IT Projects Assessment Process Implementation Plan - Phase I

| Project Name: *IT Projects Assessment Process* |
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| Date of Implementation Plan:  12/22/10 |
| Implementation Plan Manager:  Heather Pike |

| Sponsor:  Tom Burack, Peter Hastings |
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| Sponsor Approval: |
| Project Number:  2010-09 & 2010-12 |

| # | Task | Sub-Tasks | Proceed Approval/Date | Task Owner | Start Date | Due Date | Barriers/Constraints | Necessary Resources | Metrics/Measures | Task Sign Off |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Develop Idea and Project Tracking System | | | Deb Soule | 1/1/2011 | 4/1/2011 | | | | |
| | | 1.  Develop process to capture IT related ideas (Lean, strategic plan etc.) including criteria for what should/shouldn't be included in the process. | | | | | Team member availability. | IT support for outcome. | Tracking system that tracks an IT related idea from idea through to completion/implementation or "sleeper" library. | |
| | | 2.  Develop/determine what information is needed about an idea in order to be able to evaluate it (initially at least - think of a very basic Scope of Work - who, what, where, when, and why). | | | | | IT resources may be needed if a database/system needs to be developed. | DES and DOIT team members. | Criteria for what goes into system. | |
| | | 3.  Develop/determine criteria and process for evaluating ideas through initial phases of process up to but not including assignment of resources which will be covered under item #3 Assignment of resources. | | | | | | | Criteria/thresholds for moving ideas through prioritization process. | |
| | | 4.  Develop requirements for an idea and project tracking system that handles an idea from start to end (put in a sleeper library or completed), clearly describes the idea status, and can be used as a tool in assigning IT resources (since it will be clear what is currently assigned and under development). Consider integration of Project Concept Document. | | | | | | | Tracking system that aids in managing and prioritizing assignment of IT resources. | |
| | | 5.  Develop/determine any internal management and external customers tools necessary to display/query/modify/report information. | | | | | | | | |
| 2 | Develop Business Plan Templates and Thresholds  (Factor in DoIT requirements) | | | Chris Simmers | 1/1/2011 | 4/1/2011 | | | | |
| | | 1.  Evaluate current formal business plans and develop standard template. | | | | | | | | |
| | | 2.  Develop Business Plan "light" template | | | | | | | | |
| | | 3.  Scope of Work template | | | | | | | | |
| | | 4.  Determine role of DoIT Project Concept Document | | | | | | | | |
| | | 5.  Development of guidelines/procedures for use of templates | | | | | | | | |
| | | 6.  Develop training program and/or guidance for new Points of Contact and other staff in using templates and developing scopes of work/business plans | | | | | | | | |
| | | 7.  Establish criteria for defining thresholds for appropriate use of different templates | | | | | | | | |
| 3 | Develop Plan for Assignment and Optimization of Roles and Resources (*i.e.,* "Point" People, Developers, Direct Dollars, Contractors, & Time) to IT Projects | | | Sarah Kirn | 1/15/2011 | 8/1/2011 | | | | |
| | | 1.  Draft charter(s) (same sponsor, Sarah Kirn as Event Manager, same Area Supervisors - Rebecca Bolton/Michael Walls). | | | | | Task Owner & Facilitator availability | | Charter(s) | |

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| | | 2. Hold facilitated 1 or 2 day events. | | | | | Team member availability, reluctance to change | DES and DOIT team members, meeting space | Sub-implementation plan | |
| | | 3. Development of future sub-implementation plan as a result of Kaizen work. | | | | | Team member availability | | Sub-implementation plan | |
| 4 | Develop Project Communications Plan for IT Idea Prioritization Process | | | Tim Nowack | 1/1/2011 | 3/1/2011 | | | | |
| | | 1. Draft and Implement Project Communications Plan for process **development and design**. | | | | | Team member availability. | DES and DOIT team members. | Periodic stakeholder review meetings, surveys, and customer interviews. | |
| | | 1a. identify implementation team members and prepare draft scope of work including project communication goal, project communication milestones, contacts per milestone, communication frequencies, and methods. | | | | | | | | |
| | | 2. Draft and implement Project Communication Plan for process **roll-out**. | | | | | Team member availability. | DES and DOIT team members. | Periodic stakeholder review meetings, surveys, and customer interviews. | |
| 5 | Develop "After Care" & Continuous Improvement Plan for New IT Process | | | Heather Pike & Chris Simmers | 3/1/2011 | 9/1/2011 | | | | |
| | | 1. Develop metrics and evaluation criteria to measure initial and ongoing success of the overarching process changes (*i.e., "How do we know that all of these changes worked?"* | | | | | Team member availability. | IT support for outcome. | Metrics and criteria developed. | |
| | | 2. Periodic reporting to IT Steering Committee. | | | | | | DES and DOIT team members. | Reports to IT Steering Committee | |