

## **Using this Manual**

Please note the following icons that will be used throughout the Manual to highlighted important issues.



### **Tip**

Tips provide suggestions that simplify, shorten, or improve a process



### **Warning**

Common errors and/or problems



### **Important**

Key notes and essential points

## **Important Dates:**

**January 15, 2014: Notice of Intent to submit IT Business Case**

**February 28, 2014: Budget submissions and final Business Plans due**

**March 7, 2014: IT Business Cases submitted to Investment Review Committee (IRC)**