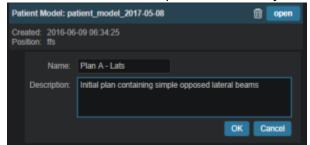
## **Creating a Plan**

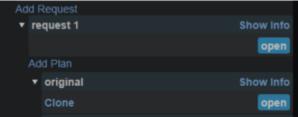
- 1. The point has now been reached where a *Plan* can be created
- 2. Click on the blue Add Plan link under the Request to create a new plan



1. In the box that opens the user should name the plan and add any description they may want



- 2. Click on the blue OK button when finished and the Plan has been created
- 3. Open the plan and begin the planning process by clicking on the blue *Open* button next to the new plan



 Note that users are free to have as many plans as desired within a single Request however, each plan should be designed to fulfill the entire Request as only a single Plan per Request may be Published (approved) in the system

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