



Checklist for Initiative Pre-Planning (G4)

6. Portfolio Manager

- Initiative assigned to the Delivery Work Owner (Delivery begins)

7. Investco/EPMO

- Update Work hierarchy/ give authorization to work owner (WO)

8. Work Owner (Delivery/Child)

- Prepare G4 submission (planning milestones, planning funding)

Enterprise Risk Management (ERM)

- Visibility of completed Guardrails

9. Portfolio Manager

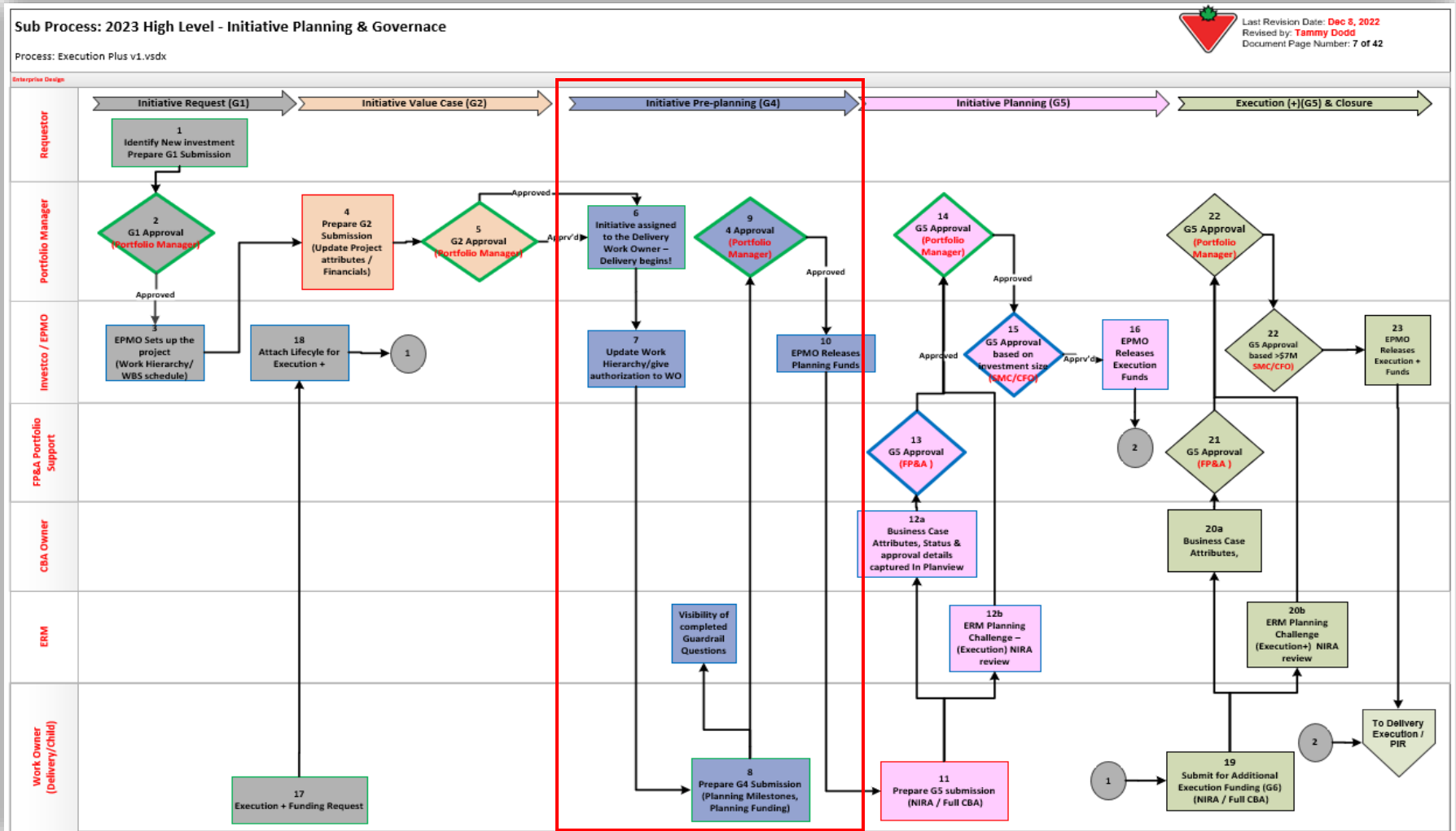
- G4 approval

10. Investco/EPMO

- EPMO releases planning funds



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