



Checklist for Initiative Request (G1)

1. Requestor

- Identify New Investment and prepare G1 Submission

2. Portfolio Manager

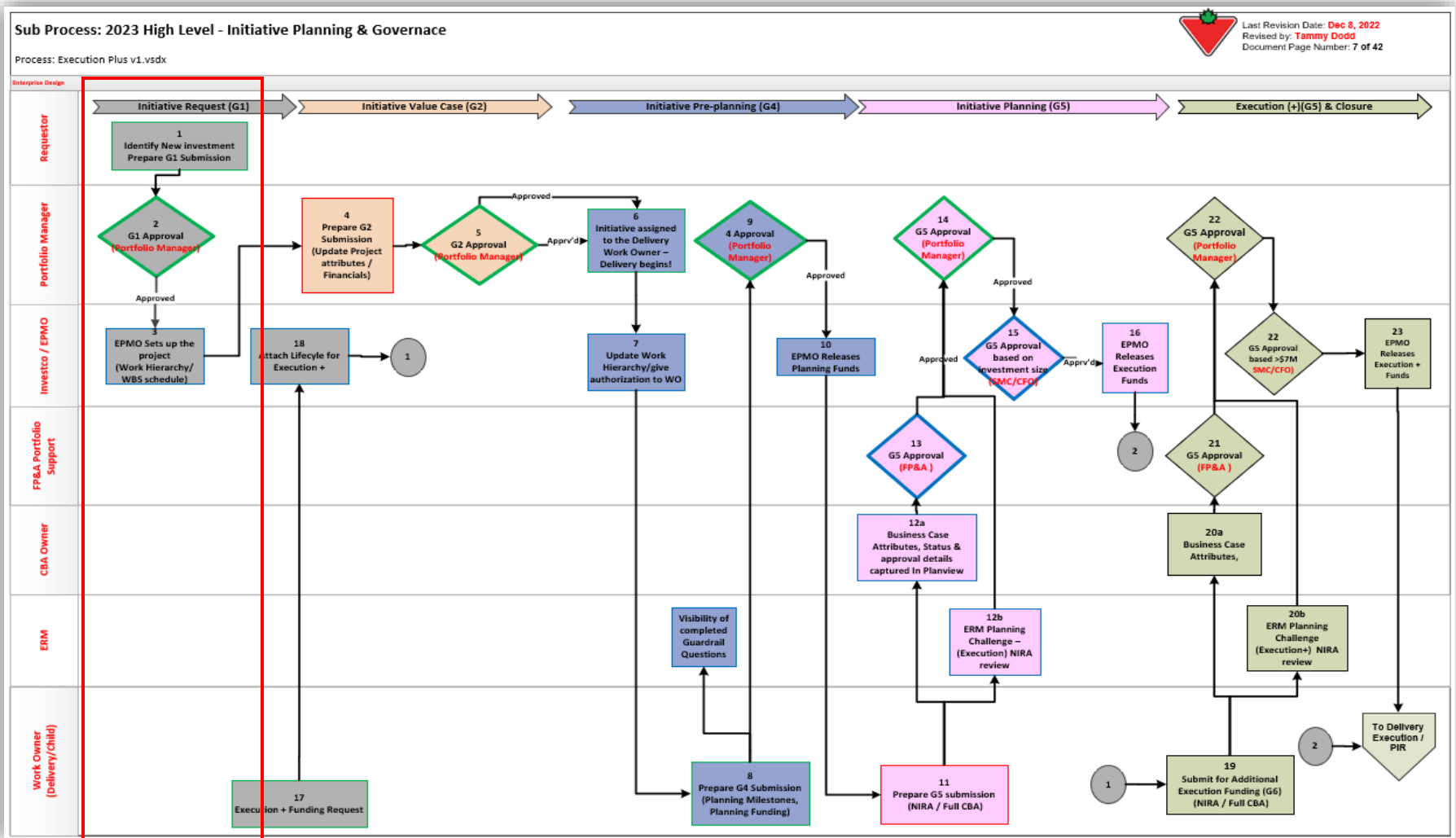
- G1 Approval

3. Investco/EPMO

- EPMO Sets up the project (Work Hierarchy/WBS Schedule)



Funding and Gating Process Flow





Planview Roles and Responsibilities

EIP Role	Planview Role	Responsibilities
Strategy Mobilization Committee	Strategy Mobilization Committee	<ul style="list-style-type: none"> Sets Investment Portfolio spend targets – including prioritization of spend across portfolios Review portfolios or perform “Health checks” regularly Recommends/approves funding releases for “Large” projects (>= \$7M)
Portfolio Owner/ Designate/ Delegate	Portfolio Manager	<ul style="list-style-type: none"> Acts on behalf of the Portfolio Owner/Designate in Planview to monitor portfolio performance, provide updates on progress to outcomes and adjustments required to manage to outcomes within envelope Manages requests for new projects and reviews them for inclusion in portfolio Capture initial project attributes and assign WOs Review funding requests, CBAs and capture gate approvals on behalf of the Owner/Designate Responsible for financial forecasting on unstarted work (work status = Requested)
FP&A	FP&A CBA Owner	<ul style="list-style-type: none"> Responsible for owning the CBA process and completing peer reviews Uploads the CBA and captures CBA attributes in Planview
	FP&A Portfolio Support	<ul style="list-style-type: none"> Reviews the CBA attributes in Planview Approves the CBA in Planview – ensuring the CBA meets the portfolio objectives
Investment Planning Team (IPT)	EPMO	<ul style="list-style-type: none"> Governs projects and releases funds Coordinates the scheduling of projects into SMC Captures SMC/CFO approval within Planview Supports the EIP process between all stakeholders
Delivery Teams (VP and AVP)	Work Owner (Delivery)	<ul style="list-style-type: none"> Responsible for financial forecasting once project starts (work status = Open/Approved) Submit funding requests following gating lifecycle Support preparation of governance documents (CBA/CEA/NIRA) and gather approvals Responsible for project execution (Project Health, status updates, Go Live)
	Work Owner (Child)	<ul style="list-style-type: none"> Are assigned to projects (Child) within a Program Responsible for Child project execution (Project Health and status updates) Forecasting on Child project and liaising with the Program Manager to ensure Program is aligned