

Skills Catalog Workplan

ID	Task	Responsible	Dates		Milestone Y/N	Comments/Status
			Start	Finish		
Visualize						
1.	Determine Stakeholder Needs	Team				
2.	Interview stakeholders					
3.	Prioritize stakeholder needs					
4.	Complete stakeholder analysis description					
5.	Develop Vision Statement	Team				
6.	Conduct Kick-Off Meeting	Chuck				
7.	Determine elements of project's vision & scope					
8.	Complete Mtg. Outcome Summary					
9.	Create project description	Christina				
10.	Determine Performance Measures					
11.	Management Sign-off	Anne				
Plan						
12.	Identify Milestones	Chuck				
13.	Create Milestones and Timeline Chart					
14.	Create Workplan	Christina/Chuck				
15.	Identify Process					
16.	Determine tasks					
17.	Clarify task dependencies					
18.	Build workplan					

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ID	Task	Responsible	Dates		Milestone Y/N	Comments/Status
			Start	Finish		
19.	Determine resources and budget					
20.	Clarify needed skills and equipment					
21.	Determine team member roles and responsibilities					
Design						
22.	Identify Process					
23.	Identify Best Practices					
24.	Develop Macro Process & Diagram					
25.	Develop Micro Process & Diagram					
26.	Identify Risks/Obstacles					
27.	Review & Confirm Process					
28.	Design Skills Catalog					
29.	Review Deployment Strategy					
30.	Identify Scope & Format					
31.	Develop Template					
32.	Review & Confirm Design					
Develop Skills Catalog						
33.	CFO					
34.	Align with FSA Performance Plan					
35.	Identify & Interview GMs/Business Owners					
36.	Identify & Interview SMEs					

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ID	Task	Responsible	Dates		Milestone	Comments/Status
			Start	Finish	Y/N	
37.	Identify skills and best practices from outside FSA					
38.	Identify & prioritize FSA skills					
39.	Develop skill descriptions					
40.	Segment skills by type & functional area					
41.	Define proficiencies (as needed)					
42.	Review draft Skills Catalog (skills, skill descriptions, proficiencies)					
43.	Package & deploy Skills Catalog (learning tracks, training & development)					
44.	Revise Skills Catalog (as needed)					
45.	CIO					
46.	Align with FSA Performance Plan					
47.	Identify & Interview GMs/Business Owners					
48.	Identify & Interview SMEs					
49.	Identify skills and best practices from outside FSA					
50.	Identify & prioritize FSA skills					
51.	Develop skill descriptions					
52.	Segment skills by type & functional area					
53.	Define proficiencies (as needed)					
54.	Review draft Skills Catalog (skills, skill descriptions, proficiencies)					

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			Start	Finish		
55.	Package & deploy Skills Catalog (learning tracks, training & development)					
56.	Revise Skills Catalog (as needed)					
57.	Financial Partners					
58.	Align with FSA Performance Plan					
59.	Identify & Interview GMs/Business Owners					
60.	Identify & Interview SMEs					
61.	Identify skills and best practices from outside FSA					
62.	Identify & prioritize FSA skills					
63.	Develop skill descriptions					
64.	Segment skills by type and functional area					
65.	Define proficiencies (as needed)					
66.	Review draft Skills Catalog (skills, skill descriptions, proficiencies)					
67.	Package & deploy Skills Catalog (learning tracks, training & development)					
68.	Revise Skills Catalog (as needed)					
69.	Project Management					
70.	Align with FSA Performance Plan					
71.	Identify & Interview GMs/Business Owners					
72.	Identify & Interview SMEs					

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			Start	Finish		
73.	Identify skills and best practices from outside FSA					
74.	Identify & prioritize FSA skills					
75.	Develop skill descriptions					
76.	Segment skills by type & functional area					
77.	Define proficiencies (as needed)					
78.	Review draft Skills Catalog (skills, skill descriptions, proficiencies)					
79.	Package & deploy Skills Catalog (learning tracks, training & development)					
80.	Revise Skills Catalog (as needed)					
81.	Contracts Management					
82.	Align with FSA Performance Plan					
83.	Identify & Interview GMs/Business Owners					
84.	Identify & Interview SMEs					
85.	Identify skills and best practices from outside FSA					
86.	Identify & prioritize FSA skills					
87.	Develop skill descriptions					
88.	Segment skills by type and functional area					
89.	Define proficiencies (as needed)					
90.	Review draft Skills Catalog (skills, skill descriptions, proficiencies)					

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ID	Task	Responsible	Dates		Milestone	Comments/Status
			Start	Finish		
91.	Package & deploy Skills Catalog (learning tracks, training & development)					
92.	Revise Skills Catalog (as needed)					
Deploy/Communicate						
93.	Identify Deployment Strategy					
94.	Review Best Practices					
95.	Design Deployment Strategy					
96.	Review & Confirm Deployment Strategy					
97.	Union Strategy					
98.	Develop Communication Plan					
99.	Update Stakeholders Monthly					
100.	Package Materials					
101.	Distribute Materials					
102.	Develop Phase II					
Close						
103.	Conduct project evaluation	Team				
104.	Conduct problem analysis					
105.	Present findings	Chuck				
106.	Celebrate success	Team				