



WAKE FOREST
UNIVERSITY

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			
Source 2			
Source 3			
Source 4			
Source 5			
Total			

- ☐ 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: