

| A. Technology Needs Assessment |   |                 |                 |  |
|--------------------------------|---|-----------------|-----------------|--|
| CLIENT STEPS                   | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                   |
| 1. Submit letter of intent     | 1. Facilitate the filling up of Technology Needs Assessment (TNA) Form 01   | None            | 4 hours         | Provincial Science and Technology Director and Staff |
|                                | 2. Conduct of onsite Technology Needs Assessment (TNA) Form 04 based on agreed schedule upon receipt of TNA Form 01<br>- Initial data gathering |                 | 1 day           |  |
|                                | 3. Preparation of Technology Needs Assessment Form 04 Report<br>-from draft to final  |                 | 3 days          |  |