



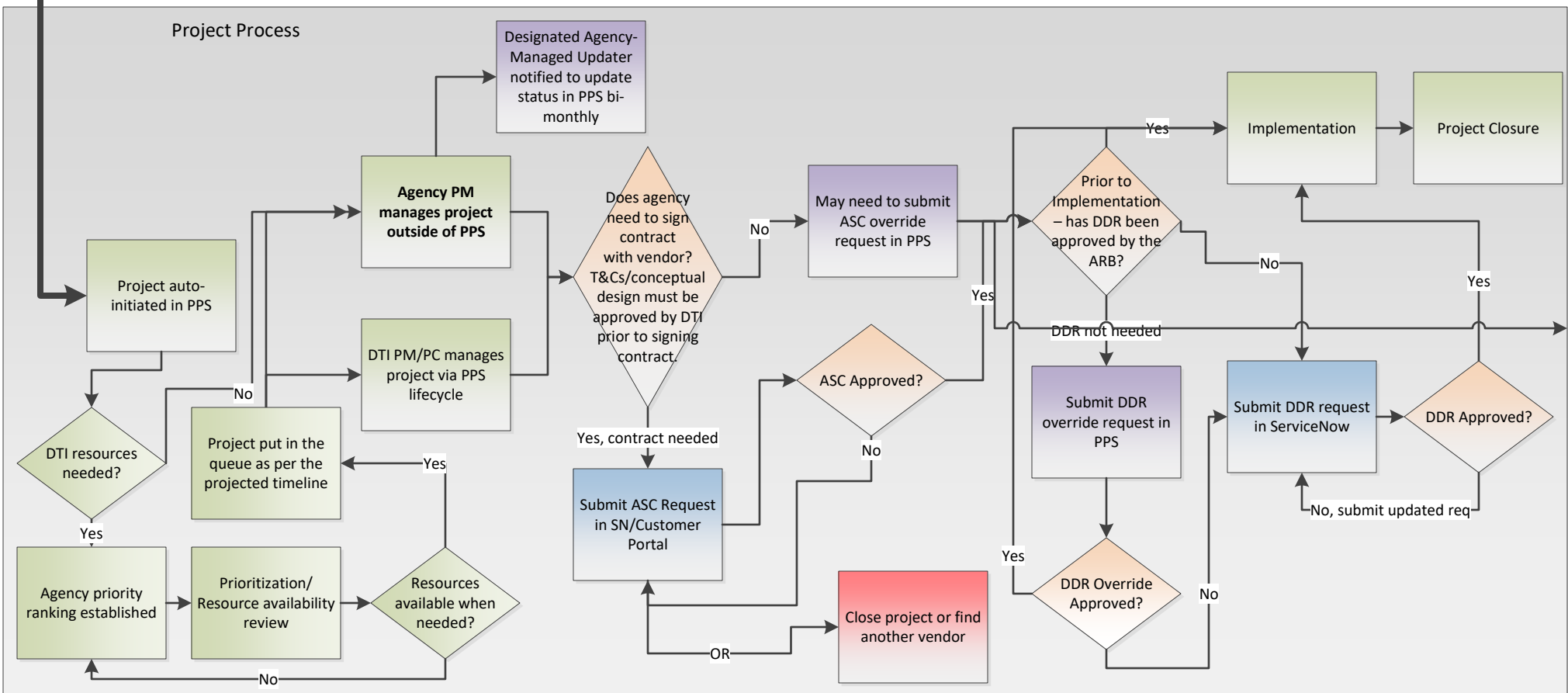
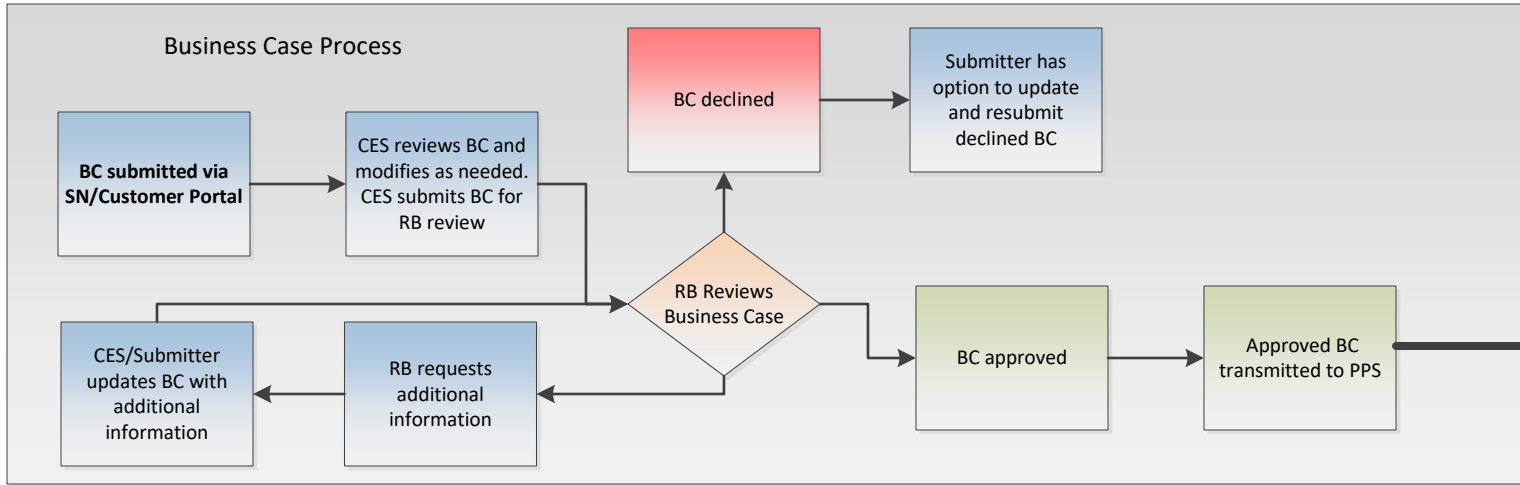
Business Case/Project Process Overview

Updated 3/23/2022

Legend

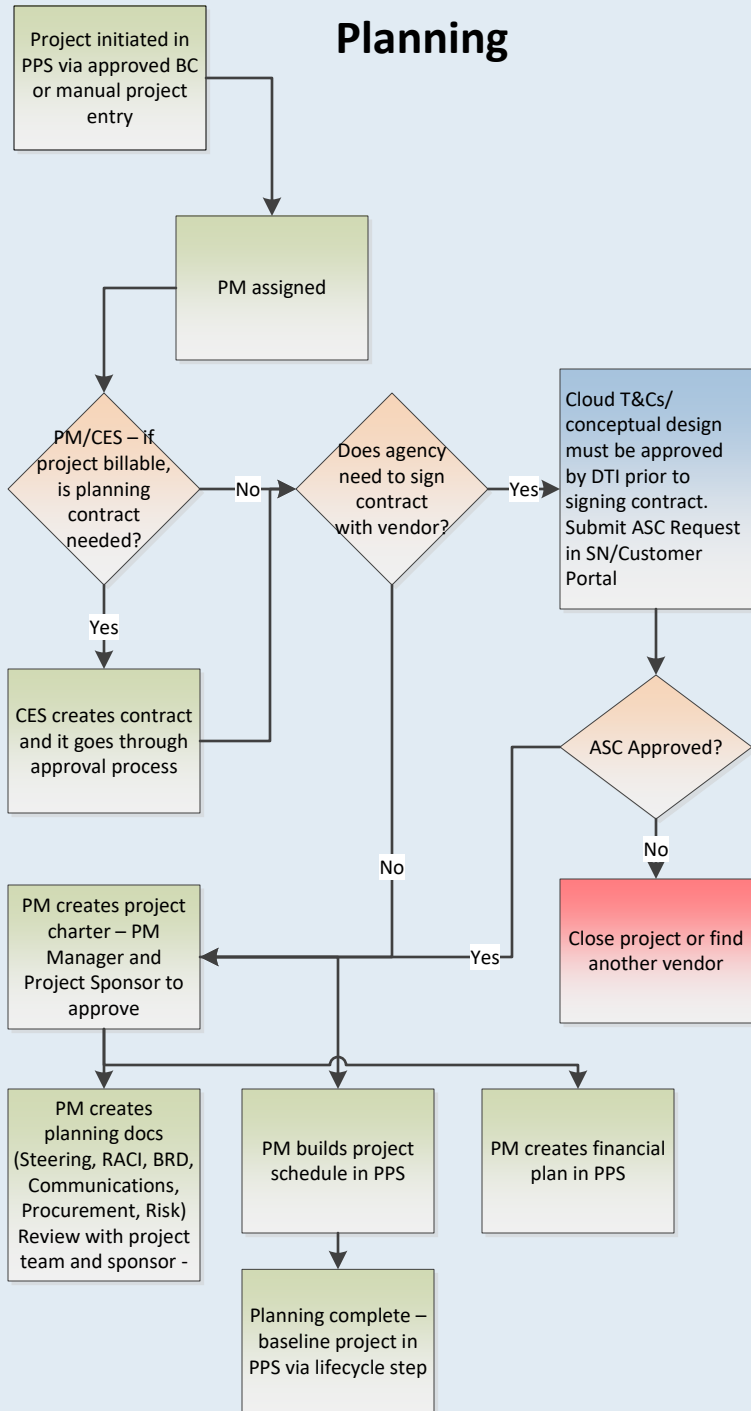
- BC – Business Case
- SN – ServiceNow
- CES – Customer Engagement Specialist
- RB - Review Board
- PPS – Project Portfolio System
- PM – Project Manager
- PC – Project Coordinator
- ASC – Approval to Sign a Contract
- DDR – Detailed Design Review
- T&Cs – Terms and Conditions

SN Submission Steps	Decision point	Process stop points
Expected process flow	PPS submission steps	



Detailed Project Flow

Planning



Execution

Tasks to do while project is in Execution

Complete remaining planning documents - Test, Training, M&S, Implementation, Decommission

Maintain/update project schedule in PPS

Complete weekly status reports in PPS by noon Monday for prior week

Enter risks, issues and changes as required in PPS

Implementation

