1.1 Submit project request via multiple paths
1.2 Revise request

2.1 Review request

N

2.2 Preliminary approval?

Y

2.3 Complete Project Charter
2.4 Revise charter

3.1 Initial review of Project Charter

N

3.2 Changes required?

Y

3.3 Add to project DB and calendar
3.4 Update project info in DB & calendar

5.1 Review Class 1 projects for during bi-weekly meetings

2.5 Notify client

2.6 Project Approved, start planning & execution
1.1 Submit project request via multiple paths

Client

1.2 Revise request

T&C Manager

2.1 Review request

2.2 Preliminary approval?

2.3 Complete Project Charter

2.4 Revise charter

2.5 Notify Client

2.6 Notify Client, and start Planning phase

PMO

3.1 Initial review of Project Charter

3.2 Changes required?

3.3 Add/update project DB and calendar

3.4 Cancel/Postpone project?

3.5 Update project info in DB & calendar

CIO

4.1 CIO Approves?

5.1 Review Class 2 projects during bi-weekly meetings

Other Campus Governance

Governance

1.3 Project postponed/cancelled

N

Y

N

Y

N

Y
**Project Intake Process – Class 3 Projects (Large/Major)**

1. **Client**
   - 1.1 Submits project request via multiple paths
   - 1.2 Revises request

2. **T&C Manager**
   - 2.1 Reviews request
   - 2.2 Preliminary approval?
   - 2.3 Complete Project Charter
   - 2.4 Revise charter
   - 2.5 Notify Client

3. **PMO**
   - 3.1 Initial review of Project Charter
   - 3.2 Changes required?
   - 3.3 Add/update project DB and calendar
   - 3.4 Cancel/Postpone project?
   - 3.5 Cancel request & update DB + calendar

4. **CIO**
   - 4.1 CIO Approves?
   - 4.1 CIO Approves?

5. **Other Campus Governance**
   - 5.1 Review Class 3 projects during bi-weekly meetings and provide recommendation
   - Other campus governance approves?

- 1.3 Project postponed/cancelled
- 2.6 Notify Client, and start Planning phase
- 3.6 Update project info in DB & calendar
- 3.7 Send to other campus governance?