

## IT Governance Project Process Inputs

### Initiating Phase

Deliverable	Inputs
Risk Assessment	<ul style="list-style-type: none"> <li>Project information from Strategic &amp; Annual Plans. Initial Project Proposal information.</li> </ul>
Project Cost Workbook	<ul style="list-style-type: none"> <li>Output from the Criteria for Projects required to follow IT Governance Process step, information gathered for meeting the criteria</li> <li>Output from the Project Risk Assessment Process and Template if already completed</li> </ul>
Project Proposal	<ul style="list-style-type: none"> <li>IT Governance Strategic Plan</li> <li>IT Governance Annual Plan</li> <li>Output from the Criteria for Projects required to follow IT Governance Process step, information gathered for meeting the criteria</li> <li>Output from the Project Risk Assessment Process and Template if already completed</li> <li>Output from the Project Costing Process and Template which feed into the costing questions in this proposal</li> </ul>
Project Proposal Summary Presentation	<ul style="list-style-type: none"> <li>Project Proposal defining original scope - Project Proposal Process and Template</li> <li>Project Cost Work representing proposed budget - Project Costing Process and Template</li> <li>Project Risk Assessment Findings - Project Risk Assessment Process and Template</li> <li>IT Governance Meetings - Calendar View [Coming Soon]</li> </ul>

### Planning Phase

Deliverable	Inputs
Planning Kickoff Meeting	<ul style="list-style-type: none"> <li>Project Proposal Process and Template</li> <li>Roles and Responsibilities Matrix</li> <li>Risk Assessment</li> </ul>
Project Charter	<ul style="list-style-type: none"> <li>Project Proposal</li> </ul>
Roles and Responsibilities Matrix	<ul style="list-style-type: none"> <li>Project Proposal from the Initiation Phase</li> <li>Project Risk Assessment and what it highlighted</li> <li>Level of Project Management decided upon as needed</li> </ul>
WBS (with Resources)	<ul style="list-style-type: none"> <li>Everything!</li> </ul>
Risk Assessment ( <i>updated</i> )	<ul style="list-style-type: none"> <li>Project information from Strategic &amp; Annual Plans. Initial Project Proposal information.</li> </ul>
Risk Register	<ul style="list-style-type: none"> <li>Project Proposal Process and Template</li> <li>Project Risk Assessment Process and Template</li> <li>Functional and Technical Requirements</li> </ul>
Budget Plan	<ul style="list-style-type: none"> <li>Project Cost Workbook</li> <li>Risk Register</li> <li>Project Proposal</li> <li>Functional and Technical Requirements</li> <li>Resourcing Plan</li> <li>WBS</li> <li>Training Plan</li> <li>Communications Plan</li> </ul>
Resource Plan	<ul style="list-style-type: none"> <li>Project Proposal Process and Template</li> <li>Project Costing Process and Template</li> <li>Roles And Responsibilities</li> <li>Schedule via WBS</li> <li>Risk Register</li> </ul>
Transition to Service Plan	<ul style="list-style-type: none"> <li>Roles and Responsibilities Matrix</li> <li>Functional and Technical Requirements</li> <li>Architecture Design Diagrams</li> <li>Testing Approach and Planning</li> </ul>
Project Plan Summary	<ul style="list-style-type: none"> <li>Project Proposal defining original scope - Project Proposal Process and Template</li> </ul>

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Deliverable	Inputs
	<ul style="list-style-type: none"> <li>• Project Cost Work representing proposed budget - Project Costing Process and Template</li> <li>• All Planning Phase processes and related documents: Planning Phase</li> </ul>
Go/No-Go Readiness Assessment	<ul style="list-style-type: none"> <li>• Functional and Technical Requirements</li> <li>• Organizational Change Management Plan; Please use Organizational Change Management Readiness Assessment</li> <li>• Schedule via WBS</li> <li>• Risk Register</li> </ul>
Lessons Learned	<ul style="list-style-type: none"> <li>• Project Management Plan</li> <li>• Issue Tracking</li> <li>• Project Plan Summary</li> <li>• Project Metrics</li> </ul>
Status Reports	<ul style="list-style-type: none"> <li>• IT Governance Project Status Color Guidelines</li> </ul>
OCM Plan	<ul style="list-style-type: none"> <li>• Huge list!</li> </ul>
Stakeholder Analysis	<ul style="list-style-type: none"> <li>• Stakeholder Register -- list of stakeholders from project initiation -- use this as a starting point, but you will want to add people to the list in order to ensure all key impacted groups are represented in the Stakeholder Analysis</li> <li>• Impact Analysis</li> <li>• Stakeholder Interviews</li> </ul>
Communications Plan	<ul style="list-style-type: none"> <li>• Communication Channel Assessment</li> <li>• Stakeholder Analysis</li> <li>• Stakeholder Management Plan</li> <li>• Culture Assessment</li> <li>• Impact Analysis</li> </ul>
Training Plan	<ul style="list-style-type: none"> <li>• Charter</li> <li>• Functional and Technical Requirements</li> <li>• Schedule via WBS</li> <li>• Stakeholder Analysis</li> <li>• Communication Plan</li> <li>• Business Case for Change</li> <li>• Learning Needs Assessment</li> </ul>
Architecture Design Diagrams	<ul style="list-style-type: none"> <li>• Functional and Technical Requirements</li> <li>• Security Review</li> <li>• Data Governance</li> <li>• Testing Approach and Planning</li> <li>• Transition to Service Plan</li> </ul>
<a href="#">Business Process Map</a>	<ul style="list-style-type: none"> <li>•</li> </ul>
Functional & Technical Reqs	<ul style="list-style-type: none"> <li>• Project Charter</li> <li>• Stakeholder Register</li> <li>• Current and Future State Mapping</li> </ul>
Requirements Traceability Matrix	<ul style="list-style-type: none"> <li>• Project Charter</li> <li>• Stakeholder Register</li> <li>• Current and Future State Mapping</li> </ul>
Test Plan	<ul style="list-style-type: none"> <li>• Business Process Mapping Including Current and Future State Review</li> <li>• Functional and Technical Requirements</li> <li>• Architecture Review</li> <li>• Instructions:</li> </ul>
Test Cases/Scripts (QA)	<ul style="list-style-type: none"> <li>• Business Process Mapping Including Current and Future State Review</li> <li>• Functional and Technical Requirements</li> <li>• Architecture Review</li> <li>• Instructions:</li> </ul>

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Reviews	Inputs
Accessibility Review	<ul style="list-style-type: none"> <li>• Project Proposal Process and Template</li> <li>• Project Charter (likely not final, but as complete as possible)</li> <li>• Functional and Technical Requirements (likely not final, but as complete as possible)</li> </ul>
Architecture Review	<ul style="list-style-type: none"> <li>• Functional and Technical Requirements</li> <li>• Security Review</li> <li>• Data Governance</li> <li>• Testing Approach and Planning</li> <li>• Transition to Service Plan</li> </ul>
Data Governance	<ul style="list-style-type: none"> <li>• Project Proposal Process and Template</li> <li>• Charter</li> <li>• Functional and Technical Requirements</li> </ul>
Security Review	<ul style="list-style-type: none"> <li>• Charter</li> <li>• Identified Security Risk within Project Proposal Process and Template or Project Risk Assessment Process and Template</li> <li>• Functional and Technical Requirements</li> <li>• Data Governance</li> </ul>

### Executing Phase

Deliverable	Inputs
Executing Kickoff Meeting	<ul style="list-style-type: none"> <li>• Project Planning Phase</li> <li>• Roles and Responsibilities Review</li> </ul>
WBS (baselined)	<ul style="list-style-type: none"> <li>• Roles and Responsibilities Review</li> <li>• Resource Planning and Management</li> <li>• Accessibility Work within Execution</li> <li>• OCM                             <ul style="list-style-type: none"> <li>○ End User Support Plan</li> <li>○ Monitoring for Effectiveness and Issues</li> <li>○ Training</li> </ul> </li> <li>• Transition to Service Plan Execution Work</li> <li>• Risk Management - Tricia</li> <li>• Test Plan &amp; Results</li> <li>• Change Requests</li> <li>• Go or No-Go Readiness Assessment</li> </ul>
Risk Assessment ( <i>updated</i> )	<ul style="list-style-type: none"> <li>•</li> </ul>
Risk Register ( <i>updated</i> )	<ul style="list-style-type: none"> <li>•</li> </ul>
Issue Log	<ul style="list-style-type: none"> <li>• Issues</li> <li>• Test Plan</li> </ul>
Go/No-Go Readiness Assessment	<ul style="list-style-type: none"> <li>• Go or No-Go Readiness Assessment</li> <li>• Change Requests</li> <li>• Risk Register</li> <li>• Issue Log</li> <li>• Customer Readiness Assessment</li> </ul>
Transition to Service Plan ( <i>updated</i> )	<ul style="list-style-type: none"> <li>• Roles and Responsibilities Matrix</li> <li>• Functional and Technical Requirements</li> <li>• Architecture Design Documents</li> <li>• Testing Approach and Planning</li> </ul>
Change Requests	<ul style="list-style-type: none"> <li>• Project Proposal Process and Template</li> <li>• Schedule via WBS</li> <li>• Project Costing Process and Template</li> <li>• Budget Tracking</li> <li>• Charter</li> </ul>

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Deliverable	Inputs
	<ul style="list-style-type: none"> <li>Steering Committee Creation and Assignment Process - Defines role Steering Committee supports for Change Requests</li> </ul>
Status Reports	<ul style="list-style-type: none"> <li>IT Governance Project Status Color Guidelines</li> </ul>
OCM Plan	<ul style="list-style-type: none"> <li>Huge list!</li> </ul>
End User Support Plan	<ul style="list-style-type: none"> <li>Transition to Service Plan</li> <li>List of impacted users/user types (e.g., business vs. technical users)</li> <li>Preferred methods of support -- consider also what will be most effective</li> <li>Contact numbers, email addresses, and support documentation -- make sure these are correct in all published content</li> <li>Support team roles and responsibilities</li> </ul>
Monitoring for Effectiveness and Issues	<ul style="list-style-type: none"> <li>Post Go-live Survey results -- part of End User Support Plan activity</li> <li>Feedback gathered from the Change Agents via meetings, surveys, or informal methods</li> <li>Informal feedback</li> <li>Questions and issues coming into the Service Desk and/or Subject Matter Experts (SMEs)</li> <li>Information about process/solution compliance</li> <li>Success Metrics for the people side of change</li> </ul>
Test Cases/Script Report	<ul style="list-style-type: none"> <li>Test Plan created in Planning Phase</li> <li>Test Cases/Test Scripts</li> <li>Schedule via WBS</li> </ul>
Defect Report	<ul style="list-style-type: none"> <li>Test Plan created in Planning Phase</li> <li>Test Cases/Test Scripts</li> </ul>
Test Metrics	<ul style="list-style-type: none"> <li>Test Plan created in Planning Phase</li> <li>Test Cases/Test Scripts</li> </ul>
Test Closure Report	<ul style="list-style-type: none"> <li>Test Plan created in Planning Phase</li> <li>Test Cases/Test Scripts</li> </ul>

### Closing Phase

Deliverable	Inputs
Lessons Learned (Executing & Project)	<ul style="list-style-type: none"> <li>Project Management Plan</li> <li>Issue Tracking</li> <li>Project Plan Summary</li> <li>Project Metrics</li> </ul>
Project Metrics	<ul style="list-style-type: none"> <li>Charter</li> <li>Requirements Traceability Matrix</li> <li>Budget Planning and Tracking</li> <li>Schedule via WBS</li> <li>CU IT Governance Annual Plan</li> </ul>