

Sub Project Plan – Assessment Tool



Details

Project Name: Staff Placement and Jobs Need Assessment
Project Team Leads: Dave Ambrisco, Angie Bell, Kim Kuebrich Yordi
Project Manager: Kris Halter
TeamDynamix Project Number: OneIT – HR Sub Project 1

Project Overview (What is going to be accomplished)

To facilitate staff mobility and a consistent approach to assessment of need during the realignment of work and staff for the success of OneIT@Iowa. This will include an analysis of skills for impacted staff.

Project Staffing (Who will perform the work)

Who	Skill Set	Estimated Time Commitment
Dave Ambrisco	Human Resources	100 hours
Angie Bell	IT, Human Resources	100 hours
Rachel Napoli	Communication /Change management / documentation	50 hours
Kim Kuebrich Yordi	Facilitation / documentation	100 hours
Kris Halter	Project Management	15 Hours
Total Hours		465 hours

Project Schedule (When will the work be started/completed)

Milestone	Target	Status
Develop Frequently Asked Questions (FAQ) guide to help with employee transitions	02/01/2016	Complete
Develop skill-assessment tool for project leaders to aid in the transition of staff	07/01/2016	Complete
Develop a communication and change management plan.	07/01/2016	Complete
Develop a people strategy	09/01/2016	WIP
Implement a process for realignment of work and staff	07/01/2016	WIP

Sub Project Plan – Assessment Tool

Project Budget

Only project budget item identified at this time is the actual implementation effort, 475 hours or \$30,225. Projected Savings from reduction in staffing numbers due to increase of efficiencies.

- a. Staff time savings = 1 – 2 FTEs = \$97,500-\$195,00

Change Control Plan (What is the process for managing change)

Substantial changes to project scope will be brought to the OneIT Steering Committee for evaluation and resolution.

Communications Plan (How will information be communicated)

Target Audience	Primary Contact	Communication Mechanism	Frequency	Purpose/Description of Communication	Author / Owner
<i>Program office</i>	Chris, Romy, Lance	E-mail	Weekly	Updates, HMT3	Kim
<i>CIO</i>	Steve Fleagle	Meeting	Ad hoc	Concept presentation/feedback	Kim / Dave
<i>OneIT Steering Committee</i>	Program Office	Email, meeting discussion	Ad hoc as needed	Status updates; feedback; decisions/direction needed	Kim
<i>OneIT Project Leaders</i>	Chris Clark	Email, meeting discussion	Ad hoc as needed	Present tools & processes. Solicit feedback	Team
<i>Central HR</i>	Diana Leventry, Kevin Ward	Email & meeting	After pilots, once feedback is incorporated	Inform/buy-in on tools & process	Angie / Rachel
<i>Distributed HR seniors</i>	Karen Shemanski, Teresa Kulper	Email. HR Seniors meeting.	After all above have reviewed	Launch & educate HR reps about tools & process	Dave
<i>IT leaders / supervisors - all</i>	Steve Fleagle	E-mail. Meeting(s)	After all above have reviewed	Launch & educate about tools & process	Dave
<i>HR reps</i>	Karen Shemanski	E-mail. Meeting.	@ launch	Launch & educate about tools & process	Dave
<i>Nicole Riehl</i>	Nicole Riehl	E-mail, face to face	@ launch	Heads up	Rachel

Sub Project Plan – Assessment Tool

Risk Management Plan

Risk Number	Risk Description	Likelihood (H,M,L)	Impact (H,M,L)	Mitigation Strategy
1	Campus unwilling to adopt to the changes	H	H	Monthly Advisory meetings, preemptive emails to IT Directors, managers, HR Staff, Deans, and DEOs about project plans, initial communication to departments via Steve Fleagle, one on one's with staff as tools are developed.
2	Staff resistant or unaware of the needs to express interest in opportunities	M	M	Communications to entire IT staff, directly to each staff member and indirectly through managers.
3	Staff don't meet the qualifications needed to be successful in new role - lack of skills	M	M	Communicate education opportunities to staff directly to staff and through managers
4	Supervisors "cherry picking" the best people and avoid the displaced staff leaving a gap in departmental needs	H	M	Implementing a fair selection and distribution process for departments and staff.
6	ITS HR resources will be stretched to capacity	H	M	Technology, process design and assistance from university HR is critical to success.
7	Staff dissatisfied with changes and leave the UI	M	L	Career development and workforce planning.

Issue Tracking and Resolution Plan

Issues will be tracked and resolutions captured on the HR SharePoint site.

Metrics / Key Performance Indicators

of staff successfully realigned
of projects using tool

<input type="checkbox"/>	Project Plan Approval Date	MM/DD/YY
--------------------------	----------------------------	----------