**Project Request Process**

### Data requested
- Desired result
- Strategic alignment
- Fed/State requirement
- High-level benefits
- Money identified
- Desired completion

### Questions asked
- Complete?
- Not a duplicate?
- Approved by Dir.
- Reasonable?
- Not support request?

### Current criteria
- Strategic alignment
- Fed/State requirement
- Benefits details
- Stakeholder impact
- Risk
- Leverage potential
- Business case

### Process Steps Description

1. **Project Request (TDX)**
   - **Support or Business Process**
   - **Make sense?**
     - **Gather additional data, as needed**
       - **Business Case**
       - **Calculate a ranking based on selected criteria (TDX)**
         - **Review Committees**
           - Review projects and recommend priority
           - POC reviews recommendations
         - **More information requested or denied**
         - **Approved and prioritized for action**
         - **Placed in queue**

2. **Team Lead (SME)**
   - **Scheduling**
   - **Back to requestor**

3. **Initial review for team assignment**
   - **Yes**
   - **No**
   - **Redirect**

4. **Back to PPM**

5. **Approved for future action or put on hold**

6. **Move into Initiating Phase of project**