## Business & Industrial Development Unit **Priority Status Announced Status Inquiry Status Leads Status Existing Status Active Status** Inquiry viewed as a 1.Data is locked for Determined by Rep., and in consultation Specific Request for general historic reporting. potential prospect; with Director of Business & Industrial Existing information sent, information. 2. Can be multiples per Development, to be a pending future not e.g., company, if additional announcement. yet identified. site specs and/or expansions. proposal. Marketing, Trade Show & Contact Info and, Headquarters Info Labor Survey Data Entry Process Data Entry Process Funds Requested Data Entry Process Business Info Data Entry Process Notes, Comments, Issues, Letters etc. Data Entry Process Reporting Company Contact External & Internal data Sources Information to be tracked in Company Company Company Activity is monitored and reported by the Existing Reps, throughout all of the Statuses. Executive Reporting to WVDO Executives, Governor's Office, etc.