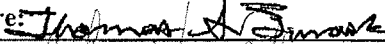# Lean Event Charter
Event #2010-12

Event #: 2010-12	Event Name: IT Ideas and Projects Management - Future State
Event Date(s): 10/7/10, 9-3 pm, DoIT Offices, 27 Hazen Dr., Room 145	Area Supervisor(s): Michael Walls, DES - Assistant Commissioner & Rebecca Bolton, DoIT - Information Tech. Mgr.
Facilitator(s): Vincent Perelli, DES & Muriel Lajoie, DES	Event Co-Manager(s): Chris Simmers, DoIT - DES IT Liaison & Deb Soule, DES IT Steering Committee Chair

Information Technology: Already Represented	Implementation Mgr: Heather Pike	Legal: N/A

Event Participants:

Chris Simmers, DoIT	Deb Soule, DES - WD (Watershed Mgmt. Bureau)
Heather Pike, DoIT	Tim Nowack, DES- CO (Public Info. & Permitting Unit)
Scott Gentley, DoIT	Andrew Cornwell, DES - ARD
Pam Hoyt-Denison, DES - WMD (Waste Mgmt. Programs)	Laurie Cullerot, DES - WD (DW & GW Bureau)
Sarah Kim, DES - WMD (Site Remediation Programs)	

Stakeholders/Customers: DES Senior Leadership, Division/Bureau Business Analysts, DoIT Liaison, IT Steering Committee, DES Employees

Filled Out By: Vincent Perelli, Muriel Lajoie, Chris Simmers

Sponsor: Tom Burack, DES Commissioner	Signature: *[signature]*	Date: 9/30/10
Sponsor: Peter Hastings, DoIT Interim Commissioner	Signature: *[signature]*	Date: 11/23/10

Problem Statement (Include Description of the Process): (Continuation of previous event under Charter 2010-09). The multiple DES IT Projects queues are currently filled with "core" business projects. As a consequence, "strategic" IT projects and approaches from the *DES Strategic Plan*, and "Lean-identified IT projects" from Lean events taking place across the Department have no mechanism through which to effectively move into these full queues. The DES Commissioner would like to formalize the process by which ALL potential IT projects move from an idea to the IT project queue, assignment to IT staff, and eventual completion, as well as to establish a better balance between the agency-wide strategic IT needs and the Division/Bureau core IT needs.

Major Activities Within Process: (Continuation of previous event under Charter 2010-09). The primary functions of the current IT projects management system include the capture, evaluation, prioritization, assignment of resources (*i.e.*, staffing & funding); and active tracking of IT projects/requests.

Desired Outcome of This Lean Event: After reviewing the results of the previous current state value stream mapping exercise, develop a future state value stream map that depicts an "ideal" process for how to turn ideas into viable IT projects. This "ideal" process should consider the key project evaluation/ development criteria provided by the DES Commissioner and balance department-wide strategic project and the Division/Bureau-level core IT business needs. The list of future Lean events/meetings identified during the current state mapping under Charter 2010-09 will be evaluated, and projects added or removed as necessary.

Goals and Associated Metrics of Event:
1. Review current state value stream map of the IT projects management process(es).
2. Based on the current state value stream map (and the information provided under "Desired Outcome" above), develop a future state value stream map which reflects an "ideal" IT Projects Management System.
3. Re-visit and refine the list of future Lean events/meetings to better define specific components of the future process.

Event Boundaries/Scope: (Continuation of previous event under Charter 2010-09).
Start: Receipt of an IT idea/request/proposal.
End: Official placement of an IT idea/request/proposal in IT projects queue with allocation of necessary staffing and funding resources.
Note: Project development and programming activities are beyond the scope of this event.

Homework/Other Information/Assumptions:
All participants should bring with them any written forms, guidance documents, checklists, etc. associated with their current IT processes, in particular any project evaluation criteria. All team members should be prepared to participate in the visual drafting of an "ideal" future state value stream map, as described previously. Brainstorming and value stream mapping will be the two Lean techniques employed at this event.

Charter #: 2010-12   1 of 1   Form Date: 07/22/2010
Charter Rev. Date: 09/30/10   Form Author: M. Lajoie
Form LF#2 / Form Rev. 2