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