

# Project Approval Calendar

January	February	March	April	May	June	July	August	September	October	November	December
Proposal Review January 13	Proposal Review February 10	Proposal Review March 10	Proposal Review April 14	Proposal Review May 12	Proposal Review June 9	Proposal Review July 14	Proposal Review August 11	Proposal Review September 8	Proposal Review October 13	Proposal Review November 10	Proposal Review December 8
Proposal Approval January 13		Proposal Approval March 10		Proposal Approval May 12		Proposal Approval July 14		Proposal Approval September 8		Proposal Approval November 10	
		Portfolio Review (week after March 10th)			Portfolio Review (week after June 10th)			Portfolio Review (week after September 10th)			Portfolio Review (week after December 10th)

## Proposal Review:

**When:** 2nd Tuesday of each Month

**Action**

**Required:** Project Office sends Proposal Summary to Champion for review, Requestor Presents 5 minute case to Champion, Champion approves/denies Proposal.

## Proposal Approval:

**When:** 2nd Tuesday of every other Month

**Action**

**Required:** Project Office sends Proposal Summary (after completion of Business Justification) to Champion for review, Requestor Presents 10 minute case to Champion, Champion approves/denies Proposal.

## Portfolio Review: Steering Committee Approval:

**When:** Quarterly - Every three months

**Action**

**Required:** Project Office sends Proposal Summaries (after approval from Champion) to Steering Committee for review, Requestor Presents 5 minute case to Steering Committee who approves/denies Proposal.