

# Project Submission Timeline: Expectations & Process

This is a high-level overview of the timeline and process required when submitting a project request. This ensures all stakeholders understand that proper planning takes time and execution cannot start immediately.

## Expected Timeline for Project Planning & Execution

From the initial project request to execution, expect a minimum of **2.5 to 3 months** before work can begin. This includes:

| Phase                                   | Duration       | Key Activities  |
|---|----------------|---|
| Project Submission & Intake             | 2-3 weeks*     | Review request, initial feasibility assessment, governance review, assign project owner   |
| Project Charter Development             | 4-5 weeks*     | Define scope, stakeholders, risks, objectives, and business case; obtain approvals  |
| Project Planning & Tech Adoption Review | 6-8 weeks*     | Develop full project plan, including milestones, resource allocation, risk management, and communication plan; Tech Adoption review for new tools |
| Execution Kickoff                       | After approval | Execution begins only after full approvals and planning completion  |

\*Timeline might be expedited for high-priority projects.

## Why This Timeline is Necessary

1. **Proper Planning for Success:** Rushing into execution without defined scope, objectives, and risks leads to costly delays and failures.
2. **Governance & Compliance:** New software or tools must go through Tech Adoption, ensuring security, integration, and sustainability. All project requests undergo governance review and prioritization.
3. **Resource Allocation:** Proper planning ensures availability of personnel and tools before starting work.
4. **Stakeholder Alignment:** All impacted teams must be aligned on scope, deliverables, and expectations before work begins.

## Key Takeaways for Requestors

- Submit requests early to allow adequate time for review and approval.
- Understand that execution cannot start immediately due to required governance and planning.
- Engage with the PMO team for guidance on scope definition and process expectations.
- Factor in Tech Adoption reviews if new software or tools are involved.

## Next Steps

- Upon submission, expect a response within 1-2 weeks regarding feasibility and next steps.
- The PMO will coordinate meetings and planning phases as needed.
- Execution will only begin after full approvals and plan finalization.

For further questions, please reach out to the PMO team.