



Process ID	Owner	Process	Description
5.0	IT Investment Management Office (ITIMO)	Issue Review Instructions	Once the ad hoc change is received by ITIMO, instructions for the review and approval of the change are routed to all applicable reviewers.
6.0	Project Management Office (PMO)	Review Proposed Changes to ITSP	The initial review of the ad hoc change is conducted by the PMO representative for the applicable Secretariat.
7.0	PMO	Determine Additional ITSP Reviewers	The PMO reviewer may determine that additional reviews are needed after conducting an impact analysis.

Process ID	Owner	Process	Description
8.0	Customer Account Manager (CAM), Agency Performance Manager (APM), Enterprise Architecture (EA), Chief Applications Officer (CAO)	Review Proposed Changes to ITSP	If the PMO reviewer determines additional reviews are needed, the ad hoc change is routed to the appropriate CAM, APM, EA and/or CAO reviewers.
9.0	ITIMO	Determine Recommendation to CIO	The ITIMO will aggregate all feedback from the various reviewers and draft a recommendation to the CIO on whether or not to approve the ad hoc change.
10.0	ITIMO	Submit Recommendation to CIO	All necessary documentation is drafted and sent to the CIO along with the ad hoc change for approval or disapproval.