appropriate folder. The CPPM sends an email to the Project Manager, providing the new project number, project name and project folder location.