

# The Tracking Process

A CIMS Spin on the Writing Process

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Go to  
Plans  
page

+ New Plan

## PREWRITING

Conduct a needs  
assessment



## DRAFTING

Describe the current  
state, collaboratively  
plan and problem  
solve, rework the  
organization and  
details

Submit Plan



The Step Zero module and Portfolio feature are tools available to assist with the needs assessment!

## PUBLISHING

automated process

Share completed  
plan, application,  
or proposal with  
the general  
public

Approve

Forward To

## EVALUATING

Review and assess  
survey content, ensure  
requirements are met and  
content is ready for public  
consumption

Submit Plan

Request Edits

## REVISING

Review comments and suggestions,  
make revisions as necessary



A survey can be submitted and returned as many times as needed to ensure it is in tip-top shape!