



To: Leadership Group Representatives
From: Edwin Poisson, Director
Department of Information Technology
Date: January 24, 2014
Subject: 2015-2016 Master Plan Preparation

In preparation of the 2015-2016 Information Technology Master Plan, the Leadership Groups should plan to submit any potential New Development Projects at the April 22-23, 2014 Meetings. The 2015-2016 Master Plan will cover the time period of October 2014 through September 2016. The time line is provided below:

April 2014 Meetings: Submit potential projects (Project Scope and Approach and Return on Investment documents) to the Leadership Group for review and prioritization for IT sizing, based on the sizing budgets available. These documents should be submitted electronically at least 1 week prior to the Leadership Group Meeting to allow the Representatives sufficient time to review.

July 2014 Meetings: Review IT Sizing and prepare Final Prioritization of projects for 2015-2016 Master Plan.

October 2014 Meetings: Presentation of 2015-2016 Master Plan.

If you have any questions please contact Janette McKenna at 858-0893.