**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)**
2. **Initial Review (PPM)**
   - If 100 hrs < or BP?
   - Follow up for team assignment
3. **Gather additional data, as needed (Analyst)**
4. **Calculate a ranking based on selected criteria (TDX)**
5. **Review and confirm POC reviews recommendations**

**Decision Points**
- Approved and prioritized for action
- More information requested or denied
- Approved for future action or put on hold
- Placed in queue
- Move into Initiating Phase of project

**Final Steps**
- Back to requestor
- Business Case Review and confirm PGC reviews recommendations

**Notes**
- PPM: Convert request to project in TDX and notify appropriate group

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