

Strategic Demand Activities and Status

State	Substatus	ITS' Responsibilities	Requestor Responsibilities
Draft	<p>Demand meeting is scheduled with requestor.</p> <p>Requestor reviews demand.</p>	<p>Demand meeting is scheduled with requestor.</p> <p>ITS updates project request and sends to requestor.</p>	<p>Attend meeting with ITS to discuss potential project and provide additional information.</p> <p>Requestor reviews ITS draft and approves or re-engages.</p>
Submitted	<p>Awaiting Business Unit VP approval.</p>	<p>ITS sends a ServiceNow note to the requestor's business unit VP.</p>	<p>VP of business unit must approve draft of request.</p>
Screening	<p>ITS Screening.</p> <p>Business reviews SWAG.</p> <p>Business unit approves SWAG.</p>	<p>ITS assembles team to analyze work efforts (PMO and Tech leads) and creates SWAG based on high-level demand information.</p> <p>ITS answers questions from the requestor via SWAG.</p>	<p>Business reviews SWAG.</p> <p>Business unit approves SWAG.</p>
Qualified	<p>ITS creates financial exhibit for business case.</p> <p>Requestor reviews business case.</p> <p>Business requestor seeks funding.</p>	<p>Taking the SWAG and project description, ITS creates business case.</p>	<p>Requestor reviews business case.</p> <p>Business unit commits to funding (as necessary).</p>
Approved	<p>Awaiting funding approval.</p> <p>Pending resources hiring.</p>	<p>ITS hires project staff as needed.</p>	<p>Funding agreement reached with all funding identified.</p>
Complete	<p>Demand is closed and project is underway.</p>		