
IS&T: FY12 BUDGETING PROCESS TIMELINE

Milestone:	Completion Date:
Distribute FY12 Budget Calendar and Budget Guidelines Document	Monday, November 01, 2010
Creation of 1 st Pass Budget	Tuesday, November 30, 2010
1 st Pass Budget Review Meetings with Manager of Finance	Friday, December 03, 2010
Creation of 2 nd Pass Budget	Wednesday, December 08, 2010
2 nd Pass Budget Review Meetings with Head of IS&T	Thursday, December 09, 2010
Creation of 3 rd Pass Budget	Tuesday, December 14, 2010
3 rd Pass Budget Review Meetings with Senior Staff	Thursday, December 16, 2010
Creation of Final IS&T FY12 Budget	Wednesday, December 22, 2010
Create and Distribute IS&T's FY12 Budget Letter	Wednesday, January 12, 2011
Create and Deliver IS&T's FY12 Budget Presentation	End of February - exact date TBD