

To: Leadership Group Representatives

From: Michael R. Timm, Director
Department of Information Technology

Date: January 11, 2018

Subject: 2019-2020 Master Plan Preparation

In preparation of the 2019-2020 Information Technology Master Plan, the Leadership Groups should plan to present any potential New Development Projects at the May 1, 2018 Meetings. The 2019-2020 Master Plan will cover the time period of October 2018 through September 2020. The time line is provided below:

January 2018 - March 16, 2018: Work with IT to prepare Requests for Sizing (Scope and Approach and Return on Investment documents). Documents will be deployed to the Leadership Group website for review prior to the May 1, 2018 meetings.

May 1, 2018 Meetings: Present 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.

July 31, 2018 Meetings: Review IT Sizing and prepare Final Prioritization of projects for 2019-2020 Master Plan.

October 30, 2018 Meetings: Presentation of 2019-2020 Master Plan.

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