

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