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

Convert request to project in TDX and notify appropriate group (PPM)

Initial Review (TDX)

Gather additional data, as needed (Analyst)

Calculate a ranking based on selected criteria (TDX)

Review and confirm POC reviews recommendations

More information requested or denied

Approved and prioritized for action

Placed in queue

Move into Initiating Phase of project

100 hrs < or BP?

PPM

Yes

No

Initial review for team assignment

Back to requestor

Approved for future action or put on hold

Approved and prioritized for action

Placed in queue

Process Steps Description