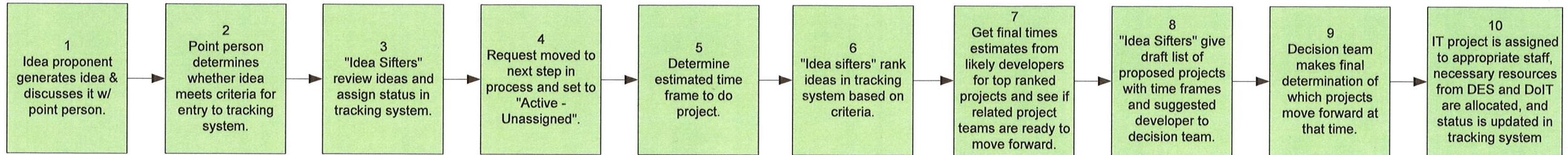


Draft process for cataloguing, reviewing, and assigning resources to IT ideas

April 21, 2011



General Notes:

- 1) For step 4, a project concept document (PCD), business plan, or any other type of information needed to understand and be able to determine the status and/or rank of the request or its completeness could be requested. Not all IT projects will require these additional documents.
- 2) A business analyst could be involved at several places in the process or possibly none at all depending on the scope of the project or if the point person/idea proponent can do the work.
- 3) The "Idea sifters" are a group of people (to be developed/determined) that would periodically review ideas and develop a draft list of projects to move forward at that time based on rank and available developer/team resources (scheduling/timing). At least 1 IT developer should be on the team to develop the estimated time frame per a project. This time frame may be very general (< week, < month, etc.)
- 4) The "Decision team" are a group of people that will make the final decision as to what projects move forward at that time.
- 5) This is a draft process and is still under review and revision.