Project Name: Assignment & Optimization of Roles and Resources for IT Projects	Sponsor: Thomas Burack	Sponsor: Bill Rogers
Date of Implementation Plan: July 8, 2011	Sponsor Approval: TSB, 7/8/11	Sponsor Approval:
Implementation Plan Manager: Deb Soule		Project Number: 2010-15

#		Task	Task Owner	Start Date	Due Date	Barriers/Constraints	Necessary Resources	Metrics/Measures	Deliverable/Sign Off
1.0		Identify IT Point People							
	1.1	Work with Division Directors to identify staff with desired qualifications to serve as point people for IT Project Idea Assessment Process	Air: Craig Wright Waste: Sarah Kirn Water: Deb Soule/Muriel Lajoie Com: Chris Simmers/Rick Druding	7/15/2011	9/15/2011	Staff availability; lack of staff with appropriate skills and time	Management support	Proposed staff identified	
	1.2	Present recommendations for point people to SLT for approval	Chris Simmers & Deb Soule	9/15/2011	9/30/2011	SLT meeting schedule		Point people approved	
2.0		Develop SOPs based on the recommedations from the IT Lean work conducted to date. SOPs will include:							
	2.1	The new process for tracking, prioritizing, allocating resources for IT projects	Deb Soule	7/15/2011	9/30/2011	Staff availability		Draft & Final SOPs	
	2.2	DES-wide oversight of IT planning and project implementation	Deb Soule	7/15/2011	9/30/2011	Staff availability		Draft & Final SOPs	
	2.3	Preparing IT project cost/time estimates	Chris Simmers	7/15/2011	9/30/2011	Staff availability		Draft & Final SOPs	
	2.4	IT project management (how to manage individual IT projects e.g., formalizing schedules, communicating, expectations for response from programs, tracking progress)	Chris Simmers	7/15/2011	9/30/2011	Staff availability		Draft & Final SOPs	
3.0		Communicate new IT project tracking, prioritization and resource allocation process to all of DES	Chris Simmers & Deb Soule	7/15/2011	12/30/2011	Staff availability; timing of Fall Town Hall Meeting; space on agenda for Town Meeting	>Input on effective communication >SLT involvement	>Presentation at DES Fall Town Hall Meeting >Summary information on new process available >DES program staff and administrators have good awareness of new process	
4.0		Require All DES programs to prepare IT Plans							
	4.1	IT Plan template & guidance (Draft Prepared)	Vincent Perelli (with Chris Simmers, Muriel Lajoie, Carolyn Russell)	7/15/2011	9/30/2011	Staff availability		IT Plan template & guidance draft	
	4.2	IT Plan template & guidance reviewed & finalized (Final)	Vincent Perelli (with IT Steering Committee & DES Leadership Team)	9/30/2011	11/30/2011	Staff availability		IT Plan template & guidance final	
	4.3	SLT approves materials and directs programs to develop IT plans using template and guidance	SLT (with Vincent Perelli, Chris Simmers, & Deb Soule)	11/30/2011	1/1/2012			SLT direction on IT Plans issued	
5.0		Fill Vacant DOIT-DES IT Positions							
	5.1	Review SJDs for vacant DOIT-DES positions to ensure they meet DES needs	Chris Simmers	7/15/2011	8/15/2011	Staff availability		SJDs updated	
	5.2	Post and fill vacant DOIT-DES positions	Chris Simmers	7/15/2011	10/1/2011	Staff availability; budget; position posting procedures	DoIT HR support	Positions filled	