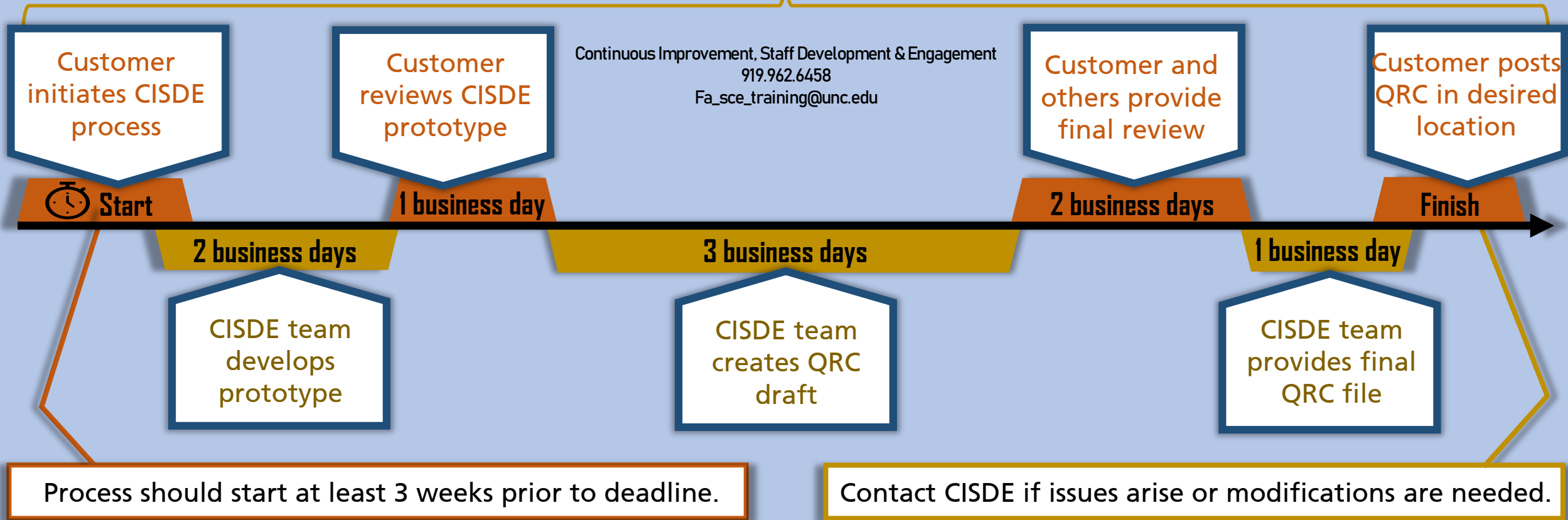
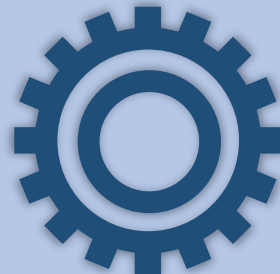


QUICK REFERENCE CARD DEVELOPMENT PROCESS



Customer should provide CISDE with the following details within 48hrs of request:

- Content to be included
- Targeted audience
- Who the subject matter experts are
- Who CISDE should contact if there are questions
- Names of all who will need to review before finalizing
- Formatting requirements (color scheme, logos, etc.)
- Where the document will live



Things that can slow the process:

- Delays in providing CISDE team with content or access to test system and/or resources
- Changes that occur to the process/content during QRC development.
- Not meeting review deadlines for drafts
- A request involving a large amount of content
- A request involving extremely complex content