Project Request, Approvals, and Prioritization

Project Request – Projects are submitted via an Image Now eForm. This will create a standardized request process that includes basic workflow, with automatic routing to appropriate staff. A high-level visualization of the workflow is show in the figure below.

Project Approval - In addition to the request form, we have built in workflow to ensure projects have BCO/EBCO approval before expending resources on the project. There are two independent approvals required.

- **First Approval** - ensures the project is suitable prior to IT preparing a feasibility report. This report includes cost of hardware, estimated labor-hours, and impact to other technology systems.
- **Second Approval** – is the final approval based on the feasibility report provided by IT. This approval sets the stage for the project sponsor to secure the appropriate funding for the project.

Project Prioritization - One of the most challenging issues facing any organization is the unlimited number of projects and initiatives, yet the finite resources (financial and staff) to work on those projects. The PMO is proposing an independent cross-functional team that will evaluate the funded projects and assign priority. By prioritizing the projects, we will align our financial and staffing resources with organizational goals.