Department Implementation Team Structure

- Department Sponsors
  - Department Project Manager
  - Department Liaison
    - Change Champion
      - SMEs as needed
    - Training Liaison
      - SMEs as needed
    - Business Liaison
      - SMEs as needed
    - Technical Liaison
      - SMEs as needed

FI$Cal: Transparency. Accuracy. Integrity
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
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