

Finance and Human Resource Administrative System Evaluation: *Readiness Assessment Phase*

Project Advisory Team Briefing
September 23, 2014



Where We Are in the Project



Purpose of this Phase

Four goals for readiness planning:

1. Evaluate the strengths and weaknesses of the University
2. Make recommendations to close gaps
3. Provide an implementation blueprint
4. Begin change management process



Sample Readiness Scorecard

	Weak	1	2	3	4	Strong
Technical Readiness				X		IT Skill Sets
				X		IT Staffing Level
			X			IT Experience
Functional Readiness			X			Functional Staffing Level
					X	Functional Experience
Project Readiness			X			Comparable Project Experience
				X		Project Management Sophistication
			X			Software Familiarity
Cultural Readiness				X		Teamwork
			X			Team Process Sophistication
				X		Leadership Support
					X	Team Leadership
				X		Attitudes toward the Project
Resource & Effort Awareness					X	Budget Awareness
			X			Staffing Strategy Awareness
				X		Effort Awareness

Implementation Blueprint Elements

- ✓ High level Scope
- ✓ Implementation Timeline
- ✓ Planning level budget
- ✓ Project Org & Staffing recommendations
- ✓ Project Roles & Responsibilities
- ✓ Communication & engagement plan
- ✓ Critical Issues & proposed dispositions
- ✓ Risk mitigation plan

Readiness Assessment Data Collection

Part One: University-Wide Data Collection

- ▶ *Focus Group Sessions*
- ▶ *Individual Interviews*
- ▶ *Online Survey*
- ▶ *Leadership Assessments*
- ▶ *Change Management Planning*
- ▶ *IT Skillsets Review*
- ▶ *Interface Requirements Planning*

Readiness Assessment Data Collection

Part Two: Implementation-Specific Data Collection

- ▶ *Budget Planning*
- ▶ *Peer Data Collection*
- ▶ *CPS 'Experiential' Data*

Participation Opportunities

Key Project Activity	Date(s)
Focus Group Sessions	Week of 9/22 and 10/20
Individual Interviews	Week of 10/20
Online Survey	10/1 – 10/15
Change Management Planning Session	Week of 10/20
Leadership Assessments	October
IT Skillsets Review	October
Interface Requirements Planning	October

Dates subject to change