

# OPENING A PROJECT CODE FOR NON-CENTRALLY FUNDED STRATEGIC PLAN INITIATIVES (GROUP A) QUICK REFERENCE

Project Code ⌵ Doc Nbr: 10815232 Status: INITIATED  
Initiator: Created: 08:41 AM 02/19/2019

EXPAND ALL COLLAPSE ALL

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DOCUMENT OVERVIEW ⌵

OVERVIEW

\* Description:

Organization Document Number:

Explanation:

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EDIT PROJECT CODE ⌵

NEW

\* Project Code:

\* Project Name:

\* Project Manager Principal Name:

Project Manager Name:

\* Chart Code:

\* Organization Code:

\* Project Description:

Active Indicator:

Submit Save Close Cancel

**Document Overview**  
**Description:** Add a brief description for the project code. This field is limited to 40 characters  
**Explanation:** Additional detail on why the new project is being created. This field has an unlimited number of characters.

**Edit Project Code**  
**Project Code:** Use the naming convention "SI####" where #### corresponds to the Wave card number.  
**Project Name:** The name of the corresponding template. For example, 1.1A-Enrollment (limited to 40 characters).  
**Project Manager Principal Name:** The NetID of the project manager principal.  
**Chart Code:** This will always be "UA."  
**Organization Code:** The organization code associated with the new project.  
**Project Description:** A brief description of the purpose of the project. Limited to 500 characters.  
**Active Indicator:** Always check this box.

**Submit:** Click to submit the document. After submitted, the status of the document will change from "Initiated" to "Enroute." It will be routed for approval or acknowledgement.

**Save:** Use when a document is initiated but not yet complete. Saving allows it to be opened at a later date for completion.  
**Note:** All saved documents are canceled after 90 days of no activity.

**Close:** This will close the document without submitting it. It will not save any new changes made to the document.

**Cancel:** This will cancel the document. A message will prompt you to confirm you want to cancel the document. Canceled documents are void, cannot be modified in any way, and do not route for approval.