Approver Review and Project Creation

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After the project request has been accepted by the Receiver, the Receiver will complete filling in the remaining Project Details fields, including the Approvers field; the **Approvers** field does a lookup to the **Senior Managers** list in the Admin Area. For relevant approval stage processes, when all fields have required values, the **Send for Approval** switch will be enabled so it can be switched to **Yes**.

The Approver(s) will receive an email requesting an approval decision.

Note If there are multiple Approvers listed in the project request, all must approve the

If the request is fully approved, the request form will be updated accordingly, and an email will be sent to all relevant users. A project will then automatically get created and will be based on the associated requested template.

If a Content Template is associated with the chosen Project Template, the duration of the project creation process will depend on the number of child rows (Tasks, Issues, Risks, etc.) present in the project that is getting created.

Stage	User	Response	Comments	Date
Draft	Meghan Browne	Submitted	Request Submitted	Thursday, August 12, 2021 1:35 AM
Accept	Jonathan Weisglass	Approved	Thank you for submitting this request, it is approved.	Thursday, August 12, 2021 1:54 AM
Approve	Jonathan Weisglass	Approved	This is approved	Thursday, August 12, 2021 2:47 AM
Approve	Christine Chang	Approved	I approve this request	Thursday, August 12, 2021 2:47 AM
Create Project	Jonathan Weisglass	Project Created	Project Created	Thursday, August 12, 2021 2:51 AM

> **Note** The Project Request "Approval Date" value uses a time zone independent UTC date; the same date value will be displayed for all users irrespective of time zone.