

Tech Rev Team Mtg	Tasks	Planned Start Date	Finish Date
	<b>Step 1: Project Startup</b>	11/15/00	1/26/01
	Schedule all workshops, interviews and presentations	11/15/00	1/26/01
	Finalize BCS project team	11/15/00	11/15/00
	Finalize UWM Project Team	11/17/00	11/17/00
	Finalize project plan	12/20/00	12/20/00
	Finalize project scope	12/20/00	12/20/00
	Select executives for Step 2 interviews	12/20/00	12/20/00
	Schedule all project interviews and workshops	12/20/00	12/20/00
	Conduct Project Exec. Interviews (Wanat '0.5hr' and Schulz '1.0hr')	1/25/01	1/25/01
Yes	Conduct Project Kickoff Meeting with UWM Project Team (3hrs)	1/26/01	1/26/01
Yes	Review Project Plan	1/26/01	1/26/01
Yes	Identify key peer institutions (3) to review	1/26/01	1/26/01
Yes	Review Stakeholder Survey Results	1/26/01	1/26/01
Yes	Collect UWM Strategic Institutional and IT documentation	1/26/01	1/26/01
	Schedule Interview Day w/UW System Staff and CIO	1/26/01	1/26/01
	<b>Step 2: Understand University Strategies and Drivers</b>	1/29/01	3/8/01
	Review existing strategic institutional and IT documentation	1/29/01	2/1/01
	Review collected information	1/29/01	1/30/01
	Create summary of documentation	1/31/01	2/1/01
	Conduct interviews with UWM exec team	2/2/01	2/14/01
	Finalize interview guide	2/2/01	2/2/01
	Interview Joe Douglas, Director I&MT and CIO, 10:30 AM	2/5/01	2/5/01
	Interview John Wanat, Provost and Vice Chancellor, 2:00 PM	2/5/01	2/5/01
	Interview Don Melkus, Asst Chancellor Administrative Affairs, 3:00 PM	2/5/01	2/5/01
	Interview Stanley Battle, Asst Chancellor for Student Affairs, 8:00AM	2/7/01	2/7/01
	Interview Gene Haberman, Asst Chancellor for Development & Alumni Affairs, 1:00PM	2/13/01	2/13/01
	Conduct interviews with UW system IT staff and CIO	3/8/01	3/8/01
	Analyze and summarize interview results	2/8/01	2/14/01
	Summarize interviews for Chancellor's meeting	2/8/01	2/9/01
	Review interview results at Chancellor's Staff Meeting, 9:00 AM	2/12/01	2/13/01
	<b>Step 3: Conduct Assessment Surveys &amp; Workshops</b>	11/15/00	3/9/01
	<b>STAKEHOLDER SURVEYS</b>	11/20/00	2/28/01
	Finalize and distribute STAKEHOLDER surveys	11/20/00	12/15/00
	Conduct STAKEHOLDER Survey Planning Session	11/20/00	11/20/00
	Identify campus survey coordinator	11/20/00	11/20/00
	Identify major stakeholders	11/20/00	11/20/00
	Finalize survey questions	11/20/00	11/20/00
	Identify stakeholder survey distribution method/process	11/20/00	11/20/00
	Get stakeholder surveys produced/programmed	11/21/00	12/1/00
	Create president cover letter for survey	11/21/00	11/22/00
	Distribute the stakeholder surveys	12/4/00	12/15/00
	Receive surveys back	12/18/00	12/22/00
	Monitor process	12/25/00	1/4/01
	Analyze Stakeholder survey results	12/15/00	1/12/01
	Scan surveys	1/2/01	1/5/01
	Review samples of previous analyses	12/15/00	12/25/00
	Document survey results in format of samples	1/8/01	1/12/01
	Conduct validation workshops (FOCUS GROUPS)	1/15/01	2/28/01
	Prepare STAKEHOLDER workshop materials and findings	1/15/01	1/19/01
	Conduct the stakeholder workshops	2/8/01	2/21/01
	Student Workshop, 9:00AM -- Business N440	2/9/01	2/9/01
	Faculty Workshops, 1:00 PM - Business N440	2/9/01	2/9/01
	Staff Workshop, 9:00 AM - Business S341	2/13/01	2/13/01
	CPC/EMPC Workshop, 12:30 PM -Union, Milwaukee Room	2/19/01	2/19/01
	UTR Workshop, 9:00 AM - Bolton 289	2/8/01	2/8/01
	LAN Administrator Workshop, 9:00 AM - Bolton 289	2/14/01	2/14/01
	Open Forum, 8:00 AM - 5:00 PM - Business N216	2/20/01	2/20/01

	Research Workshop, 9:00AM- Business S341	2/21/01	2/21/01
	I&MT Workshop, 1:00 PM- Bolton 289	2/14/01	2/14/01
	Review stakeholder workshop findings with project team	2/16/01	2/28/01
	Document the STAKEHOLDER workshop results	2/22/01	2/26/01
	TECHNOLOGY ROUNDTABLE MEETING: PRESENTATION	2/16/01	2/16/01
YES	Review of STAKEHOLDER Survey & Workshop Findings, 1:00PM-Business N440	2/28/01	2/28/01
	IT RESOURCES SURVEY	11/15/00	3/9/01
	Finalize and distribute IT RESOURCES surveys	11/15/00	1/26/01
	Conduct IT RESOURCES Survey Planning Session	11/15/00	11/15/00
	Identify campus IT Resources survey coordinator	1/25/01	1/25/01
	Meeting to finalize IT Resources survey questions	1/25/01	1/26/01
	Finalize IT Resources Survey	1/25/01	1/26/01
	Identify IT Resources survey distribution method/process	1/25/01	1/26/01
	Create Provost letter for IT Resources survey	1/26/01	1/29/01
	Distribute the IT Resources surveys	1/29/01	2/13/01
	Receive surveys back	2/13/01	2/13/01
	Monitor process	2/13/01	2/27/01
	Enter Survey Data in Spreadsheet	2/13/01	2/20/01
	Conduct the IT Resources workshops	2/20/01	2/28/01
	Prepare IT Resources workshop materials and methods	2/20/01	2/26/01
	Review results with UTR's - 1PM - 4PM Union Room E250	2/27/01	2/27/01
	I&MT Workshop - 9AM - Noon Bolton 289	2/27/01	2/27/01
	Document the IT Resources workshop results	3/1/01	3/2/01
YES	Review IT Resources workshop findings with project team, 1:00PM-Business N440	3/7/01	3/7/01
	TECHNOLOGY ROUNDTABLE PRESENTATION: IT RESOURCES	3/9/01	3/9/01
	<b>Step 4: Position UWM's current state with other institutions</b>	3/7/01	3/28/01
	Review Peer School literature and past IT planning studies	3/7/01	3/7/01
	Conduct Peer Review and interviews	3/8/01	3/12/01
	Draft assessment of UWM's IT resources as compared to other institutions	3/12/01	3/15/01
YES	Conduct workshop to review findings with UWM project team, 1:00PM, Business N440	3/28/01	3/28/01
	<b>NOTE: UWM SPRING BREAK - March 17 - March 25</b>	3/19/01	3/19/01
	<b>Step 5: Write Final Assessment Report</b>	<b>1/29/01</b>	<b>4/16/01</b>
	Write the draft of the report	3/29/01	4/5/01
YES	Conduct workshop #1 to review findings with UWM project team, 1:00PM- Business N440	4/4/01	4/4/01
	Refine the report	4/5/01	4/6/01
YES	Conduct workshop #2 to review findings with UWM project team, 1:00PM- Business S337	4/11/01	4/11/01
	Review/ Refine Draft	4/12/01	4/13/01
	Conduct final presentation to UWM Executive Team	4/16/01	4/16/01
	TECHNOLOGY ROUNDTABLE PRESENTATION: FINAL REPORT	4/16/01	4/16/01
	<b>Project Communications Plan</b>	1/29/01	2/1/01
	Meet with campus communications staffs	1/29/01	2/1/01
	Establish stakeholder preferred medium	1/29/01	1/29/01
	Establish stakeholder messages	1/30/01	1/30/01
	Establish message review/approval process	1/31/01	1/31/01
	Assign responsibilities and dates	2/1/01	2/1/01
	Monitor communications	2/1/01	2/1/01
	Review and update communication plan	2/26/01	4/20/01



