



Customer wants new functionality, process change or new product implemented.



Customer submits CS Work Order



IT Director (owning project Mgr) accepts WO and determines that a project is required. Review of project will be provided to customer within 5 business days. If work order request is not a project, work order is assigned and completed.



If project is approved as is, Initial Project Planning Meeting is scheduled within 5 – 7 business days by appropriate CS Director.

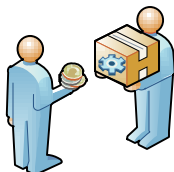
If project is not approved by Review Team and/or VP Council, customer is notified and the work order is closed.



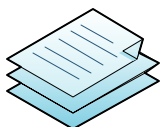
Project Plan initialization is started and project is added to the IT Project Listing for on-going status updates.



Project status is updated weekly on IT Project Listing



Once the project is completed, the initial work order will be closed. If new scope requirements are requested, a new project or new project phase will be started.



For more information concerning IT project initiation, please review IT Policy 08:25 Information Technology Projects