Project Charter

Project Name: Reengineer System Development Framework (SDF)
Date Chartered: June 1, 2013
Expected Completion Date: February 28, 2014
Team Leader: Kelly Thompson and Annette Geringer

Team Goal/Mission:

Reengineer the System Development Framework (SDF) process to provide a value added right sized approach that meets customer's needs.

Measure(s) to be used to determine success:
How will we quantify our progress?

1. DNR time spent on the process will be reduced by 15%.
2. Increase customer satisfaction with the process. Measure to be determined.
3. The time it takes to complete the SDF process (lead time) is reduced by 30%.
4. Federal, State, DET and DNR requirements are incorporated into the SDF.
5. Improve the quality of applications built. Measure to be determined.

Team Members:
1. Annette Geringer – BTS
2. Mike Kvitrud - Science Services
3. Kathy Olson – CAES Division
4. Andy Boettcher – AwaRe Division
5. Tia Kropf-Beringer – Land Division
6. Chris Welch- Web Manager
7. Krista Knight – Forestry Division
8. Lisa Helmuth - Water Division
9. John Pribek – Department of Administration
10. Kelly Thompson – Science Services

Issues to be addressed:
What Problems or opportunities will the team solve?

1. SDF requirements can be quite different depending on the Division Liaison
2. One size fits all (same requirements for all size projects) provides a lot of overhead for small projects.
3. It's not clear what value the questions in the QAQC portion of the SDF provide
4. There should not be multiple processes asking for the same information.
5. The SDF process needs to connect efficiently with the ITOB approval process.
6. The SDF process ensures integration between programs and IT systems.
7. SDF needs to connect with the Division approval process.
8. Lack of guidance on how to develop an application.
9. Need to make sure to connect with DET communication.
10. Comply with Forms approval and Open Records review.

Expected Results:
What will be in place when we are done?
The SDF will be:
- A consistent process that will be applied consistently agency-wide
- Appropriate to project size
- Meet requirements (Federal, State, DET and DNR)
- Better understood and accepted by Partners
- Integrated with the ITOB Project Charter
- A consistent process for Partners

Support/Resource People:
Who will we need assistance from besides the team members?

BTS Staff
- Mike Kessenich – Chief Information Officer
- Rich Doty – Chief Technology Officer
- Jeff Shaw - GIS
- Shaun Fischer – Active Directory
- Tom Brylla – Database administration
- Tim Oakes – OAS servers
- Tim Sagal – IIS and Microsoft
- Joe Senulis - Security
- LeVon McAllister – Technical operations
- John Laedlein – GIS Data
- Mary Hunter – Forms and open records
- Mike Scott - Legal

Responsibilities and Boundaries:
What areas will the team look at and what areas will the team NOT look at?

The Team will look at;
- Integration of the ITOB Project Charter into the SDF (includes identifying existing SDF documentations that this would replace)
- The current SDF process
- Defining what is considered a small project and could go thru an SDF "lite" process
- SDF requirements (Federal, State, DET and DNR)

The Team will not look at;
- Other Technical frameworks or processes, as they will be researched in future separate efforts.
- Improving further SDF processes in addition to what's listed in the Team Goal, however the ideas will be captured for future prioritization and consideration for implementation after this project is completed.