

Project: Project Name (eB #)

If the Project Details Page contains FCS Steward Engagement information then connect with the indicated parties

- Notify Project Contact/Requester you are the PM & begin dialogue with key stakeholders
- Coordinate next steps including meetings with key stakeholders to determine required approvals (Cornell and Municipal)
- Schedule project launch meeting and attach a draft of the [Project Charter](#) (reference [Project Charter – Guidance Document](#)). Invite finance manager to project launch meeting (especially if it is state funded).
- Update eBuilder details page per final project charter, save project charter document in 01.10 Intake Materials folder in eBuilder.
- Determine consultant procurement options and develop procurement plan in PD2 (Cornell) or PD3 (State)
- Determine required Cornell Approvals Capital Project Authorities [Capital Project Approvals Authorities](#)
- Refer to [Project Approval Calendar](#) to determine approval schedule constraints
- Develop high level project timeline including consultant procurement and all approvals in Office Timeline and distribute to stakeholders for input and review
- Lock in meeting dates in advance for key stakeholders, per design phase
- Draft project budget using [eBuilder Cost Code Budget Template](#) (*on state-funded projects check budget with SUCF Finance Manager*)
- Draft Project Meeting Groups using the [Project Meeting Group Template](#) and [Project Meeting Groups Example](#)

- Initiate consultant selection checklist for Cornell funded projects (PD2)
- Initiate consultant selection checklist for State funded projects (PD3)
- [Activities requiring FPARs and Studies](#), initiate FPAR Approval Checklist (PD4)