

# BOARD LETTER OF SUPPORT PROCESS

Project Sponsor contacts OCB for a Board letter of support.

OCB staff works with the Board Chair and OCB Director to get Project Sponsors on the Board Agenda.

Project Sponsor presents project relevance to the Strategy & makes a formal support request.

If approved, Project Sponsor will receive a letter of support that includes signatures of all Board members.

# TIME SENSITIVE LETTER OF SUPPORT REQUEST

Project Sponsor contacts OCB for a Board letter of support.

OCB staff identifies if the request is time sensitive.

Project Sponsor presents project relevance to the Strategy to Board Chair and OCB Director & makes a formal support request.

If approved, Project Sponsor will receive a letter of support that includes Board Chair and OCB Director signatures.

OCB Staff will return to the subsequent Board meeting to notify the Board of the letter of support provided.