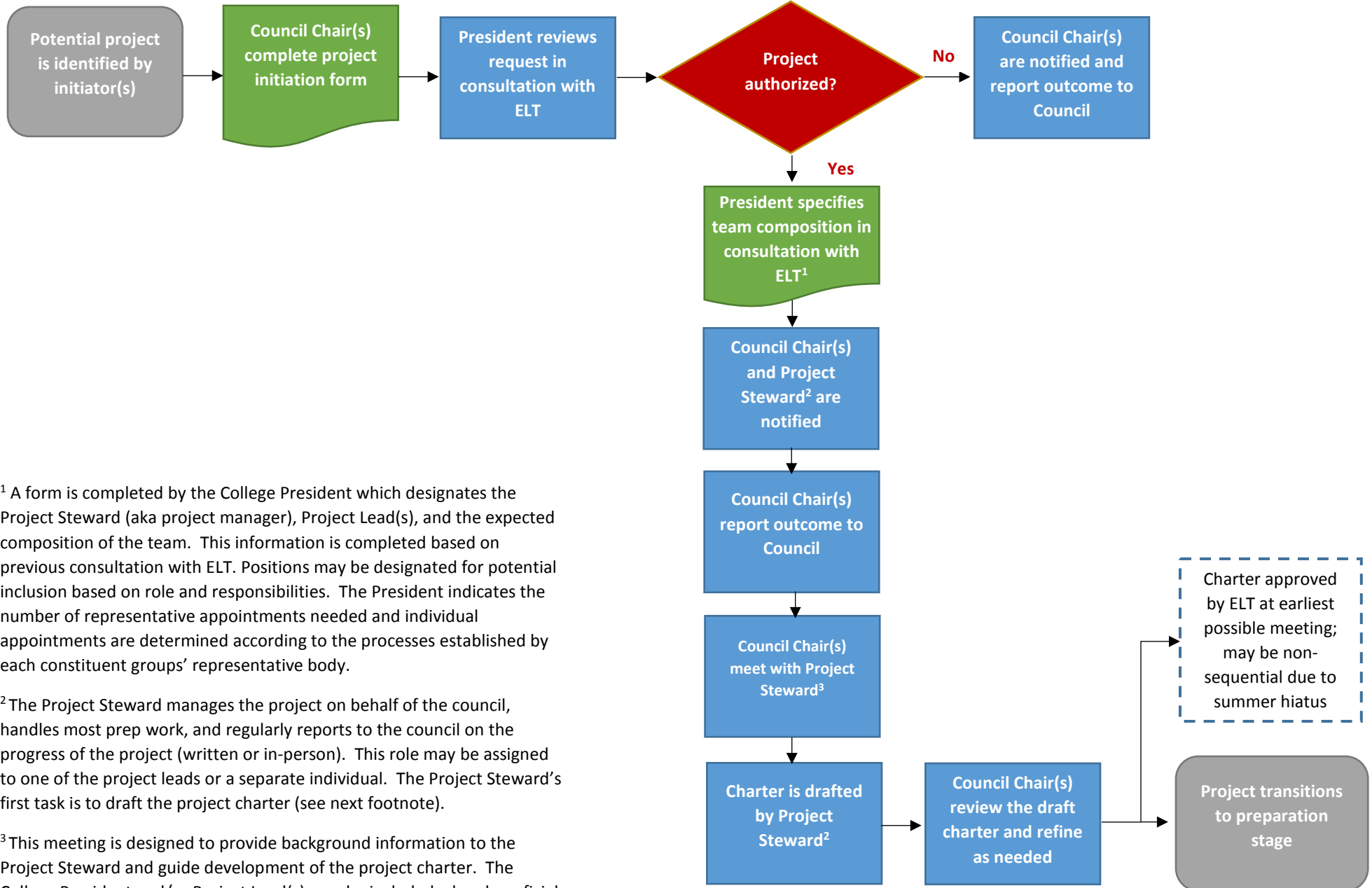


PROJECT INITIATION FLOWCHART



¹ A form is completed by the College President which designates the Project Steward (aka project manager), Project Lead(s), and the expected composition of the team. This information is completed based on previous consultation with ELT. Positions may be designated for potential inclusion based on role and responsibilities. The President indicates the number of representative appointments needed and individual appointments are determined according to the processes established by each constituent groups' representative body.

² The Project Steward manages the project on behalf of the council, handles most prep work, and regularly reports to the council on the progress of the project (written or in-person). This role may be assigned to one of the project leads or a separate individual. The Project Steward's first task is to draft the project charter (see next footnote).

³ This meeting is designed to provide background information to the Project Steward and guide development of the project charter. The College President and/or Project Lead(s) may be included when beneficial.