Phase	Task	1/11/21	1/18/21	1/25/21	2/1/21	2/8/21	2/15/21	2/22/21	3/1/21	3/8/21	3/15/21	3/22/21	3/29/21	4/5/21	4/12/21	4/19/21	4/26/21	5/3/21	5/10/21	5/17/21	5/24/21	5/31/21
Discovery					Discovery																	
	Begin discussions with incoming staff and their supervisors (oversight, people, process)	X																				
	Continue discussions: technology; facilities/infrastructure; impacts; value		X																			
	Identify current IT-related budgets/expenditures - operating, reserves, equipment replacement		X																			
	Data collection - effort by service			X	X																	
	Review survey and focus group materials from IT Align				X	X																
	Deep dive into select services:				X	X	X	X														
	Event support				X	X	X	X														
	Web development and support				X	X	X	X														
	inventory and device management and planning)					X	X	X	X													
	Account management				X	X	X	X														
Design										Design												
	Data analysis (work, processes, funding, space)									X	X	X										
	Identify future state alternatives: service delivery, organization; governance enhancements; infrastructure; funding									X	X	X										
	Identify services that are not part of the Shared Services catalog											X	X	X	X							
	Design recommendations											X	X	X	X							
Develop															Develop							
	Finalize future state organization structure														X	X	X					
	Finalize process maps and workflow														X	X	X					
	Finalize plans for services that do not become part of Shared Services														X							
	Develop detailed implementation plan																X	X	X			
Deliver																			Deliver			
	Finalize implementation plan																			X		
	Present to stakeholders and campus community																			X	X	