Start

BU approaches OSI about a project idea

Start by reviewing project intake form

Is there a need for an intake form?

YES

NO

Team reviews the form during bi-weekly meetings and prioritizes

Moving forward with the project?

YES

NO

Identified as high priority project?

YES

NO

Communicate decision to BU

END

Update status in idea pipeline and deactivate/delete project plan in PFTW

Work with project coordinator to finalize plan in PFTW and update OSI Dashboard

Start working on a project and continue to update the project plan in PFTW

END

Does the idea require an intake form?

YES

Add the idea to the pipeline for idea tracking in OSI Dashboard

NO

Create placeholder project plan in PFTW

Idea requires communication assistance only?

YES

NO

Follow the steps as Asst. Director

Router Project intake form with BU to collect project requirements

Obtain approval from Exec. Director of OSI

Create a deliverable sheet and add tasks to project plan in PFTW

Communicate decision to BU

Router Project

Idea requires communications assistance only?

NO

Follow the steps as Asst. Director

Router Project intake form with BU to collect project requirements

Obtain approval from Exec. Director of OSI

Create a deliverable sheet and add tasks to project plan in PFTW

Communicate decision to BU

Router Project

END

Update status in idea pipeline and deactivate/delete project plan in PFTW

Work with project coordinator to finalize plan in PFTW and update OSI Dashboard

Start working on a project and continue to update the project plan in PFTW

END