ISSP Detailed Design

Leads Working Meeting

March 6th, 2017
Detailed Design Planning

- Organization Structure – 5 min
- Timeline – 5 min
- Key Milestones – 20 min
- Activities Outline – 45 min
- Lead Roles & Responsibilities – 5 min
- Functional teams discussion – 30 min
- Next Steps – 10 min
ISS Timeline - Detailed Design & Implementation

**DETAILED DESIGN (Phases 1 & 2)**
- Jan 2017 – Kick off Detailed Design

**Phase 1 – Alignment & Scope**
- Alignment to ISS Hubs
- ISS in-scope services
- Process improvement plans

**Phase 2 – Organization & Staffing**
- Organization structure alternatives
- Department tasks / responsibilities
- Division transition plan
- Space Planning for prototype hub

**IMPLEMENTATION (Phase 3)**

**Phase 3 – Transition**
- Staff movement to new locations/work organization
- Staff Training on new roles
- Implement new business processes / additional hubs

**Project Management / Communication / Change Management**
ISS Detailed Design Key Milestones (Mar – Oct)

- **3/6** - Leads Meeting
- **3/22** - Launch Director Recruitment
- **4/15** - Organization Structure determined (Reporting Structure; Roles and Responsibilities defined)
- **5/15** - 1st hub (prototype) selected
- **6/15** - Division Transition Plan for 1st hub (prototype) complete
- **6/30** - Identify space plan for 1st prototype hub
- **9/30** - Train Staff (ISS, Div/Dept)
- **9/30** - Prepare Physical Space
- **9/30** - Relocate ISS Staff to 1st hub (prototype)
- **10/1** - 1st hub (Prototype) Launch
Detailed Design - Activities Outline
Detailed Design – Resource List
Lead Role & Responsibilities

- Provide guidance to team based on Functional Leadership direction and ensure team is consistently delivering work to the standards established by leadership.
- Develop a strategy to ensure team accomplishes its goals.
- Clearly establish team priorities and facilitate completion of activities based on established priorities.
- Ensure that the team takes collective responsibility for the work they do.
- Clarify and effectively communicate team objectives and requirements, ensuring team is focused on priority activities and issues are resolved in a timely manner and escalated to ISS leadership as necessary.
- Communicate and resolve coordination issues with other teams.
- Ensure collaboration with and among functional sub groups and subject matter experts.
PMO Lead Role & Responsibilities

- Apply the project management process /structure established by the ISS Project Manager to the management of their team’s work plan.
- Develop the team work plan / timeline and ensure alignment with the overall ISS project plan developed by the ISS Project Manager.
- Keep ISS Project Manager informed of progress, risks and issues and escalate issues that cannot be resolved by the team to the ISS Project Manager to ensure continued progress by the team.
- Analyze risk and instigate avoidance activities. Establish contingency plans and identify trigger events and responsibility for initiating corrective actions.
- Arbitrate and resolve team conflict and escalate appropriately to the ISS Project Manager.
- Ensuring that every member of the team is contributing to the work assigned to their team.
- Ensure that all team members turn up promptly to team meetings including stand up, retrospective and planning so that meeting time is most effective.
- Listen to team members' feedback.
- Provide input on the performance of team members to their respective functional leaders.
Functional Teams discussion session
Next Steps

- **Week of March 13\(^{th}\) through month-end**
  - Official start of team activities
  - Leads develop team work plans in consultation with functional leaders / project manager
  - Alignment of team work plans with overall project plan / key milestones

- **Monthly ISS All-Leads meetings**
  - Next one scheduled for Thur Apr 6\(^{th}\)
  - Provide team updates / key milestone progress
  - Cross-coordination of team activities
  - Discuss Key Issues/Risks
  - Additional agenda items (as identified)