

Start a New Project in Centerline

Last updated by Adeline LeBouef on Aug 4, 2025

Every new project should have a project folder on the server and a corresponding project on Centerline. Centerline is our main tool for organization during the Design, Bidding, Construction, and Closeout phases. **All projects need Centerline accounts** unless one of the criteria applies:

- Owner requests a specific software (other than Centerline) be used for their projects.
- Project scope is limited to design phase only and will not including bidding or construction administration.

To request a new Centerline project use the form below and fill out the following information:

Centerline New Project Setup

- Project Name
- Project Number
- Project Phase
- Grace Project Manager
- Grace Project Team members
- Additional project contacts can be added at any point by providing an Admin team member with the following information:
 - Full name
 - Company name
 - Email address
 - [Security User Group](#) (click link for more information)

