

PROJECT & CHANGE MANAGEMENT PROCESSES

	IDEATION	INITIATION	PLANNING	EXECUTION	CLOSE-OUT
Executive Sponsor	<ul style="list-style-type: none"> • Approve Project Proposal 	<ul style="list-style-type: none"> • Ensure Project Goals Align With CSUS Strategies 	<ul style="list-style-type: none"> • Garner Support 	<ul style="list-style-type: none"> • Create Conditions For Success • Promote Change (sponsor roadmap) 	<ul style="list-style-type: none"> • Celebrate Project
Project Sponsor	<ul style="list-style-type: none"> • Assist with Project Concept • Create Sponsorship Coalition • Submit Project Proposal 	<ul style="list-style-type: none"> • Communicate Alignment with Strategic Initiative(s) • Create Understanding of Change/Risks • Assist with Resource Allocation 	<ul style="list-style-type: none"> • Actively Advocate Project • Approve Key Project Deliverables • Engage with Change Management Strategy • Build coalitions 	<ul style="list-style-type: none"> • Provide Project Support • Govern Project Risks • Address Escalated Issues/Conflicts • Promote Change (sponsor roadmap) • Garner Support/Build coalitions 	<ul style="list-style-type: none"> • Celebrate Project • Provide Operational Support
Area Lead	<ul style="list-style-type: none"> • Submit Project Proposal 	<ul style="list-style-type: none"> • Write Business Requirements Document • Participate in Technical/Solution Discussion • Inventory impacted groups* • Identify Managers/SMEs* 	<ul style="list-style-type: none"> • Participate in Ongoing Solution Discussion • Prepare Test Plan/Test Cases 	<ul style="list-style-type: none"> • Conduct Functional & User Acceptance Testing • Plan Operational support • Promote Change 	<ul style="list-style-type: none"> • Provide Operational Support
IRT PMO	<ul style="list-style-type: none"> • Assist with Project Proposal 	<ul style="list-style-type: none"> • Assign PM • Write Project Charter • Write Business Requirements Document • Change Management assessment* • Kick Off Project 	<ul style="list-style-type: none"> • Acquire Project Resources • Prepare Project Management Plan • Prepare Organization Change Management Plan • Validate Scope/Requirements • Assist with Test Plan/Test Cases • Develop Communication Plan* • Develop Training/Support Plan* • Develop Sponsor Roadmap • Develop Resistance Management Plan 	<ul style="list-style-type: none"> • Monitor, Control & Validate Project Scope • Perform Integrated Change Control • Control Schedule/Cost/Quality/Risks • Manage Communication* • Manage Project Team/Vendor • Prepare Go/No-Go • Execute Training/Support Plan* • Execute Sponsor Road map 	<ul style="list-style-type: none"> • Conduct Retrospective • Complete Project Closeout Tasks • Celebrate Project Completion • Archive Project Documents • Close Procurements • Provide change management support to transition to reinforcement
Technical Team	<ul style="list-style-type: none"> • Provide High-Level Technical Feedback 	<ul style="list-style-type: none"> • Assess Technical Solution 	<ul style="list-style-type: none"> • Develop Technical Requirements • Assess Security Requirements 	<ul style="list-style-type: none"> • Create Design Specification • Develop Technical Solution • Conduct Unit Testing • Deploy Solution To Production 	<ul style="list-style-type: none"> • Archive Technical Documents • Support Stabilization Period • Plan Maintenance
Deliverables Required *	<ul style="list-style-type: none"> • Project Proposal* 	<ul style="list-style-type: none"> • Business Requirements Document* • Project Charter • Project Kick-Off Presentation • Organizational Attributes Assessment* • Change Characteristics Assessment* 	<ul style="list-style-type: none"> • Milestones* • Project Plan • Stakeholder Analysis • Organizational Change Management Plan <ul style="list-style-type: none"> ○ Communication Plan* ○ Training/Support Plan* ○ Sponsor Roadmap ○ Coaching Plan ○ Resistance Management Plan 	<ul style="list-style-type: none"> • QA Checklist* • Project Change Request • Issue/Risk Log • Test Plan/Test Case • Network Diagram • Go No-Go Presentation • User Documentation/Training • Change Management Metrics 	<ul style="list-style-type: none"> • Project Closure Document* • Change Management Assessment/survey • Feedback and corrective actions

Legend: * = required | green font = change management process/artifact