Technology/SEA Assessment Review Process

Note: Submission should not be the first time the ITS & Network Service Branch has heard of the project or discussed this document. This submission is more of a documentation of previous discussions. If content is not previously shared with the Branch, the review process is likely to take longer and a rejection is more likely.

Project Manager:
- Collaborate with ITS Branch to prepare
- Submit Scoping Tool
- SEA required? Yes
  - SEA requires complete
    - Update and resubmit, clock restarts for ITS review time
  - No
    - Initial review - Confirm the correct service package is selected, verify if SEA documents exist or can be leveraged
    - Quality & non-recommended
      - Yes
        - Distribute for branch review
      - No
        - Reject
  - No
    - Confirm technology
      - Yes
        - Review document - Focus on resources needed from the branch to support. Confirm with manager there is availability to support project. Section 1, 2, 7, 8
        - Submit Comments - Understand what SEA documents the manager will have to support and confirm estimated hours is accurate. Focus on section 1, 3, 7, 8
      - No
        - Reject
  - No
    - Quality & non-recommended
      - Yes
        - Distribute for branch review
      - No
        - Reject
  - No
    - Comments that require the document to be updated?
      - Yes
        - Accept and share all comments
      - No
        - Back to Document is accepted and PM can move on to the Alternative Analysis
  - No
    - Document is accepted and PM can move on to the Alternative Analysis

Branch Manager:
- Review document - Focus on resources needed from the branch to support. Confirm with manager there is availability to support project. Section 1, 2, 7, 8
- Submit Comments - Understand what SEA documents the manager will have to support and confirm estimated hours is accurate. Focus on section 1, 3, 7, 8

Program Support:
- Review document
- Submit Comments - Understand what SEA documents the manager will have to support and confirm estimated hours is accurate. Focus on section 1, 3, 7, 8

Networking:
- Review document
- Submit Comments - Understand what SEA documents the manager will have to support and confirm estimated hours is accurate. Focus on section 1, 7, 8

Field Support:
- Review document
- Submit Comments - Understand what SEA documents the manager will have to support and confirm estimated hours is accurate. Focus on section 1, 7, 8

Engineering:
- Review document
- Submit Comments - Understand what SEA documents the manager will have to support and confirm estimated hours is accurate. Focus on section 1, 7, 8

Notes:
*Minor comments/revision can be made to a document without a full re-review being required so long as the overall meaning of the document is not altered. An updated version of the final document must be submitted. If comments impact the meaning or if what is proposed is not usable by the end user, then the document needs to be updated and resubmitted.

1. Drafted in June 2021