Kutztown University FRC Project Process

User Submission Phase (Varies by Requester)

1. Project Need Identified by Requestor
2. Project Request Form (PRF) is Created by Requestor
3. PRF is Submitted to Chairperson, Dean/Director, & VP for Approval
4. Approved PRF is submitted to Facilities

Facilities Approval Phase (~20–30 days)

1. PRF is reviewed by Facilities and clarified as needed
2. Approved PRF is given to Facilities Project Services (FPS) for Completion.

Administration & Scope of Work Development Phase

(~30-120 days depending on backlog)

1. Project is Assigned a Project Manager (PM)
2. PM Reviews Scope of Work (SOW) with Requestor
3. FPS determines if a Design is needed

Contracting & Construction Phase

1. Construction Contracts Executed (~5-7 days)
2. Project is Scheduled for Construction (~20-180 days depending on scope)
3. Project Construction is Completed

~30-120 days depending on backlog

(F.O.R.)

~20-30 days

(Normally ~90-180 Days)

(P.A. L&I Review could add 30-60 days)

~30 days

Funding Received