

<sup>1</sup>Program Analytics Report data expires one year from delivery. Please, plan accordingly to ensure each stage is completed in a timely manner. If the new program development process takes longer than one year, a new Program Analytics Report must be completed, and Stage I: Needs Analysis/Finance must be refreshed and resubmitted, causing significant delays in the process

<sup>2</sup> Once initiator has submitted the Stage I: Needs Analysis/Finance draft to Program Development, the initiator is encouraged to start working on Stage II: Content & Quality.