

To: Leadership Group Representatives

From: Michael R. Timm, Director  
Department of Information Technology

Date: October 28, 2019

Subject: 2021-2022 Master Plan Preparation

In preparation of the 2021-2022 Information Technology Master Plan, the Leadership Groups should plan to present any potential New Development Projects at the March 24, 2020 Meetings. The 2021-2022 Master Plan will cover the time period of October 2020 through September 2022. The timeline is provided below:

November 2019 – March 17, 2020: Work with IT to prepare Requests for Sizing (Scope and Approach and Return on Investment documents). A summary document will be deployed to the Leadership Group website for review prior to the March 24, 2020 meetings.

March 24, 2020 Meetings: Present potential projects to the Leadership Group for review and prioritization for IT sizing, based on the sizing budgets available.

July 28, 2020 Meetings: Review IT Sizing and prepare Final Prioritization of projects for 2021-2022 Master Plan.

October 27, 2020 Meetings: Presentation of 2021-2022 Master Plan.

If you have any questions, please contact Janette McKenna at 858-0893.