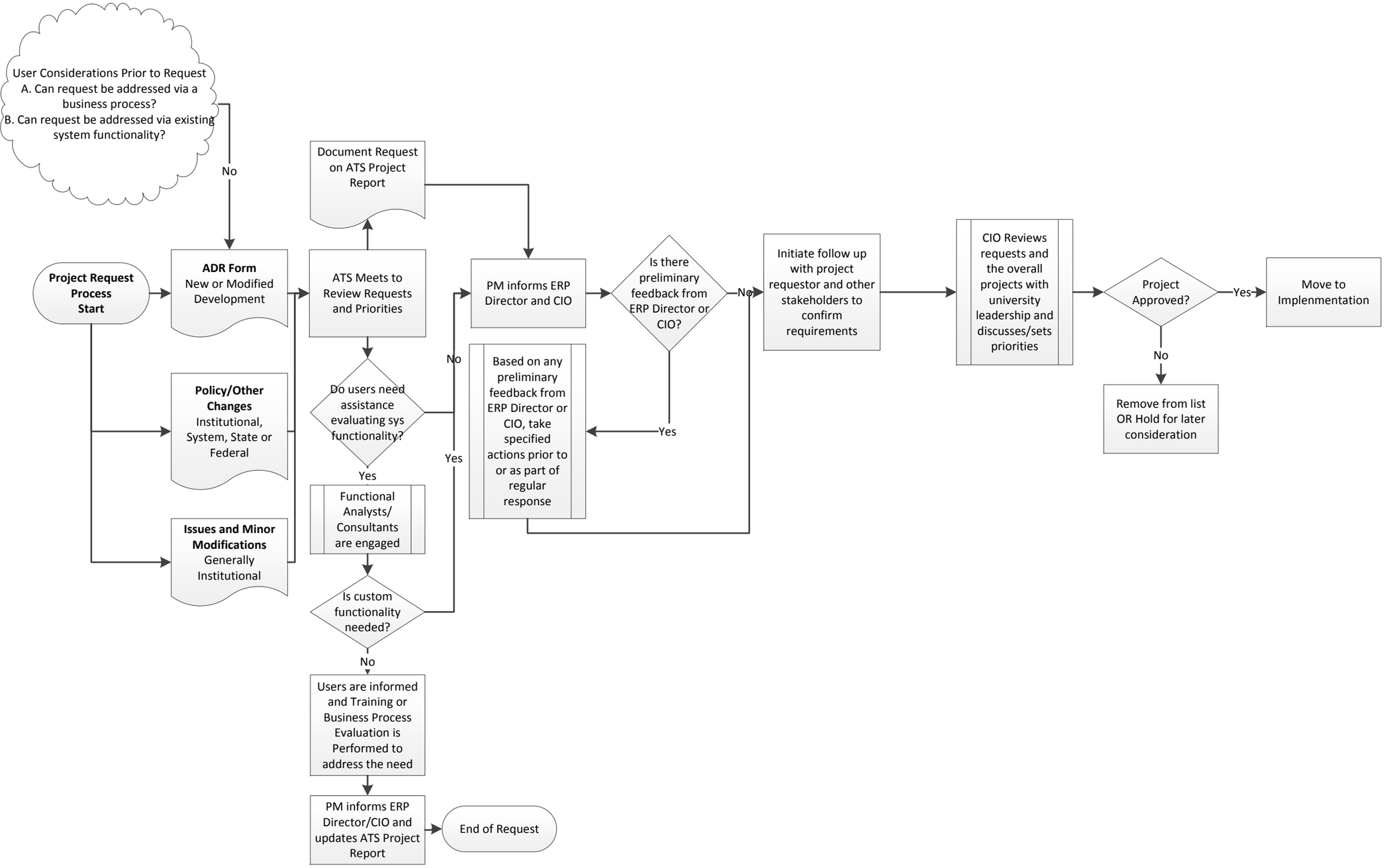
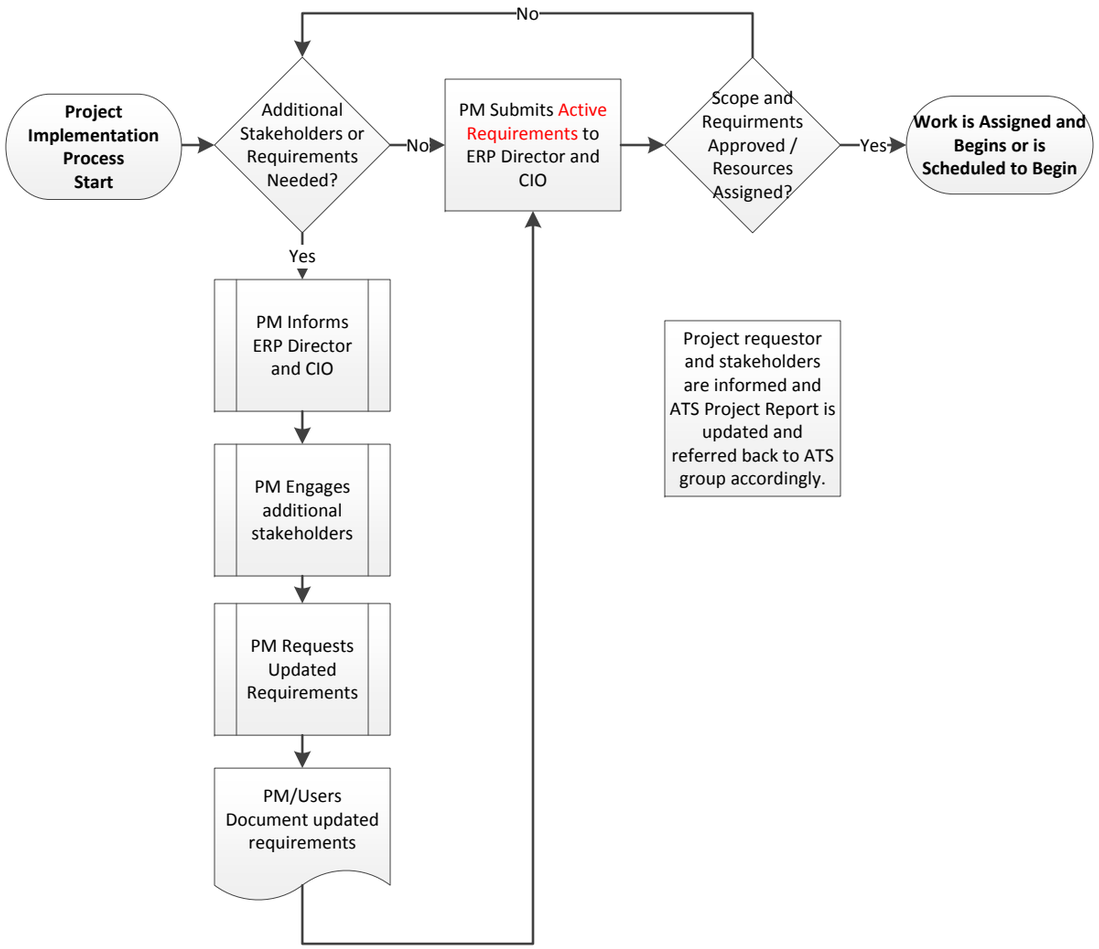

User Considerations Prior to Request
A. Can request be addressed via a business process?
B. Can request be addressed via existing system functionality?
No
Project Request Process Start
ADR Form
New or Modified Development
Policy/Other Changes
Institutional, System, State or Federal
Issues and Minor Modifications
Generally Institutional
Document Request on ATS Project Report
ATS Meets to Review Requests and Priorities
Do users need assistance evaluating sys functionality?
Yes
No
Functional Analysts/ Consultants are engaged
Is custom functionality needed?
No
Yes
Users are informed and Training or Business Process Evaluation is Performed to address the need
PM informs ERP Director/CIO and updates ATS Project Report
End of Request
PM informs ERP Director and CIO
Is there preliminary feedback from ERP Director or CIO?
No
Yes
Based on any preliminary feedback from ERP Director or CIO, take specified actions prior to or as part of regular response
Initiate follow up with project requestor and other stakeholders to confirm requirements
CIO Reviews requests and the overall projects with university leadership and discusses/sets priorities
Project Approved?
Yes
No
Move to Implenmentation
Remove from list OR Hold for later consideration


Project Implementation Process Start
Additional Stakeholders or Requirements Needed?
No
Yes
PM Submits Active Requirements to ERP Director and CIO
Scope and Requirments Approved / Resources Assigned?
No
Yes
Work is Assigned and Begins or is Scheduled to Begin
PM Informs ERP Director and CIO
PM Engages additional stakeholders
PM Requests Updated Requirements
PM/Users Document updated requirements
Project requestor and stakeholders are informed and ATS Project Report is updated and referred back to ATS group accordingly.