Campaign Endorsement Workflow LOI+PICL **Negotiations Invoice Sent Invoice Paid** BDG sends copy BDG consult with BDG sends the BDG gathers to stakeholders for each concerned approved LOI and campaign approval. department on the PICL to client for information and President signs off feasibility of the countersigning. initialize PICL.. the documents. campaign. BDG drafts the BDG obtains the BDG forwards a copy of the signed LOI and signed LOI and LOI and PICL to completes the PICL returned by Client Services. PICL. client. Review the system and Approved? infrastructure requirements Review the OPS information on Approved? campaign nature and KPIs CCOUNTS Accounts Accounts provides Review the billable generates and feedback to CS Approved? Invoice paid? hours and Yesregarding payment sends invoice to payment model. the client. status. CS coordinates with CS will schedule a CS send invoice meeting with the BDG for Project request together concerned department Management Plan with the signed heads. document. Yes LOI and PICL to Accounts. CS will request for Client Services will Client-TYF first kick identify the timeline for off meeting. Request project tasks per owner for additional meeting(s) is based CS will request for CS will inform on the need and Tasks and timelines are expected date of Accounts urgency of the plotted in Smartheet/Visio payment from regarding payment campaign. for Project Management. client. date **PRESIDENT** Review the campaign Approved? Go Live! information and foregoing approvals. Review the campaign Approved? information and foregoing approvals.