Online form, requesting info, is submitted → Caicey reviews form, determines if data is external/internal → Internal, contact requestor to gather further info

Is report on going? What does it need to look like? Where do we pull from? → If further discussion needed, request is brought to DIG → Open discussion Define Talk further with requestor

Change Banner Data inputs? Freeze Database? → Define department(s) → Discuss workloads

Assign who → Completion date → Look over report and check for validity

External request to EXDATA → No more questions, run report