**Job Aid - Reportable Project Decision Tree**

**IT Activity**
- Does the Agency/state entity's IT activity meet the definition of an IT Project? (R1)

**Decision Tree**
1. **Yes**
   - Has the project/effort been previously approved and considered an ongoing IT activity? (R3)

2. **No**
   - Is the project directly associated with any of the following?
     - Single function process control systems, analog data collection devices, or telemetry systems. (R4)
     - Telecommunications equipment used exclusively for voice communications. (R5)
     - Voice Over Internet Protocol (VOIP) phone systems. (R6)
     - Acquisition of printers, scanners and copiers. (R7)

3. **Yes**
   - Is the primary objective of the project to acquire desktop and mobile computing commodities? (R8)

4. **No**
   - Does the project meet all of the criteria for Commercial off the Shelf (COTS) Software and Cloud Software as a Services (SaaS) delegation? (R9)

5. **Yes**
   - Has the Agency/state entity received an exemption from reporting through an approved Reporting Exemption Request? (R11)

6. **No**
   - Does the project meet any of the criteria for a Reportable Project? (R10)

**Outcomes**
- **Yes**
  - Work effort exempt from PAL
  - Project is exempt from PAL
  - Non-Reportable - Project approval authority delegated to Agency/state entity
  - Non-Reportable - Project approval authority delegated, Agency/state entity must notify CDT prior to initiation
  - Non-Reportable - AIO or CDT Approval of Stage 1 Business Analysis required, approval of remaining stages delegated to Agency/state entity Director
  - Non-Reportable - AIO or CDT Approval of Stage 1 Business Analysis required, approval of remaining stages delegated to Agency/state entity Director
  - Reportable - AIO or CDT Approval of Stage 1 Business Analysis required, CDT approval of remaining stages required

**Date:** 10/6/2016