***Oversight & PPM Tool Scavenger Hunt***

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| 1. How many endorsement gates occur for each type of oversight? |
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| *Hint: this can be found in the PPM How-to Video: Request a gate endorsement* |

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| 1. During which stage would you typically develop the Organizational Change Management Plan? |
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| *Hint: this can be found on the Required Artifacts Form in the Knowledge Store or EIS website* |

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| 1. Unless communicated in advance, how many days does EIS have to respond to an artifact submission? |
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| *Hint: this can be found in Procedure 107-004-130* |

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| 1. Who are you producing project artifacts for? |
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| *Hint: this can be found in PMBOK® Guide – Sixth Edition throughout but specifically in sections 2.3 Organizational Process Assets and 1.11 Tailoring the Project Artifacts* |

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| 1. How are ITI forms submitted for non-project investments? |
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| *Hint: this can be found in Procedure 107-004-130* |

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| 1. What role in an agency is generally accountable for the development of the business case? |
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| *Hint: this can be found in PMBOK® Guide – Sixth Edition section 1.2.6 Project Management Business Documents* |

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| 1. How frequently do you update the Fund Type Tracking screen? |
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| *Hint: this can be found in the PPM How-to Videos: Request a gate endorsement, Manage project updates, as well as in the PPM Knowledge Store* |

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| 1. When is it acceptable to delete a document in PPM? |
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| *Hint: this can be found in the PPM How-to Video: Submit Artifacts for Oversight Review* |

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| 1. List each of the program areas (such as Project Portfolio Performance) within Enterprise Information Services (EIS). Also, list one responsibility for each of those program areas. |
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| *Hint: this can be found on the EIS website* |

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| 1. List at least three EIS roles that typically interact with your project. |
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| *Hint: this can be found in the IT investment oversight process webinar* |