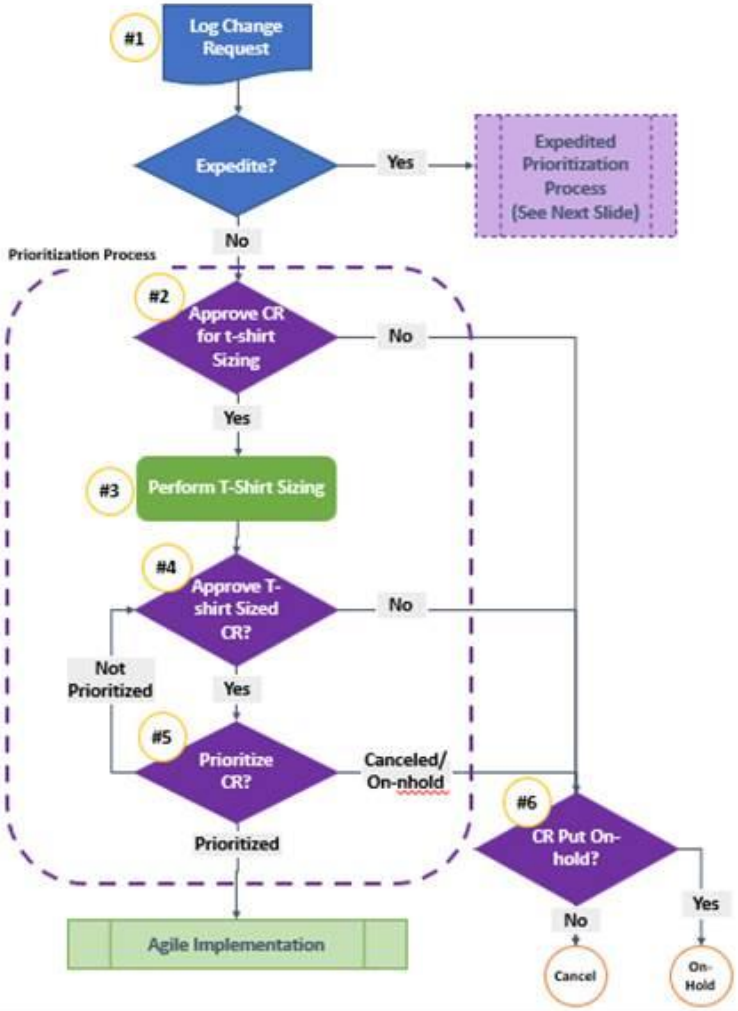
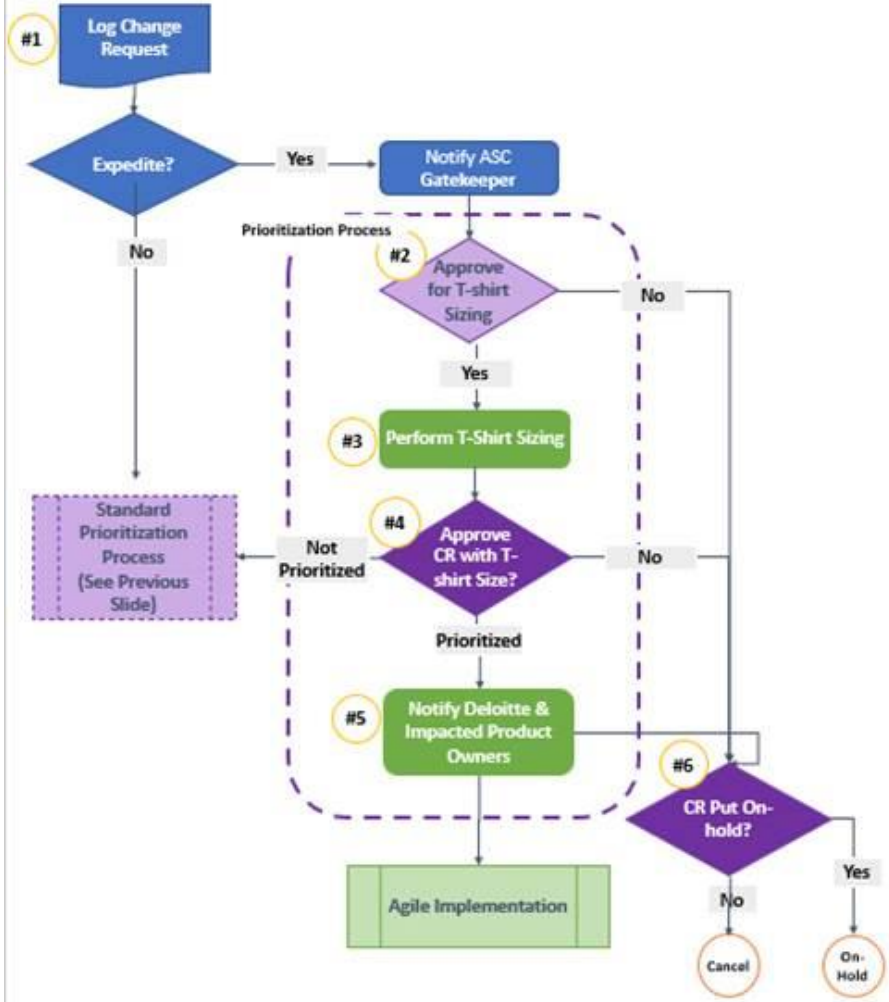
CR PROCESS FLOW - STANDARD



	Product Owner
	Deloitte
	ASC - OOS
	ASC Gate Keeper

Step	Description
#1	Product Owner creates CR in JIRA. If Product Owner determines CR needs expedited review, the Expedited Prioritization Process needs to be followed.
#2	In the Monthly ASPEN Steering Committee (ASC) Meeting, new CRs will be reviewed, and ASC will determine if CR will be prioritized for T-shirt Sizing, backlogged for future consideration, Canceled, or On-hold
#3	Deloitte and Product Owner will Conduct T-shirt sizing based on priority score
#4	In the Monthly (ASC) Meeting, ASC will review CRs which have been T-shirt sized since previous meeting. The CR could be taken to the ASPEN Workstream and Budget Meeting for additional discussion or could be Canceled or put on-hold
#5	At the ASPEN Workstream and Budget Meeting – OOS reviews prioritized CRs with T-shirt Size and the existing roadmap to determine if CR will be: a. **prioritized** on the ASPEN Roadmap for Implementation; b. placed on HOLD status for future prioritization; c. or CANCELLED.
#6	At any point in the Process the ASC can determine that a CR should be placed in the HOLD status for future re-evaluation

CR PROCESS FLOW - EXPEDITED



	Product Owner
	Deloitte
	ASC - OOS
	ASC Gate Keeper

Step	Description
#1	Product Owner creates CR in JIRA and determines if CR needs to go through Expedited Prioritization Process. Product Owner notifies ASC Gate Keeper via E-mail of Emergency CR & expected implementation date. The Product Owner should also attach the situation report (SITREP) to the CR in JIRA
#2	ASC Gate Keeper coordinates T-shirt Sizing Approval with OOS. If approved, ASC Gate Keeper notifies Deloitte to perform t-shirt sizing
#3	Deloitte will Conduct T-shirt sizing with Product Owner to determine LOE. Deloitte send ASC Gatekeeper notification with sizing, proposed implementation date, and impacts to the existing Roadmap
#4	At the ASPEN Workstream and Budget Meeting – OOS reviews prioritized CRs with T-shirt Size and the existing roadmap to determine if CR will be: a. **prioritized** on the ASPEN Roadmap for Implementation; b. placed on HOLD status for future prioritization; c. or CANCELLED.
#5	If prioritized., ASC Gatekeeper notifies Deloitte and impacted Product Owners of changes to the Roadmap which will be discussed at next ASC
#6	At any point in the Process the ASC can determine that a CR should be placed in the "On-hold" Status for future re-evaluation.