



Strategic Planning Implementation Project Charter

Project Name: *As noted on Grid of Major Projects*

Strategic Plan Project #7: Technology Innovation Fund

Expected Deliverables/Outcomes: *List of reports, recommendations, policies, processes, services, or other expected products from the project. Remember that deliverables are things, not actions. Number each deliverable.*

The County is pursuing technology solutions designed to improve the cost effectiveness and efficiencies of Sonoma County Departments. In addition to its normal fund allocation process to meet technology needs, the County anticipates an eventual return to historical experience when year-end fund balance becomes available at closing of the books, thereby providing one time opportunities to pursue high R.O.I. technology projects not already funded through the normal budgetary process. This Innovation Fund will be viewed in a similar vein as a “venture capital” source where proposals come forward that will further the Strategic Plan goals with a one-time investment.

To accomplish this objective, the following deliverables must be produced:

1. A process for assessing and prioritizing county technology needs.
2. A prioritization process for allocating Technology Innovation Funds if and when they become available.

Success will be measured by the County of Sonoma using a prioritized, outcome-based, decision-making approach for a significant part of its technology improvement spending.

Project Owner: *The Project Owner provides or locates funding and resources for the project, approves project work plans, timelines, and budget, guides and directs the project manager, and in concert with the project manager delineates roles and responsibilities of the manager and project team. Overall they ensure successful completion of the project.*

Mark Walsh; Director, Information Systems Department

Project Manager(s): *The project manager is responsible for ensuring that project planning, execution, and reporting occur. For purposes of the project, reports to Project Owner (though may be the same person).*

Mark Walsh; Director, Information Systems Department

Ken Hightower; Division Director, Information Systems Department

Other Departments Involved: *Please list those departments whose participation or support is necessary in order for the project to be completed.*

Participation is required from the following groups:

- Department Head Association
- MAC
- Technical Advisory Committee.

Start/Finish: *No sooner than July 2008 for new or future projects*

Anticipated timelines include the following:

Project Related Date	Month/Year
Anticipated start date	January 1, 2009
Anticipated ranking system completion date	January 1, 2010
Anticipated creation of fund date	June 30, 2010
Anticipated completion date: First funding recommendations approved by CAO	June 30, 2011

Background/Summary: *(Optional)*

The County of Sonoma Strategic Plan seeks to improve County government by making substantial progress toward achieving six major goals within five years. The County is developing an implementation plan for achieving the goals, with multiple projects within each category.

Goal 1 calls for making the most efficient use of resources, and cites investments in technology as a means to that end. In addition, in October, 2005 the County adopted and is implementing a Technology Strategic Plan (TSP), and has numerous major technology projects underway and anticipated for the future. The TSP is primarily focused on major IT projects and initiatives, while this new Innovation Fund will be for smaller investments with a particular focus on the County-wide Strategic Goals.

Resources Required: *Please note the name of the county department and whether existing and/or new personnel will be required, as well as any external resources. Note role they will play (examples would be Project manager, Subject Matter Experts, IT support, Project team member, etc): check box for existing or new.*

	Role	Existing	New
Project owner dept. staff	Department/ISD Sponsor	X	
Project owner dept. staff	ISD Project Manager	X	
Project owner dept. staff	ISD Funding and Contract Coordinator	X	
Other county dept. staff	Selected Department Heads	X	
Other county dept. staff	Subject Matter Experts	X	
External staff			
<ul style="list-style-type: none"> Consultants (legal, technical, process, etc) 	Outside consultants to develop a ranking system		X
	(TBD)		
	(TBD)		
<ul style="list-style-type: none"> Other 	(TBD)		
Monetary resources	\$25,000	X	

Policy Review: *List and briefly describe Board of Supervisors or CAO policies that need to be considered and/or resolved before the project can be completed.*

County wide policies and procedures may be needed to ensure that the implementation of technology projects receive the required expenditure of ongoing resources to ensure the project is completed, the results delivered meet the outcomes desired, and systems are adjusted to achieve results.

Assumptions/Constraints: *List any major assumptions and or constraints important to the project's success.*

Project funding will not be available in FY 08-09. Department Heads will assist the Information Systems Department in developing a ranking system for prioritizing project proposals.

A project ranking system will be easier to develop when funding is not available. County will be able to maintain ranking system to establish priorities when funding is present.

Department Heads will assist the Information Systems Department in developing recommendations to the County Administrator.

Consultants with knowledge in strategic planning and guiding managers in prioritization processes will be available.

ISD will have funds within operating budget to hire consultant to pay consultant for assistance in developing ranking criteria.

County will have financial and technological capacity to support and maintain innovative technologies.

Staff and Department Heads involved in establishing the prioritization process will have sufficient knowledge of Strategic Plan outcomes to evaluate proposed projects' fit with strategic planning.

This project is supplementary to other influencing projects, in that it seeks to make additional investments in innovative technology. Other projects are not dependent on this project being completed, and must stand on

their own.

Project Interdependencies and Inputs: *List by project name any other projects or initiatives upon which this project is dependent. Also note any projects or initiatives dependent upon this project.*

This project may support other Strategic Planning projects when they require funding for technology.

Risks: *(Optional)*

Individual departmental operational and finance pressures may hamper the ability to use funds in an innovative and strategic manner. Those pressures are immediate and present, and will compete with longer term strategic outcomes. Scope creep is a threat as departments are pressured to force projects that would normally be funded from departmental budgets into this source.

Exclusions: *Use this section, if necessary, to clarify what **will not** be addressed by the project.*

This project does not preclude a department from making a budget request to ISD or CAO for operational systems, or improvement in County systems as they are deployed in operating departments.

This project does not supersede projects in the County of Sonoma Strategic Plan for Technology.

Milestones: *Note key events marking project progress*

- 1) Established prioritization process for allocating Technology Innovation Funds.
- 2) Established procedure for departmental applications and review.
- 3) Annual recommendations to County Administrator on Use of Available Funds.

Project Duration Estimates

Project Milestone	Date Estimate <i>(mo/day/year)</i>	Confidence Level <i>(high, medium, or low)</i>
Project Start Date	January 1, 2009	High
Milestone 1: List of Department Heads signed on for roles in project	March 2009	Medium
Milestone 2: Consultant on Board for assistance in criteria development	June 2009	Medium
Milestone 4: Ranking system complete	January 2010	Medium
Milestone 5: Applications to Departments	May 2010	Low to medium (dependent on fund balance)
Milestone 6: First Draft Recommendations to CAO from MAC	January 2011	Low to medium (dependent on fund balance)
Project end date: First funding	June, 2011	Low to medium (dependent on fund

recommendations approved by CAO

balance)

Project Status: *For those projects underway, please note the date and indicate Green (low concern) Yellow (moderate concern) or Red (high concern) that project will exceed timeline, budget or scope.*

Comments:

This project will create the framework for the Technology Innovation Fund but will be reliant on one-time infusions of cash, e.g., year-end fund balance to actually implement its principles.