

# Project Intake & Approval Process

## The Project Initiator conceptualizes the projects and drafts a Business Case

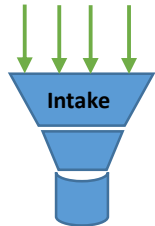
- Develop Business Needs Statement and identify strategic alignment with University goals
  - Alternative Solution analysis
  - Stakeholder analysis & engagement
  - Business Case is approved by Management
- A [Project Request](#) is submitted to initiate the intake & approval process
- The project is added to the HR-PMO Weekly Status Report to begin progress tracking

### Concept Phase Overview

Project  
Conceptualization

### Initiate Phase Overview

Project Submission



Project Selection Review

HR-Project Selection Committee

HR-SSC Review

HR-Systems Steering Committee

Project Planning

## The project request is submitted to begin project initiation activities

- HR-PMO conducts a Project Intake Meeting to review the project submission & supporting documentation & a project repository is created
- A Project Manager is assigned based on project size & complexity
- The Project Manager begins drafting the Project Charter for presentation to HR-Project Selection Committee
  - scope & requirements are refined, a high-level risk assessment is performed, and a plan to deliver the solution is developed (Schedule, Resources)
- Project Charter is provided to the HR-Project Selection Committee for review & approval
- The Project Selection Review is scheduled

## Project Charter Review by HR Project Selection Committee (HR-PSC)

- Project Charter (& other supporting documents) are reviewed to determine if the proposal is a sound & viable project worthy of funding, support, and inclusion into the HR-Project Portfolio.
- The project request is either Approved for Delivery OR Discontinued, Approved projects are prioritized within the HR-Project Pipeline and IT Projects are submitted to the HR-Systems Steering committee for review & scheduling
- Project Manager is authorized to begin project planning activities

## The project is presented for planning to the HR-Systems Steering Committee (HR-SSC)

- The project schedule is developed based on Resource/Capacity Planning

## Initiate Project Planning

- Project Manager forms the project team and conducts the Project Kick-off meeting is conducted to begin project planning activities