

Project Management

- Develop a charter
 - Identify and engage all stakeholders
 - Each entity provides empowered representatives
 - Equal representation from all stakeholders
 - Identify problem to be addressed
 - Identify the goals and objectives
 - Establishes project scope
 - Obtain political and executive level buy-in

Training

- Identify and involve personnel and tailor training for the various audiences
- Combine various training media
 - Table top exercise, videos, CBT, live system training
- Repetition of Training
 - Varied training schedules
- Identify training resources
- Comprehensive training plan

Planning

- Develop a formalized communications plan
- Identify funding mechanisms to establish and sustain system
- Anticipate funding sources
 - Prepare requests and have available funding sources materialize
 - Establish enterprise fund/JPA
- Have strong business case
- Communications