

Sub Project Plan – Streamline Hiring



Details

Project Name: University IT Position Management
Project Team Leads: Dave Ambrisco, Angie Bell, Kim Kuebrich Yordi
Project Manager: Kris Halter
TeamDynamix Project Number: OneIT – HR Sub Project 2

Project Overview (What is going to be accomplished)

University IT Position Management – Develop an ongoing long term method to create visibility to IT hiring needs across campus (mobility and placement).

Project Staffing (Who will perform the work)

Who	Skill Set	Estimated Time Commitment
Dave Ambrisco	Human Resources	200 hours
Angie Bell	IT, Human Resources	200 hours
Rachel Napoli	Communication / Change management / documentation	50 hours
Kim Kuebrich Yordi	Facilitation / documentation	200 hours
Kris Halter	Project Management	15 hours
IM-HR Developers	Developer	40 hours
Total Hours		705 hours

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

Milestone	Target	Status
Develop a centralized IT hiring process utilized by campus	03/01/2016	Complete
Develop IT Recruitment Specialist Communication Plan	04/01/2016	Complete
Implement optional new IT hiring process across campus	05/01/2016	WIP

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Project Budget

Only project budget item identified at this time is the actual implementation effort, 705 hours or \$45,825.

Projected Savings from centralizing the IT hiring process

- a. Staff time savings = 1,200 – 2,000 hours = \$78,000-\$130,000
 - i. Staff time per hire = 60 – 80 hours @ \$65 hour = \$3,900 - \$5,200
 - ii. Number of hires per year for decentralized IT departments = 20 - 25

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

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Risk Management Plan

Risk Number	Risk Description	Likelihood (H,M,L)	Impact (H,M,L)	Mitigation Strategy
1	Campus unwilling to adopt the new service <ul style="list-style-type: none">• Unclear of service• Loss of control• No working relationship• Unaware of service	H	M	Build rapport with local HR and hiring managers, offering assistance with the recruitment plan, communication to departments via Steve Fleagle, one on one's with staff as service is initiated.
2	ITS HR resources will be stretched to capacity	H	M	Technology, process design and assistance from university HR is critical to success

Issue Tracking and Resolution Plan

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

Metrics / Key Performance Indicators

- Number of Departments utilizing the new IT hiring process and IT recruitment specialist.
- Number of transfers made between the requisitions.
- How many transfers had actual interviews.
- How many transfers were hired.
- Number of days reduced to fill.

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