Submit a Project Request in PMWeb

1. Navigate to URL: [https://bu.pmweb.com/PMWeb](https://bu.pmweb.com/PMWeb). Select “click here” as shown.

2. Log in using your BU username & Kerberos password.

3. You will arrive at the PMWeb landing page. Click the **Project Requests** link.

4. You will arrive at the Project Request list view. Click the Add button at the top. *(Note: if this is your first project request, skip this step)*

5. The Project Request window opens.

6. Enter a description of the proposed work you are requesting in the **Scope** field.

7. Select the street address where the requested work will likely take place from the **Location** drop down. *(If the location is yet to be determined or the project will occur in multiple buildings, select 0 Charles River Campus, 0 Medical Campus, or 0 Fenway Campus.)*

   **TIP:** The location field can be searched by typing the street number or name in the box.

8. In the **Type** field, select “Academic” if you report to a Provost, or “Non-Academic” if you report to an Administrative Vice President.

9. Enter a brief, informative name for the project in the **Title** field, for example “Office paint and carpet”.

10. Click the save button at the top of page.

11. Enter additional information on the **Details/Required Fields** tab. To edit these fields:

   a. Click the first line.
   b. Hold Shift and click the last line. *(The selected rows turn orange.)*
   c. Click the Edit button.
   d. Enter information
   e. When done, click the **Update Records** button

12. Click on the **Details/Scope** tab. Open the fields for editing *(see steps 10a-e above)* and click the check-box next to any work you expect the project may include.

13. Click the **Submit** button (on the top section of the page, next to the Scope field). The request is submitted to workflow. *(The fields in the Project Request will be locked once the request has been submitted.)*

To request access please email [ithelp@bu.edu](mailto:ithelp@bu.edu).

For other questions, please email Gerry Broderick ([geraldb@bu.edu](mailto:geraldb@bu.edu)).