

<b>I) Stakeholder Update – Steering Update</b>			
<b>Milestone Date</b>	<b>Milestone Description</b>	<b>Person / Group Responsible</b>	<b>Comments</b>
Feb 22 <sup>nd</sup> - March 4 <sup>th</sup>	Planning for ISSP Steering Kick-Off	ISSP Project Manager	Looking at the week of March 21 <sup>st</sup> . Have sent out Doodle poll to confirm availability for times that co-sponsors are available that week. Tentative dates you should hold are March 22 <sup>nd</sup> 11am -12, 1:30pm-2:30pm and March 23 <sup>rd</sup> 1:30pm – 2:30pm
<b>II) Survey – Stakeholder Profiles</b>			
<b>Milestone Date</b>	<b>Milestone Description</b>	<b>Person / Group Responsible</b>	<b>Comments</b>
March 4 <sup>th</sup>	Complete first stakeholder survey	Survey Participants	
Feb 22 <sup>nd</sup> - March 8 <sup>th</sup>	Determine data gathering activities still needed to complete AS-IS and how stakeholders will be engaged	Functional Teams	
Feb 29 <sup>th</sup> - March 8 <sup>th</sup>	Develop plan and approach to engage second stakeholder group in AS-IS phase– Recipients of services	Change Management team	
March 11 <sup>th</sup>	Identify which stakeholders will participate in completing the AS-IS phase (Providers and Recipients)	Functional Teams / Change Management team	This milestone date indicates when this activity should be complete.
<b>III) Data Gathering</b>			
<b>Milestone Date</b>	<b>Milestone Description</b>	<b>Person / Group Responsible</b>	<b>Comments</b>
March 14 <sup>th</sup> – April 29 <sup>th</sup>	Conduct final data gathering activities (Providers and Recipients of services)	Functional Teams /	This activity includes people who do the work
March 28 <sup>th</sup> – April 29 <sup>th</sup>	Compile and analyze data gathering information for Providers of services	Functional Teams /	This activity includes people who do the work
April 7 <sup>th</sup> – May 13 <sup>th</sup>	Conduct final data gathering activities (Providers and Recipients of services)	Change Management team	This activity includes people who receive the support
May 16 <sup>th</sup> – May 23 <sup>rd</sup>	Compile and analyze data gathering information for Recipients of services	Change Management team	This activity includes people who receive the support
<b>IV) AS-IS Analysis Report</b>			

Milestone Date	Milestone Description	Person / Group Responsible	Comments
Apr 4 <sup>th</sup> – Apr 30 <sup>th</sup>	Establish involvement of Functional Leadership in determining the final deliverable for AS-IS and determine when this will be due from their respective teams	Functional Leadership team	Final deliverable for AS-IS will be agenda item for ISSP Core team meeting (first week of May)
May 2 <sup>nd</sup> – May 13 <sup>th</sup>	Prepare content for AS-IS report	Functional teams	Dependency on Data Gathering activities in Section III above
May 16 <sup>th</sup> – May 30 <sup>th</sup>	Prepare content for AS-IS report	Change Management team	Dependency on Data Gathering activities in Section III above
May 2 <sup>nd</sup> – May 30 <sup>th</sup>	Develop key messages to be published following completion of AS-IS report	Change Management team	Will require coordination with Functional teams
May 31 <sup>st</sup> – Jun 3 <sup>rd</sup>	Review AS-IS Final report – project overall	Core Team	All feedback will be consolidated into one document to be discussed in next Core team meeting scheduled for 6/6
Jun 6 <sup>th</sup> – Jun 10 <sup>th</sup>	Publish AS-IS Final Report to project stakeholders	ISSP Project Manager / Change Management team	Review Project Stakeholder Communication Plan
<b>V) Prep for TO-BE Phase</b>			
Milestone Date	Milestone Description	Person / Group Responsible	Comments
Jun 6 <sup>th</sup> – Jun 10 <sup>th</sup>	Prep for TO-BE phase	ISSP Project Manager	Will require coordination with Huron Consulting and project teams
Jun 6 <sup>th</sup> – Jun 10 <sup>th</sup>	Identify project management tasks / planning needs for TO-BE phase & also activities to formally close AS-IS phase	ISSP Project Manager	Will coordinate with project teams and Huron
Jun 6 <sup>th</sup> - Jun 10 <sup>th</sup>	Launch of Huron engagement	Project Sponsor	Will coordinate with Functional Leadership team
<b>TO-BE PHASE</b>			
Milestone Date	Milestone Description	Person / Group Responsible	Comments
June 13 <sup>th</sup>	TO-BE phase Kick-off meeting	ISSP Project Manager	Will coordinate with Huron Project Manager and Functional Leadership team

Jun 20 <sup>th</sup> – July 1 <sup>st</sup>	Initiate discussions on project governance decisions (key project-related approvals)	Functional teams with Huron facilitation	Huron will facilitate governance decision-making discussion, while functional teams review and discuss the key project decisions and approvals
Jun 20 <sup>th</sup> - July 1 <sup>st</sup>	Data analyses and identification of data sources	Functional teams with Huron facilitation	Huron to manage all data collection and analysis. Functional leads will meet with Huron
July 4 <sup>th</sup> – July 15 <sup>th</sup>	Complete baseline data analysis (dependent upon timely receipt of data)	Huron Project Manager	Huron to conduct and present data analyses while functional teams identify appropriate data ‘validators’ and begin review of analyses
July 4 <sup>th</sup> – July 15 <sup>th</sup>	Launch of data review and vetting with identified parties for each functional area	Huron Project Manager	Huron to conduct and present data analyses while functional teams identify appropriate data ‘validators’ and begin review of analyses
July 18 <sup>th</sup> – July 29 <sup>th</sup>	Obtain validation for data analyses	Huron Project Manager / ISSP Project Manager	Data validators (UWM) to provide final-sign-off
July 18 <sup>th</sup> - July 29 <sup>th</sup>	Discussion and agreement on high-level model design principles	Huron Project Manager / ISSP Project Manager	Huron to prepare high-level model principles based on ‘AS-IS’ findings, data analysis and peer review.
July 18 <sup>th</sup> – July 29 <sup>th</sup>	Review of in-scope job titles for each functional area	Huron Project Manager / ISSP Project Manager	Functional teams to provide input on job titles and model principles
Aug 1 <sup>st</sup> – Aug 12 <sup>th</sup>	Discussion and agreement on high-level model structures for each functional area	Huron Project Manager / ISSP Project Manager	Huron to incorporate feedback and present revised model structures for each functional area. Functional teams to provide feedback on model structures Functional leads to meet with Huron
Aug 1 <sup>st</sup> – Aug 12 <sup>th</sup>	Discussion of key change management and implementation considerations	Huron Project Manager / ISSP Project Manager/ Change Management team	
Aug 15 <sup>th</sup> – Aug 26 <sup>th</sup>	Review of draft materials for the three final deliverables (Business Case, Change Management plan and	Huron Project Manager / ISSP Project Manager/	Huron to prepare and present draft deliverables.

	Implementation plan) in order to incorporate feedback and edits	Change Management team	Functional teams to review draft deliverables and provide feedback
Aug 29 <sup>th</sup> – Sept 2 <sup>nd</sup>	Finalized deliverables submitted to leadership for review, discussion and final decision	Huron Project Manager / ISSP Project Manager / Functional Leadership team	Huron to incorporate all feedback and present final deliverables. UWM Leadership decision point
Aug 29 <sup>th</sup>	Business case version shared with Core Team	Huron	
Aug 30 <sup>th</sup> – Sept 6 <sup>th</sup>	Further development of Business Case by Huron with Functional Leadership Team	Huron / Functional Leadership Team	
Sept 7 <sup>th</sup>	Shared Business Case at Steering Committee meeting	Huron / Functional Leadership Team	
Sept 8 <sup>th</sup>	Shared Business Case at Sponsor meeting.	Huron / Functional Leadership Team	Preliminary Design was approved by sponsors
Sept 9 <sup>th</sup>	Draft comments for Chancellor’s plenary	Sylvia / Kathy	
Sept 14 <sup>th</sup>	Business Case shared with the Core team	Sylvia	
Sept 15 <sup>th</sup>	Discuss Business Case with Core Team	Huron / Functional Leadership team	
Sept 15 <sup>th</sup> – Sept 30 <sup>th</sup>	Development of campus message (Case for Change)	Project Sponsors & Functional Leadership team	
Between Sept 19 and Sept 30	All team meeting for presentation and discussion of Business Case	Functional Leadership team	
Month of October	Communication with Cabinet, ALC, Deans, Division Heads, UBRs/Preps	Functional Leadership team	Cabinet will be first, so that sets the timeline (plus scheduling) Oct 3 <sup>rd</sup> – Chancellor’s Cabinet Meeting Oct 4 <sup>th</sup> – Deans Meeting
	Meetings with other campus groups / stakeholders (this will be happening along with other general campus communication – Open Forums, Chancellor emails, FAQs etc.)	Project Sponsors	
Dec 19 <sup>th</sup> – end of Jan	ISS Open Forums – Communicate ISS Findings	ISS Leadership Team	Refer to ISS Presentation Video

DETAILED DESIGN PHASE			
Dec 14 <sup>th</sup> – Jan 31 <sup>st</sup>	Confirm Scope and update ISS Project Charter	Sylvia	Includes review by ISS Leadership and Project Sponsor Approval
Dec 12 <sup>th</sup> – Jan 19 <sup>th</sup>	Establish Project Team Structure for Detailed Design	Sylvia	Includes review by ISS Leadership and Project Sponsor Approval
Jan 12 <sup>th</sup> – Feb 1 <sup>st</sup>	Select project team resources	ISS Leadership team	Incorporate volunteer list from ISS Open Forums
Jan 16 <sup>th</sup> – Feb 8 <sup>th</sup>	Develop Onboarding plan for project team	Sylvia	
Feb 20 <sup>th</sup> – Mar 10 <sup>th</sup>	Execute Onboarding Plans – Onboarding sessions	BPM team	
Feb 6 <sup>th</sup> – Mar 3 <sup>rd</sup>	Develop Initial Training Strategy for Process Improvement	Sylvia / Kath	
Feb 13 <sup>th</sup> – Feb 17 <sup>th</sup>	Recommend Training Strategy for Process Improvement teams	Sylvia	
Mar 13 <sup>th</sup> – Mar 24 <sup>th</sup>	Execute Initial Training for Process Improvement	UWM Continuing Ed	
Jan 30 <sup>th</sup> – Feb 17 <sup>th</sup>	Develop Stakeholder Communication Plan for Detailed Design	Sylvia	Includes review by ISS Leadership
Feb 27 <sup>th</sup>	Detailed Design kick-off	Sylvia	
Feb 2 <sup>nd</sup> – Mar 1 <sup>st</sup>	Develop Framework for Detailed Design activities	Kathy	Includes review by ISS Leadership
Mar 6 <sup>th</sup>	Working meeting – ISS Leadership and ISS Team Leads	Sylvia	
Mar 6 <sup>th</sup> – Mar 10 <sup>th</sup>	Develop individual project plans for each of the teams	PMO Leads	
Mar 13 <sup>th</sup>	Official start of work for project teams	Project teams	