DART Process Flow

1. **New Dart request comes in via email**

* New agreement needs to be added to DART SP and Dart planner and assigned a new dart ID#.
* Existing agreement needs to be revised or updated. Can be found in DART SP.

2. Assess where in the process we are with DART Agreement.

* Determine what parties are responsible for the agreement(P@F. Comp Service, etc.)
* Make sure system POCS are up to date and the right people PO/ISSOs review it.
* Add DART item to DART planner and track all progress, correspondence, important milestones.

1. the agreement.

3**. Start pressing for Updates and signatures**

* Make sure PO and issos agree that the right systems are mentioned and they agree the agreement is up to date.
* Check/update POC tracker and EA to use proper assistants when requesting signatures.
* Notate when agreement is complete and remove from tracker