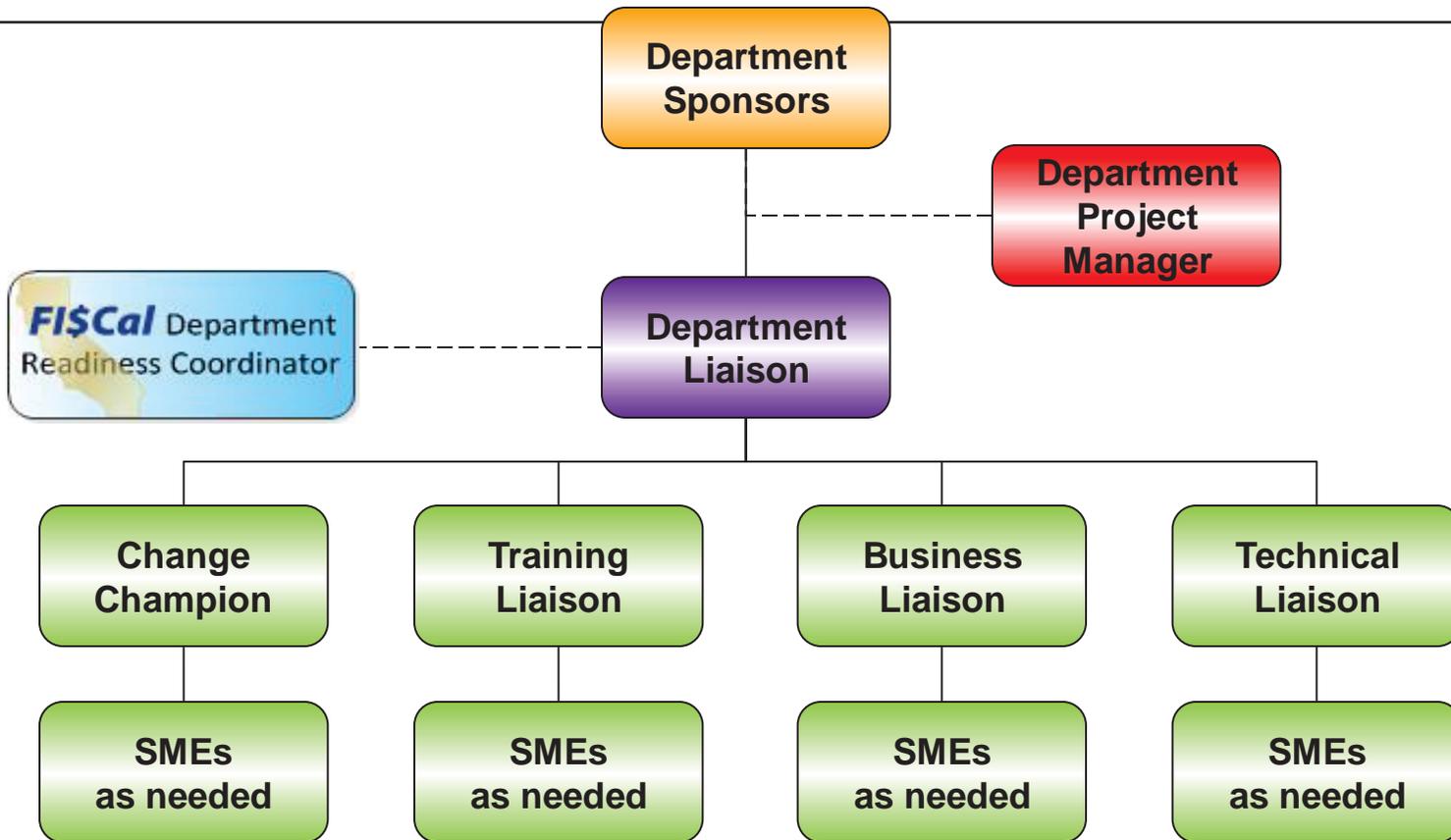
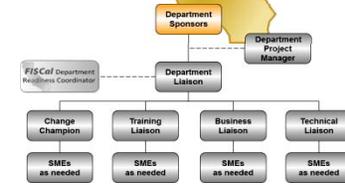


Department Implementation Team Structure



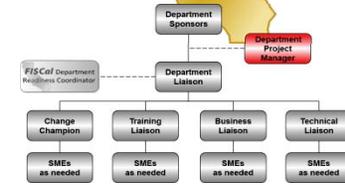
Department Sponsors



Role Description:

- Champion the FI\$Cal Project vision and goals within their Department
- Prepare, monitor, and ensure Department readiness for change
- Identify and communicate Department needs, impacts, and concerns to the FI\$Cal Project Teams
- Act on FI\$Cal Project requests and/or requirements
- Communicate FI\$Cal Project status and departmental impacts to Department Executives and Managers/Supervisors
- Ensure FI\$Cal Project communications are cascading through the organization
- Provide and support Department resources involved with FI\$Cal

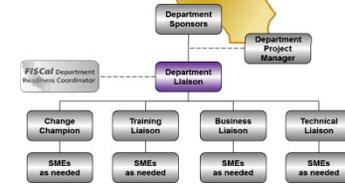
Department Project Manager



Role Description:

- Manage the department's implementation activities for FI\$Cal
 - Create Project Schedule based on Master Department Workplan (MDW)
 - Coordinate with the DIT, especially the Department Liaison
 - Track department status of FI\$Cal assigned and internally identified tasks and activities
 - Report status to Department Sponsor and Leadership Team
- Provide support to Department Sponsor and Leadership Team
 - Coordinate communication activities
 - Manage risks, issues, and opportunities for improvement

Department Liaison



Role Description:

- Coordinate and lead the DIT
 - Support and suggest activities for the Sponsor
 - Work closely with the other DIT members
- Attend FI\$Cal DLN meetings and act as focal point of communication and interaction between the FI\$Cal Project and the Department staff
- Manage Project Master Department Workplan and status
 - Explain activities and tasks to the DIT and track their completion
 - Report status to Department Sponsor and Leadership Team and FI\$Cal Department Readiness Coordinator
 - Identify, add, and manage department-specific tasks for internal departmental readiness

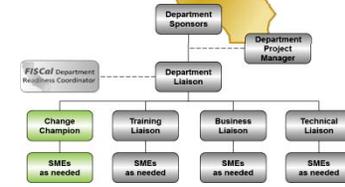
FI\$Cal Department Readiness Coordinator



Role Description:

- FI\$Cal Department Readiness Coordinator:
 - Acts as primary point of contact between Department and the FI\$Cal Project Team
 - Coordinates activities and communications with Department Liaison
 - Assists the Department in expressing their needs to the Project Team
 - Provides insight and support to the Department on tasks and activities
 - Managing Master Department Workplan
 - Preparing the Department Readiness Scorecard

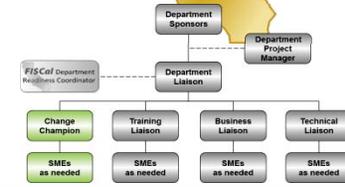
Change Champion



Role Description:

- Communicate with department stakeholders early and often to accelerate buy-in to the FI\$Cal Project to reduce barriers and constraints
- Involve Sponsors, Managers, Supervisors, Subject Matter experts to speak to the change involved with FI\$Cal
- Identify activities and messages that help staff achieve change readiness
- Educate people involved about change management and what they can expect from the changes that will be put into place
- Inspire active participation in major milestone activities to create ownership into the process and changes ahead
- Identify and manage resistance

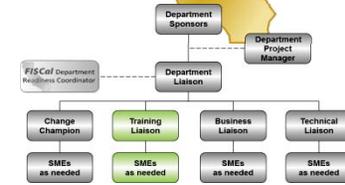
Change Champion



Example Tasks:

- Communicate FI\$Cal Project messages throughout the Department
- Support the Department Sponsor, managers, and supervisors in communicating timely, consistent messages to Department end users
- Work with other DIT members to lead conversations about needed change and impacts to the department
- Work closely with the Business Liaison to educate users on the business process changes and encourage adoption of the changes

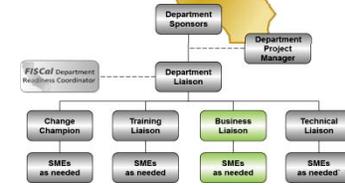
Training Liaison



Role Description:

- Support and implement the FI\$Cal Project's training program
- Participate in Training Needs Analysis and Department interviews to support training delivery
- Provide administrative and logistical support for training activities
- Communicate to FI\$Cal Project the Department's training needs
- Perform training support logistics
 - Identify and reserve training facilities
 - Identify and register trainees
 - Support tracking of training completion

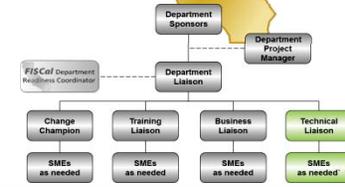
Business Liaison



Role Description:

- Lead and support analysis of business process changes as a result of to-be processes on department roles, processes, and policies
- Lead and coordinate the identification of and update of departmental procedures
- Coordinate the Department's participation in the Business Process Workshops (BPW) to review the new FI\$Cal business processes
- Provide input or other support for testing the FI\$Cal system
- Support training on new business processes
- Support the process of assigning FI\$Cal end user roles and establishing workflow
- Submit identification of Department values necessary for configuring Department-specific information into the FI\$Cal system

Technical Liaison



Role Description:

- Coordinate the department's technical site preparation for implementation, for example:
 - System validation
 - Interface development
 - Data conversion
 - Security set up and activities
 - Departmental connectivity and desktop set up for the FI\$Cal system
 - Infrastructure for interface transmission
- Coordinate and participate in interface, conversion, or other testing activities
- Manage the process to assign FI\$Cal roles to end users