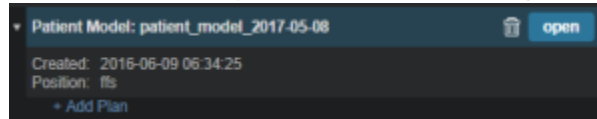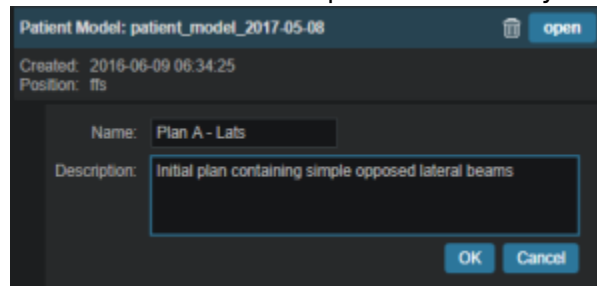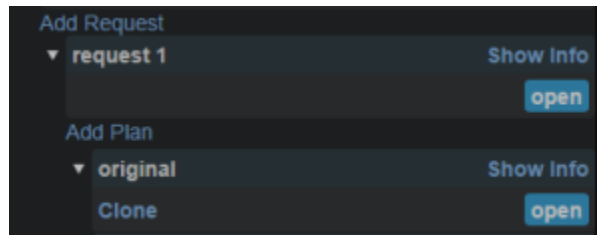# Creating a Plan

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

    1. 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