

# California IT – A Commitment to Green

## ITMA XVI Project Organization Plan

ITMA XVI Organization	Role	Responsibilities	Members
Executive Class Sponsors	<ul style="list-style-type: none"> <li>• Provide strategic direction</li> <li>• Decide escalated issues</li> <li>• Provide executive communication to stakeholders (e.g., IT Council, State Chief Information Office)</li> <li>• Have overall authority for the project</li> <li>• Participates on Steering Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Approve ITMA XVI project proposal</li> <li>• Approve project charter</li> <li>• Approve scope</li> </ul>	Denise Blair Joe Panora Christy Quinlan
Class Managers	<ul style="list-style-type: none"> <li>• Provide independent project oversight</li> <li>• Provides advice and insight into project management issues'</li> </ul>	<ul style="list-style-type: none"> <li>• Approve deliverables</li> <li>• Decide escalated issues</li> <li>• Participates on Steering Committee</li> </ul>	Nabil Fares Debra Gonzales Jim Hanacek
Project Sponsors	<ul style="list-style-type: none"> <li>• Provides policy leadership, assists in removing barriers and supports change management initiatives</li> <li>• Provides support to the Executive Steering Committee as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in the Executive Steering Committee</li> <li>• Assists in implementing the vision and direction for the project</li> <li>• Project champion</li> </ul>	Christy Quinlan, OCIO Adrian Farley, OCIO Joe Camcia, OCIO Gary Arstein-Kerslake, CalEPA David Fleming, DGS Shell Culp, Dept of Toxics
Project Partners/ Stakeholders	<ul style="list-style-type: none"> <li>• Provide expertise and information sharing to the project team</li> </ul>	<ul style="list-style-type: none"> <li>• Shares experience, knowledge and information</li> <li>• Assists research</li> <li>• Content management for best practices/guidelines</li> </ul>	All State Agencies and Departments LaTrice Calloway - DPA Elaine Smith – DPA Julie Lee – DPA Barbara Haven - DTS

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Class Leads	<ul style="list-style-type: none"> <li>• Spokespeople for ITMA XVI team</li> <li>• Quality Control</li> <li>• Class issue resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for class communication to and from Class Managers and Class Sponsors</li> <li>• Responsible for quality control of all deliverables to Class Managers</li> <li>• Responsible for class issue resolution and/or escalation</li> </ul>	<i>Anita Fearman</i> <i>Donna Snell</i>
Steering Committee	<ul style="list-style-type: none"> <li>• Keep project on track</li> <li>• Intervenes when Risks/Issues arise</li> <li>• Communicates concerns to Project Sponsors, Class Managers and Team Leads</li> </ul>	<ul style="list-style-type: none"> <li>• Understands all important project issues and making appropriate decisions to keep the project on track</li> <li>• Monitors progress, reviews reports, intervenes/makes decisions if necessary</li> <li>• Attends Steering Committee meetings regularly</li> </ul>	Team Leads Executive Class Sponsors Class Managers Project Sponsors
Project Managers	<ul style="list-style-type: none"> <li>• Accountable to Class Managers.</li> <li>• Communicate project activities and status</li> <li>• Oversee risk and issue management processes</li> <li>• Oversee change management processes</li> <li>• Escalate project risks and issues, if appropriate</li> <li>• Escalate project change requests, if appropriate</li> <li>• Ensure the completion of project</li> </ul>	<ul style="list-style-type: none"> <li>• Manage the project scope, schedule, budget, and quality</li> <li>• Develop a project charter</li> <li>• Develop Project Management Plan</li> <li>• Develop work breakdown structure</li> <li>• Develop the project schedule</li> <li>• Allocate resources</li> <li>• Direct and oversee Project Teams</li> <li>• Document Review (Final Draft)</li> <li>• Project communication with class managers</li> </ul>	<i>Marjorie Rubenstein</i> <i>Valerie Holley</i> LaTrenda Easton Karan Marsh

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Project Managers (Cont'd)	deliverables <ul style="list-style-type: none"> <li>• Ensure adherence to quality standards</li> <li>• Ensure the project is executed within the scope of project or product requirements</li> </ul>		
Project Teams	<ul style="list-style-type: none"> <li>• Accountable to Class Managers</li> <li>• Perform assigned tasks</li> <li>• Identify and escalate issues and risks</li> <li>• Ensure adherence to quality standards</li> <li>• Participate in the Risk and Issue management process</li> </ul>	<ul style="list-style-type: none"> <li>• Identify team tasks.</li> <li>• Identify team issues and risk.</li> <li>• Perform assigned tasks.</li> <li>• Report status to PMO</li> </ul>	All ITMA XVI class members
Team Leads	<ul style="list-style-type: none"> <li>• Facilitate and manage project Teams</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee project team</li> <li>• Document project team progress</li> <li>• Report to PMO on project status</li> <li>• Ensure team participation</li> <li>• Escalate issues and risks to PMO</li> </ul>	<i>Raymond Basiri</i> <i>Pam Haas</i> <i>John Evans</i> <i>Raju Sah</i> <i>Kelly Gillan</i> <i>Becky Pipoly</i> <i>Marjorie Rubenstein</i> <i>Valerie Holley</i> <i>Anita Fearman</i> <i>Patricia Rogers</i>
Treasurer	<ul style="list-style-type: none"> <li>• Track budget records for project</li> </ul>	<ul style="list-style-type: none"> <li>• Collects fines and reports monies received and expended</li> </ul>	<i>Rick Leach</i>

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Facilitator	<ul style="list-style-type: none"> <li>• Maintain group email list</li> <li>• Update ITMA XVI Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Prepared agenda</li> <li>• Participate in scheduling project meetings</li> <li>• Facilitate meeting</li> </ul>	<i>Rotating responsibility</i>
Issue and Risk Manager	<ul style="list-style-type: none"> <li>• Assists the Project Manager in developing the risk management plan.</li> <li>• Facilitate issue and risk meetings</li> <li>• Leads weekly risk discussion</li> <li>• Maintains and updates action item log for risks</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain the issue and risk databases.</li> <li>• Update issue and risk logs and communicate to all project team members.</li> <li>• Monitor risk status and report status to Project Manager.</li> </ul>	<i>LaTrenda Easton</i> PMO
Communication Plan	<ul style="list-style-type: none"> <li>• Define the purpose of the plan</li> <li>• Milestone or phase completion</li> <li>• Issues, Risks and Change Events</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting events</li> <li>• When milestones are reported and to whom.</li> <li>• Ensure communications reaches all required stakeholders</li> </ul>	<i>Karan Marsh</i> PMO GIT Team
Scribe	<ul style="list-style-type: none"> <li>• Take meeting notes as needed</li> <li>• Send draft and completed meeting notes</li> <li>• Update ITMA XVI discussion board</li> </ul>	<ul style="list-style-type: none"> <li>• Post meeting notes to Discussion Board in a timely fashion</li> </ul>	<i>Rotating responsibility</i>
Green IT Team	<ul style="list-style-type: none"> <li>• Research Green IT Best Practices</li> <li>• Develop Green IT Best Practices Documents</li> <li>• Manage issues and risks relating to Green IT</li> <li>• Partner with Green Integration Team</li> <li>• Partner with Outreach and Marketing Team</li> </ul>	<ul style="list-style-type: none"> <li>• Research what public and private industries including NASCIO are recommending on Green IT Best Practices</li> <li>• Responsible for preparing Green IT Best Practices documents</li> <li>• Asset Lifecycle Best Practices</li> <li>• IT Energy Efficiency Best Practices</li> <li>• Utilization of IT to enable Green</li> </ul>	<i>John Evans</i> <i>Raju Sah</i> Curtis Cadwalder Steve Moore Kumar Sah Michael Sampath

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Green IT Team (Cont'd)		<p>Best Practices (Business Process Best Practices with IT)</p> <ul style="list-style-type: none"> <li>• Coordinate with Green Integration Team for Green IT policy recommendations</li> <li>• Discuss recommendation for OCIO, DGS, CALEPA on Green IT</li> <li>• Explore Green IT Calculation Tool</li> <li>• Provide Outreach and Marketing Team the products produced by the Green IT team so that it can be incorporated into the Outreach and Marketing Team products and processes</li> <li>• Prepare mitigation and contingency plans relating to Green IT</li> <li>• Manage issues and risks relating to Green IT</li> </ul>	
Green Integration Team	<ul style="list-style-type: none"> <li>• Oversee and facilitate “legacy” integration of Green, including but not limited to a “Green” integration tool and policy</li> <li>• Secure commitment from external project sponsors and project partners</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure same message is provided to Sponsors/Partners on project’s purpose, scope, and deliverables</li> <li>• Identify and secure project sponsors and project partners</li> <li>• Project Sponsor and Project Partner management (Single point of contact) until handoff to appropriate project team has been facilitated</li> <li>• Prepare integration documentation</li> <li>• Submittal of integration documentation to appropriate control agency</li> </ul>	<p><i>Anita Fearman</i> <i>Patricia Rogers</i> Karan Marsh Donna Snell Julian Figgins John Rubio Valerie Holley</p>

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Green Integration Team (Cont'd)		<ul style="list-style-type: none"> <li>• Facilitate integration of Green integration tool</li> <li>• Prepare mitigation and contingency plans relating to Green Integration</li> <li>• Assist PMO with Kick-off meeting by coordinating with Project Sponsor/Partner</li> <li>• Manage issues and risks relating to Green Integration</li> </ul>	
Outreach, Marketing and Design Team	<ul style="list-style-type: none"> <li>• Develop marketing plans</li> <li>• Coordinate and inform the team about attending activities such as meetings, conferences and seminars</li> <li>• Research about the future events</li> <li>• Ensure ITMA is present at those related events</li> <li>• Promote support from the state government community</li> <li>• Provide feedback to the teams</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and manage marketing plans</li> <li>• Coordinate and inform the team about attending activities such as meetings, conferences and seminars</li> <li>• Research about the future events.</li> <li>• Ensure ITMA is present at those related events</li> <li>• Engage and educate the state government community about the Green project benefits</li> <li>• Setup up new communication channels if necessary</li> </ul>	<i>Raymond Basiri</i> <i>Pam Haase</i> Deborah Doyle Donna Snell Gerry Lobo Julian Figgins Kumar Sah Liane Morgan Raju Sah Spencer Forslund Terrie Williams
Tele-work Team	<ul style="list-style-type: none"> <li>• Statewide Policy</li> <li>• Partnerships</li> <li>• Training Resources for Managers &amp; Employees</li> <li>• Guidelines for Managers and Employees</li> <li>• Recommended Tele-work Roles</li> <li>• Keys for Tele-work Success</li> </ul>	<ul style="list-style-type: none"> <li>• Provide information to other ITMA project teams</li> <li>• ID/contact potential partners</li> <li>• Research existing tele-work programs</li> <li>• Develop resource list</li> <li>• Develop guidelines content</li> <li>• Brainstorm roles</li> </ul>	<i>Kelly Gillan</i> <i>Becky Pipoly</i> Liane Morgan Rick Leach Pam Haase Gerri LaRue Higgs

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Tele-work Team (Cont'd)		<ul style="list-style-type: none"> <li>• Develop content of recommended roles</li> <li>• Review existing programs/surveys</li> <li>• Talk with tele-working supervisors/managers</li> <li>• Develop content of keys to success</li> </ul>	