

## Process Overview: Discovery

This Process consists of developing a new initiative or project proposal, based on business needs to create a product or service. The process is finalized when the new initiative or project proposal is formally approved to move the initiation phase

This process is performed primarily by the sponsor who determines the feasibility of the new initiative or proposed project, its alignment to the organization's mission and objectives, and develops the business case to justify the project.

### Discovery Inputs and Outputs

<p><b><u>Entry Criteria:</u></b></p> <ul style="list-style-type: none"> <li>• Business Needs, problems or opportunity Doc</li> </ul>	<p><b><u>Inputs:</u></b></p> <ul style="list-style-type: none"> <li>• Project Request</li> </ul>	<p><b><u>Participants:</u></b></p> <ul style="list-style-type: none"> <li>• Sponsor</li> <li>• Service Owner(s)</li> <li>• SME(s)</li> <li>• Senior Leader(s)</li> </ul>
<p><b><u>Process Steps:</u></b></p> <ol style="list-style-type: none"> <li>1. Sponsor identifies business needs</li> <li>2. Sponsor engages Service Owner</li> <li>3. Sponsor and Service Owner identify Stakeholders</li> <li>4. Sponsor and Service Owner(s) determine the feasibility of the proposed project and alignment with the organization's mission and objectives</li> <li>5. Sponsor works with SME(s) and Service Owner(s) to develop a business case</li> <li>6. Service Owner (s) develop the Project Classification Tool (PCT) draft</li> <li>7. Sponsor and/or Service Owner(s) submit the business case for approval by Senior Leader</li> <li>8. If approved, a Project Manager is assigned</li> <li>9. Engage (email address) the Service Strategy Management if new Service.</li> </ol>		
<p><b><u>Outputs:</u></b></p> <ul style="list-style-type: none"> <li>• Business Case</li> <li>• PCT Draft</li> </ul>	<p><b><u>Exit Criteria:</u></b></p> <ul style="list-style-type: none"> <li>• Business Case approved</li> <li>• Project Manager has been assigned</li> </ul>	