

Technology Business Case Overview

1

SUBMIT APPLICATION

You can save your draft and return to it. Be sure to submit the final form.

APPLY ONLINE
Go to [Business Plan Form](#) and follow the online instructions

2

3

YOUR APPLICATIONS

Click **Applications** under **Your Records** to see your current and past applications, view attachments, or print your draft or final charter

MY ACCOUNT

Click the **"My Account"** button in the top right corner to see your Dashboard with tasks, messages, documents, and your applications.

4

5

APPROVAL WORKFLOW

Once your application is submitted, a draft project charter will be created. Your application will then be sent to the Tech Committee for initial review, the Advisory Board for recommendations, and the Steering Committee for approval.

APPLICATION STATUS

Your application will go through a series of steps:

Blue = Pending or In-Progress

Green = Completed

Red = Rejected

Orange = On Hold

Gray = Not Ready or Skipped

6

NEED A BUDGET ADD?

Don't have the funds right now? Be sure to submit a budget add.

7

PROJECT TEAM

Once approved, your Technology Team will complete your final project charter and contact you to get started.

8