



F E D E R A L
S T U D E N T A I D

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153.1.2 Integration Plan ***Talking Points***

April 2004

Objective

- Outline roles and objectives of FSA Integration Team
- Highlight success factors for Integration
 - FSA Integration Team
 - New Integration Partner
- Identify critical skills and capabilities to support FSA's integration team and efforts

FSA Integration Roles & Responsibilities

- **Integration Team**

- Facilitate the management and workings of the FSA Business Technology Integration Group (BTIG)
- Support FSA's integration initiatives
- Manage the work efforts of FSA's Integration Partner
- Operate as the liaison between the FSA business and technical initiatives and the BTIG
 - Provide business and technical architect oversight and facilitation capabilities
 - Enable strategic thinking and directional support
 - Liaison with Management Council to escalate progress and issues and flow down strategic direction and 'new' thinking
 - Support the overall strategic procurement process relative to integration

FSA Integration Roles & Responsibilities

- **Integration Team Processes & Procedures:**
 - Weekly Integration Team meetings with BTIG core team
 - Bi-Weekly Integration Working Group sessions/attendance and participation in business initiative working sessions (i.e. FEBI, CSB, IPM etc)
 - Schedule and Status Progress (R/Y/G)
 - Risk Identification & Mitigation
 - Issue Management
 - Dependency Tracking
 - Major Milestone Deliverable Reviews
 - Administrative support of BTIG
 - Sequencing Plan Facilitation
 - Schedule and calendar operations
 - Escalation & Reporting Procedures
 - Integrate with FSA Program Management functions

FSA Integration Roles & Responsibilities

- Business and Technology Integration Group (BTIG)
 - Support enterprise vision definition
 - Set scope/framework/boundaries for target business architecture
 - Support definition of and inform enterprise sequencing plan
 - Establish and manage governance approach for integration
 - Manage business process models (high-level)
 - Charter integration working groups and sponsor integration initiatives as appropriate:
 - IPC sponsorship of tactical integration focused projects
 - Review new projects to ensure proper integration and scheduling

FSA Integration Roles & Responsibilities

- Business and Technology Integration Group (cont'd)
 - Identify necessary inputs needed for recommendations to Management Council on integration direction and progress
 - Enterprise needs & projects
 - Target State Vision alignment & impacts
 - Enterprise sequencing & implementation approaches, associated risks and issues
 - Inform Procurement Plan, Strategic Plan and Annual Budget
 - Provide support to business areas and integration initiatives
 - Participate in
 - Integration initiatives
 - Market research efforts
 - Establishment of enterprise change control board
 - Project level process flow definition

FSA Integration Roles & Responsibilities

- **Integration Leadership Support Contractor (ILSC)**
 - The ILSC will perform the following functions at the direction of the FSA Integration Team:
 - Conceptualize, plan, and oversee the development, integration and implementation of technological and business solutions to support FSA's business processes
 - Develop an integrated approach for managing multiple competing priorities
 - Provide oversight of FSA business and technological development projects
 - Develop and employ a comprehensive integration strategy in support of FSA's business systems
 - Attend FSA-sponsored conferences
 - Support the operations of the Business and Technical Integration Group and the Architecture Working Group
 - Support the management of Integration artifacts

FSA Integration Role & Responsibilities

- **ILSC Processes & Procedures:**
 - Weekly status meetings with FSA Integration team
 - Attendance and participation at FSA BTIG
 - Participation in support of Integration team's attendance and participation at business initiative working sessions
 - Develop and maintain a weekly status report providing insight into the following:
 - Actions taken in support of Integration
 - Planned actions to support FSA Integration
 - Issues Management
 - Risk identification and mitigation plans
 - Identification of Integration Dependencies
 - Develop and maintain the following processes:
 - Issues Management
 - Risk Management
 - Dependency Management

Success Factors

- Milestone achievements on FSA Sequencing Plan
- Milestone achievements on Integration Team workplan
 - Schedule and Status Progress (R/Y/G)
 - Risk Identification & Mitigation
 - Issue Management
 - Strategic Planning accomplishment
- Operationalization of FSA Integration Concepts
 - Create a sense of internal communication and integration via integration working groups

Key Process Learnings

- Communications
 - Critical to establish and maintain open lines of communication between Integration team and business initiatives
- Role
 - Establish a “credibility” baseline enabling the team to be viewed as knowledge center for integration
 - Clearly outline role boundaries between Integration team, BTIG, ILSC, and business initiatives
- Momentum
 - Valuable to establish achievable milestones against a larger plan – demonstrate accomplishments, create a sense of momentum and achievement

Key Skills & Capabilities

- Integration Team Mgr (FSA Mgr)
 - Strategic thinking
 - Program and project management skills
 - FSA Business Knowledge
- Integration Team Business Architect (FSA Mgr)
 - Project and program management skills
 - FSA Business Knowledge
 - Strategic Thinking
 - Facilitation
- Integration Team Business & Technical Specialist (TBD – 3 FTEs)
 - Business analytics
 - Project management
 - Communications – verbal and written
 - Information Technology knowledge and skills
 - Facilitation
 - Administrative support