

PROJECT NAME:

Professional Development for Technology Personnel

Sponsors:	Mike Howland
Class Managers:	Christy Quinlan, Melody Hayes, Larry Smith
Project Co - Managers:	Cheryl Dobbins Fei Ling Collier
Approved By:	Class Managers
Approved Date:	November 5, 2004
Revised Date:	February 7, 2005

SCHEDULE:

Start Date:	October 22, 2004
End Date:	June 24, 2005

OBJECTIVE:

To provide a training curriculum for the State Information Technology community.

- Identify training needs and opportunities
- Respond to succession planning efforts

SCOPE:

Conduct a needs validation survey and develop an IT training curriculum for the key functional areas that include:

- Application Software Development
- Customer/Technical Support
- Database Development and Administration
- Enterprise Systems Support
- Information Systems Security Administration
- Information Technology Business Consultant
- Network Administration
- Web/Internet Development and Support
- Emerging Technology Specialist
- IT Document Writer
- Project Management

DELIVERABLES:

- Project Plan
- IT Validation survey
- Methodology (for determining curriculum)
- Training curriculum
- Resource directory of course vendors
- Training program framework proposal - includes method for continual program support
- Presentation to HR Workgroup
- Presentation to IT Council

BACKGROUND:

The ITMA XII Academy has been tasked with completing an IT project prior to graduation in June, 2005. The class members decided there was a need for soft skills training at the technical staff level within the State. This need was based on observations within the class participants' own environments. After consulting with Project Managers and Sponsors, the scope was revised to include technical skills training as well. This project will prepare a training curriculum for the State IT community. The project will also respond to the needs established in the IT Strategic Plan:

Goal 5: Develop and Rebuild our Technology Workforce

Objective 3: Provide Professional Development for Technical Personnel

Action Item 3: Develop a State IT Workforce Training Plan

Achieving the Projects objective will assist in the success of the IT Strategic Plan and contribute to the State IT community in whole.

BENEFITS:

- Projects Benefits:**
- Achieves training curriculum for IT State community
 - Identifies training needs & opportunities
 - Enables IT Management to complete technical and management succession planning efforts
 - Supports state strategic vision
 - Supports upward mobility and career development for IT staff
 - Provides standardized skill expectations for various IT levels
 - Responsive to Goal 5, Objective 2 (State IT Strategic Plan)
 - Resource for IT Management to identify appropriate courses/curriculum for staff
 - Establish relationships with HR Workgroup and IT Council

- ITMA XII Benefits:**
- Sub-dividable tasks encourages full ITMA XII class participation
 - Networking opportunities through needs assessment/survey process
 - Enhances the skills of the ITMA XII members
 - Enable active participation with HR workgroup

SUCCESSFUL COMPLETION CRITERIA:

- Sponsorship:** Partner with the HR Workgroup and the IT Council will provide needed recognition for a robust Training Program for State IT Staff.
- Validation Survey:** Completed at the approved participation criteria level.
- Training Curriculum:** Training program that will benefit the State IT community.
- Resource Directory:** Identification of course vendors for training curriculum.
- Methodology:** Develop generic methodology for curriculum development

DEPENDENT PROJECTS:

- IT Council – HR Workgroup

PROJECT RISKS:

- Redirection of the HR Workgroup may affect project deliverables.
- ITMA XII members participation and availability may affect ability to complete all deliverables.
- Scope change may affect completion of deliverables.
- Fixed academy end date may affect ability to complete all deliverables.
- Needs Validation survey yield will be satisfactory to meet the approved evaluation criteria.

ASSUMPTIONS and CONSTRAINTS:

- Baseline scope as identified and accepted by the project class managers will be maintained as the primary objective.
- Project must be completed by June 24, 2005.

RESOURCES

ITMA XII TEAM MEMBERS

- Brian Parks: 739.7855
- Caroline Myers: 327.8451
- Carrie Spencer: 322.7360
- Chery Hanks: 654.8713
- Cheryl Dobbins - Co-Project Manager:** 526.8180
- Clay Harada: 229.0902
- Darnell Lawrence: 654.7977
- David Harris: 653.8092
- Ed Echeverria – Executive Council: 492.3361
- Fay Lynn: 464.0287
- Fei Ling Collier – Co-Project Manager:** 795.2810
- Georgia Myers: 492.3164
- Jerry Mercado – Executive Council: 845.4448
- Jim Williamson: 845.7950
- Jenny Kennedy: 375.4750
- Joe Rivera: 263.8828
- John Dong – Executive Council : 795.3761
- Julie Whitten: 327.3294
- Karryl Downing: 657.6695
- Kumar Kalagara: 323.2164
- Kurtis Knapp – Executive Council: 255.0476
- Laurie Brown: 322.5724
- Linda M. Adams: 227.3054
- Margarita Haro: 654.8109
- Therese Hart – Executive Council: 654.2660
- William (Bill) Peng: 284.5112

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| <u>Class Managers & Project Sponsors</u> | <u>Approved Date</u> |
| Christy Quinlan: 440.7320 | <i>signed 1/20/05</i> |
| Larry Smith: 262.1379 | <i>signed 1/20/05</i> |
| Melody Hayes: 654.7662 | <i>signed 1/20/05</i> |
| Mike Howland: 322.8149 | |

- Executive Sponsors:
- Dan Whetstone: 492.3475
 - John Hamlin: 327.1773
 - Mike Howland: 322.8149

Project Approvals:

Milestone or Deliverable	Date Approved: By:
Project Risk/Issue Management Plan	10/22/04 Class Managers
Project Approval	11/5/04 Class Managers/Sponsor
Project Management Plan	01/21/05 Class Managers
Project Schedule and Project Charter	01/21/05 Class Managers