

Project Coordinator Planning Checklist

Overview:

This checklist contains planning activities for preparation for the transition to the new OneSource Systems.

- Provide an overview about the project in your school/college/unit.
 - What: Provide an overview about the project for general awareness
 - Who: Leadership, Faculty, and Staff
 - Resources: [OneSource About Page](#) , [OneSource Talking Points Resources Page](#) , [OneSource Videos](#).

- Develop a unit plan for the project and project team.
 - What: Develop a unit plan for the project and project team
 - Who: Business, HR, IT Leadership, Key Staff, Faculty and Staff representation
 - Resources: [Templates Resources Page](#)

- Ask your leadership to start speaking supportively about the upcoming changes.
 - What talking points would they need to start doing so?
 - What venue might be appropriate?

- Based on the key changes, identify stakeholders, number affected and impacts for them
 - Ex. Managers – approve Travel Authorities online