Business Planning (Creating, Reviewing, Approving and Endorsing a Business Plan)

**Note:** Business Plan Admin will configure the Authors, Endorsers and Approvers for each Business Plan

1. **Create Business Plan**
   - System Changes Status from "Not Created" to "Draft"
   - Assign Authors
   - Go to Plans to Review Tab
   - Select the Business Plan to review
   - Provide Comments
   - Complete Review
   - Go to My Plans
   - System Changes status to Pending Approval and Notify Approvers
   - Send for Approval
   - Receive Email Notification
   - System Changes status to Draft and notify coordinator
   - Provide Comments
   - System Changes status to Approved and Notify Authors
   - Complete Approval

2. **Assign Reviewers**
   - Go to My Business Plan
   - Send for Endorsement
   - Receive Email Notification
   - System Changes status to Endorsed and Notify Authors
   - Go to Plans to Approve Tab
   - Select the Business Plan to Approve
   - Provide Comments
   - System Changes status to Approved and Notify Authors
   - Complete Approval
   - Send for Endorsement
   - Receive Email Notification
   - System Changes status to Endorsed and Notify Authors
   - Go to Plans to Endorse Tab
   - Select the Business Plan to Endorse
   - Provide Comments
   - System Changes status to Endorsed and Notify Authors
   - Complete Endorsement
   - Go to My Plans and Business Plan Status is Endorsed
   - System Changes status to Draft and notify coordinator
   - Receive Email Notification
   - System Changes status to Approved and Notify Authors
   - Complete Approval
   - Send for Endorsement
   - Receive Email Notification
   - System Changes status to Endorsed and Notify Authors
   - Complete Endorsement
   - Assign Authors
   - Go to Plans to Approve Tab
   - Select the Business Plan to Approve
   - Provide Comments
   - System Changes status to Approved and Notify Authors
   - Complete Approval
   - Assign Authors
   - Go to Plans to Approve Tab
   - Select the Business Plan to Approve
   - Provide Comments
   - System Changes status to Approved and Notify Authors
   - Complete Approval
   - Assign Authors
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   - Provide Comments
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