



# Project Modification Request

Note: This form is to be used for Project Modifications only. If you are creating a new project, please use form "Project Request." Complete this form and attach it to a Create Request - Project Modification Request task in Workday

Project Name

Select one or more modifications to the project:

Add or remove additional project scope or phases  Describe the changes. Attach additional documents to Workday Request if necessary.

Add or remove budget OR change funding sources

Previous budget

Proposed budget change

Total new budget

If more than 5 sources, please attach add'l sheet.

NEW funding sources	Fund and Cost Center Number	Fund and Cost Center Name	Amount of Funding
Example	FD1111-112301	Unrestricted Operating – Financial Services	50,000.00
Source 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Source 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Source 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Source 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Source 5	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>			<input type="text"/>

Change Cost Center, Change Project End Date, Other changes which require workflow approval)  Describe the change:

120 Day Closeout Notification

Per the Capital Project Procedure, the Project Manager will communicate to Stakeholders within 7 days of Substantial Project Completion (temp CO, put in service, "Go Live").

Date of Substantial Completion: