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?
- Over/under 100 hours in effort

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

Process Steps Description

1. **Project Request (TDX)**
   - Redirect
     - Under 100 hrs or Business Process
     - Initial Review
       - Yes
       - Team assignment
       - Initial review for Team assignment
         - Back to requestor
       - No
         - Gather additional data, as needed
           - Team Lead (SME)
           - 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
             - Approved for future action or put on hold
             - Placed in queue
             - Move into Initiating Phase of project

   - PPM
     - Yes
     - Initial review for PPM
     - Under 100 hrs or Business Process
     - Back to requestor

   - No
     - Graft additional data, as needed
     - Team Lead (SME)
     - 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
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