IT Projects – Approval Process v3

**IT Leadership**

1. **Require Governance Approval?**
   - Yes: Verify/Determine Governing Body
   - No: Schedule for Governance and Communicate to Committee

2. **Provide comments on decision**
3. **Update Project Request Status to Rejected**
4. **Communicate to Customer, Supervisor and Exec Sponsor**

**Governance**

5. **ITL Routing Complete, Pending Governance Approval**
6. **ITL Routing complete, Pending IT Approval**
7. **Project Request Approved by ITL, Pending Est. Project Start**
8. **Project Request Denied by ITL, Project Request Closed**
9. **Project Request Approved by Governance, Pending Est. Start**
10. **Project Request Denied by Governance, Project Request Closed**
11. **Project Start Estimated**

**PMO**

12. **Project Request auto loaded into Project System**
13. **Project Request Pool Awaiting Governance Meeting**
14. **Portfolio Analysis with New Projects**
15. **Prepare and Communicate Meeting Agenda**
16. **Update Re-aligned Project Priorities and Status**
17. **Communicate Re-aligned Priorities to all Committees**
18. **End**

**Status Change Points: Status Text**

- S5: ITL Routing Complete, Pending Governance Approval
- S5: ITL Routing complete, Pending IT Approval
- S6: Project Request Approved by ITL, Pending Est. Project Start
- S6: Project Request Denied by ITL, Project Request Closed
- S7: Project Request Approved by Governance, Pending Est. Start
- S7: Project Request Denied by Governance, Project Request Closed
- S8: Project Start Estimated

Blue = Request app; Red = Project; Green = Email; None = Outside of Request/Project