



Process ID	Owner	Process	Description
5.0	Agency Finance	Prepare Strategic Plans (IT Summary Section) for Biennium	A representative from the agency's Finance Department prepares the strategic plans according to instructions from DPB.
6.0	Agency IT Representative (AITR)	Prepare ITSP (Appendix A) for Biennium	In conjunction with the agency Finance representative, the AITR makes the appropriate entries in ProSight to detail investments outlined in the IT Summary Section of the strategic plan.
7.0	Agency Head	Approve ITSP for Biennium	All strategic plan updates must be approved by the agency head in ProSight before the change is routed to the ITIMO for administrative approval.
8.0	Agency Head	Submit ITSP for Biennium for CIO Approval	Upon approval by the agency head, the IT Strategic Plan is then routed to ITIMO for CIO review.