A BI BA vets the requests to:
- Is this a new request or something already raised and logged?
- Does the request have all the relevant information?
- Make initial contact with the business user

The backlog is a central repository for all BI work planned and under investigation. Project prioritisation and sizing is actioned at this stage. If investigation finds project was underestimated, it is bumped to a larger size.

- **Small**
  - Develop and implement
  - Typically 1-3 days in effort
  - Related to current work or little retesting required

- **Medium**
  - End User & BA
  - Typically < 2 weeks in effort
  - BA works with end user to validate request
  - A Mock-up and Solution Scope is developed and approved
  - Work is added to current project plan based on urgency

- **Large**
  - Working Group
  - Typically < 2 Months in effort
  - A formal work group is formed to scope work
  - A Mock-up and Solution Scope is developed and approved
  - Business case is created
  - Work is road mapped based on urgency

- **Extra Large**
  - New Project Startup
  - Typically > 2 Months in effort
  - May require the initiation of a separate project/Program
  - New funding pool required

If investigation finds project was underestimated, it is bumped to a larger size.

If a business has a need to submit work into the BI pipeline (Change or New Request), they complete an online "Work Request Form" that is sent to the BI Group Mailbox for consideration.