

City of Houston Performance Management System Implementation Project Plan  
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ID	Task Name	Duration	Start	Finish	Resource Names	Comments/Notes
1	<b>Phase I: Training Development</b>	<b>67 days?</b>	<b>Tue 6/19/12</b>	<b>Wed 9/19/12</b>	<b>Project Team</b>	
2	<b>Revise Administrative Procedure (PM Process)</b>	<b>34 days?</b>	<b>Tue 6/19/12</b>	<b>Fri 8/3/12</b>	<b>Salary Admin.</b>	
3	Review Draft AP	4 days?	Tue 6/19/12	Fri 6/22/12	Salary Admin.	Edits rec'vd from S. Ward, A. Haller, M. Walker, & C. Wilson
4	Receive AP Final Edits	4 days?	Mon 6/25/12	Thu 6/28/12	Salary Admin.	
5	Present Final Draft	1 day?	Thu 6/28/12	Thu 6/28/12	Salary Admin.	
6	<b>Approval From ARA (First Pass)</b>	<b>15 days?</b>	<b>Fri 6/29/12</b>	<b>Thu 7/19/12</b>	<b>Salary Admin.</b>	<b>Estimated time to promulgate</b>
7	Approve Revised AP (Team)	15 days?	Fri 6/29/12	Thu 7/19/12	PMSI Team	Soft approval - proceed with training dev.
8	Received & Implement Recommendations from ARA	9 days?	Mon 7/9/12	Thu 7/19/12	Salary Admin.	OCR discretion to share with HOPE Executive Officer
9	<b>Approval From ARA (Second Pass)</b>	<b>12 days?</b>	<b>Thu 7/19/12</b>	<b>Fri 8/3/12</b>	<b>Salary Admin.</b>	
10	Present Final Changes to the Team	1 day?	Thu 7/19/12	Thu 7/19/12	Salary Admin.	By noon - closed of business send notice Janet & Robbin
11	Approved Revised AP (OCR)	2 days?	Fri 7/20/12	Mon 7/23/12	O. Reid	OCR has the AP and will be reviewing it today
12	Send Final Draft to ARA	4 days?	Tue 7/24/12	Fri 7/27/12	Salary Admin.	
13	Send Final Draft Legal	3 days?	Fri 7/27/12	Tue 7/31/12	ARA	
14	Send Final Draft to Mayor	1 day?	Fri 8/3/12	Fri 8/3/12	ARA	Estimated time to promulgate
15	<b>Revise Performance Management Guidelines</b>	<b>34 days?</b>	<b>Tue 6/19/12</b>	<b>Fri 8/3/12</b>	<b>Salary Admin.</b>	
16	Make Guidelines Revisions	5 days?	Tue 6/19/12	Mon 6/25/12	Cape Center	Edits rec'vd from S. Ward, R. Duplessis, A. Haller, & M. Walker
17	Receive Performance Management Guidelines Final Edits	22 days?	Mon 6/25/12	Tue 7/24/12	Cape Center	Proofing & On Track (Carolyn will be dedicated)
18	Review Guidelines by the Editorial Committee	4 days?	Tue 7/24/12	Fri 7/27/12	HR Editorial Committe	Editorial committee to vet by 7/27/2012; S. Ward Narrative; Positive & Active
19	Approve Guideline Revisions	3 days?	Fri 7/27/12	Tue 7/31/12	O. Reid	
20	Proceed with Training Development & Reformat Document	4 days?	Tue 7/31/12	Fri 8/3/12	PMSI Team	Move to Ericka for reformat to adhere to dept. standards
21	<b>Deploy Communications/Change Management</b>	<b>25 days?</b>	<b>Tue 6/26/12</b>	<b>Mon 7/30/12</b>	<b>Communications</b>	
22	<b>Connect Performance Mgmt. Project to City's Initiative</b>	<b>14 days?</b>	<b>Tue 6/26/12</b>	<b>Fri 7/13/12</b>	<b>Salary Admin.</b>	<b>Isolated event &amp; dept. need to complete this activity</b>
23	Notifies Dept. Directors of Strategic Initiative Across Depts.	14 days?	Tue 6/26/12	Fri 7/13/12	O. Reid	O. Reid should update dept. directors
24	<b>Facilitate PM Rebranding Campaign</b>	<b>21 days?</b>	<b>Tue 6/26/12</b>	<b>Tue 7/24/12</b>	<b>Communications</b>	<b>Naming Contest (Use Suggestion)</b>
25	Receive Rebranding Suggestions	5 days?	Tue 6/26/12	Mon 7/2/12	Salary Admin.	
26	O. Reid Vets Rebranding Suggestions with Directors	5 days?	Tue 6/26/12	Mon 7/2/12	O. Reid	OCR sent email to directors - responses expected by 7/12/12
27	Finalize Branding Campaign Top 3	9 days?	Tue 7/3/12	Fri 7/13/12	Cape Center	Created Branding Survey for Employees (In queue)
28	Poll Employees & Finalize Rebranding name	5 days?	Mon 7/16/12	Fri 7/20/12	Cape Center	Cape Ctr. Will facilitate and communicate results to LDR
29	Finalize Logo	6 days?	Mon 7/16/12	Mon 7/23/12	Communications	Received several mock-ups and the final "blue on blue" was approved
30	Send Broadcast Announcing New Brand & Logo	2 days?	Mon 7/23/12	Tue 7/24/12	Communications	Send by tomorrow 7/24/2012
31	Draft & Approve Director's Introduction Memo	22 days?	Tue 6/26/12	Wed 7/25/12	Communications	Citywide distribution & Incorporate LMS Link for the Intro Video
32	Draft Final Omar's Intro Video Script	16 days?	Tue 6/26/12	Tue 7/17/12	Communications	
33	Record Omar's Intro Video Script	1 day?	Wed 7/18/12	Wed 7/18/12	Communications	Record at 10:00 am at the E.B. Cape Center
34	Polish Omar's Intro Video Script	1 day?	Thu 7/19/12	Thu 7/19/12	Communications	
35	Post Omar's Intro Video & Publish on LMS	5 days?	Thu 7/19/12	Wed 7/25/12	Cape Center	Connect intro PowerPoint message to the video
36	Send Broadcast Email to All Ees (New Branding & Logo)	1 day?	Fri 7/20/12	Fri 7/20/12	Communications	Cape Center will send language for the email broadcast
37	<b>Develop Introduction to Training</b>	<b>23 days?</b>	<b>Wed 6/27/12</b>	<b>Fri 7/27/12</b>	<b>Salary Admin.</b>	
38	Publish Project 1-pager Flyer	23 days?	Wed 6/27/12	Fri 7/27/12	Communications	1-pager message and other communications tool
39	<b>Stakeholder Presentations</b>	<b>6 days?</b>	<b>Mon 7/23/12</b>	<b>Mon 7/30/12</b>	<b>N. Pinnock</b>	
40	Preliminary Conversation with OCR Regarding Info Distribution	1 day?	Mon 7/23/12	Mon 7/23/12	N. Pinnock	
41	HOPE	1 day?	Mon 7/23/12	Mon 7/23/12	N. Pinnock	
42	LMCC	1 day?	Mon 7/23/12	Mon 7/23/12	N. Pinnock	
43	Department Directors	1 day?	Mon 7/23/12	Mon 7/23/12	N. Pinnock	
44	HR Strategic Team Meeting	1 day?	Mon 7/23/12	Mon 7/23/12	N. Pinnock	Recurrence
45	Classified Union (HPD)	6 days?	Mon 7/23/12	Mon 7/30/12	N. Pinnock	Diana will explore and provide feedback
46	<b>Project Webpage Development</b>	<b>23 days?</b>	<b>Wed 6/27/12</b>	<b>Fri 7/27/12</b>	<b>Communications</b>	<b>Will use Choice (Need Connection w/ Right People)</b>

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47	Discovery	3 days?	Wed 6/27/12	Fri 6/29/12	Communications	
48	Development	21 days?	Fri 6/29/12	Fri 7/27/12	Communications	Confirm development timeline next week
49	<b>Develop Training Program</b>	<b>67 days?</b>	<b>Tue 6/19/12</b>	<b>Wed 9/19/12</b>	<b>Cape Center</b>	
50	<b>Identify Train-the-Trainer (TTT - Wave 1)</b>	<b>67 days?</b>	<b>Tue 6/19/12</b>	<b>Wed 9/19/12</b>	<b>Cape Center</b>	
51	Create & Finalize TTT List	11 days?	Tue 6/19/12	Tue 7/3/12	Cape Center	Confirm # of TTT for 5K users & Add Dept. to List
52	Send Email to Director Requesting Possible TTT	2 days?	Tue 7/10/12	Wed 7/11/12	Cape Center	Send to Omar for Approval
53	Receive Department Director Feedback	6 days?	Fri 7/20/12	Fri 7/27/12	Cape Center	Noel sent to Linda on 7/10 @ 4:44 pm
54	Draft & Approve Communications to TTT	26 days?	Tue 6/26/12	Tue 7/31/12	Communications	Will be required
55	Manage TTT Commitment Lists	8 days?	Tue 7/31/12	Thu 8/9/12	Cape Center	Ongoing activity
56	Conduct TTT Orientation (General Overview)	1 day?	Wed 9/12/12	Wed 9/12/12	Cape Center	2 hrs - 9 -11 am (suggested agenda items sent to C. Jackson)
57	Train the TTT (Requires General Overview)	3 days?	Mon 9/17/12	Wed 9/19/12	Cape Center	1 Full day session (3 different days)
58	<b>Develop Manager/Supervisor (M/S) Curriculum</b>	<b>28 days?</b>	<b>Wed 8/1/12</b>	<b>Fri 9/7/12</b>	<b>Cape Center</b>	
59	<b>Develop Manager/Supervisor (M/S) Training Material</b>	<b>28 days?</b>	<b>Wed 8/1/12</b>	<b>Fri 9/7/12</b>	<b>Cape Center</b>	<b>4-hr Training</b>
60	<b>Create WBT on AP 3-20 (Required for all Mgrs/Sup)</b>	<b>1 day?</b>	<b>Fri 8/3/12</b>	<b>Fri 8/3/12</b>	<b>Cape Center</b>	
61	Develop WBT	1 day?	Fri 8/3/12	Fri 8/3/12	Cape Center	These dates are soft as the dev. of the WBT is contingent on AP 3-20
62	Market it to Mgrs/Sup	1 day?	Fri 8/3/12	Fri 8/3/12	Cape Center	These dates are soft as the dev. of the WBT is contingent on AP 3-20
63	Launch WBT	1 day?	Fri 8/3/12	Fri 8/3/12	Cape Center	These dates are soft as the dev. of the WBT is contingent on AP 3-20
64	Create Pre-work Activities	28 days?	Wed 8/1/12	Fri 9/7/12	Cape Center	Firm completion date is 9/10/12 (grace if needed)
65	Create Instructor Manual	28 days?	Wed 8/1/12	Fri 9/7/12	Cape Center	E.B. Cape will internally audit the final product and approve deliverable
66	Create Participant Manual	28 days?	Wed 8/1/12	Fri 9/7/12	Cape Center	E.B. Cape will internally audit the final product and approve deliverable
67	Create PowerPoint	28 days?	Wed 8/1/12	Fri 9/7/12	Cape Center	E.B. Cape will internally audit the final product and approve deliverable
68	Create Post-test	28 days?	Wed 8/1/12	Fri 9/7/12	Cape Center	E.B. Cape will internally audit the final product and approve deliverable
69	Present Final M/S Deliverable	28 days?	Wed 8/1/12	Fri 9/7/12	Cape Center	E.B. Cape will internally audit the final product and approve deliverable
70	<b>Phase II: Training Deployment (M&amp;S - Wave 2)</b>	<b>141 days?</b>	<b>Mon 7/2/12</b>	<b>Mon 1/14/13</b>	<b>Cape Center</b>	
71	<b>Training Roll-out (Wave 2)</b>	<b>110 days?</b>	<b>Mon 7/2/12</b>	<b>Fri 11/30/12</b>	<b>Cape Center</b>	
72	Develop Training Schedules & Finalize Room Reservations	30 days?	Mon 7/2/12	Fri 8/10/12	Cape Center	Need to discuss this item (DRAFT should be close to Final)
73	Draft Mandate Memorandum Regarding M&S Training	1 day?	Fri 8/31/12	Fri 8/31/12	Communications	From the Mayor Office
74	Record Mayor's Video Introduction	1 day?	Wed 9/5/12	Wed 9/5/12	Communications	Explore and come back with some suggestions
75	Roll-out M&S Training	60 days?	Mon 9/10/12	Fri 11/30/12	Cape Center	HPD, HEC, HFD, & MCD will require night shift support (Gina Goosby-Harris)
76	<b>Revise Chapter 14</b>	<b>1 day?</b>	<b>Mon 1/14/13</b>	<b>Mon 1/14/13</b>	<b>Salary Admin.</b>	
77	Revise both instrument (Ch. 14)	1 day?	Mon 1/14/13	Mon 1/14/13	Salary Admin.	
78	<b>Phase III: System Go-live</b>	<b>53 days?</b>	<b>Thu 11/1/12</b>	<b>Mon 1/14/13</b>	<b>PMSI Team</b>	
79	Identify & Configure New System	48 days?	Thu 11/1/12	Mon 1/7/13	PMSI Team	
80	<b>Develop Basic End-user Material (BEU - Wave 3)</b>	<b>53 days?</b>	<b>Thu 11/1/12</b>	<b>Mon 1/14/13</b>	<b>Cape Center</b>	<b>2-hr Training</b>
81	Create Pre-work Activities	53 days?	Thu 11/1/12	Mon 1/14/13	Cape Center	Dates will change
82	Create Instructor Manual	53 days?	Thu 11/1/12	Mon 1/14/13	Cape Center	Dates will change
83	Create Participant Manual	53 days?	Thu 11/1/12	Mon 1/14/13	Cape Center	Dates will change
84	Create PowerPoint	53 days?	Thu 11/1/12	Mon 1/14/13	Cape Center	Dates will change
85	Create Post-test	53 days?	Thu 11/1/12	Mon 1/14/13	Cape Center	Dates will change
86	Present Final BEU Deliverable	53 days?	Thu 11/1/12	Mon 1/14/13	Cape Center	Dates will change
87	<b>LEGEND</b>	<b>1 day?</b>	<b>Mon 6/25/12</b>	<b>Mon 6/25/12</b>		
88	Red - OCR, Legal, ARA, Mayor	1 day?	Mon 6/25/12	Mon 6/25/12		
89	Purple - Cape Center	1 day?	Mon 6/25/12	Mon 6/25/12		
90	Black - PMSI	1 day?	Mon 6/25/12	Mon 6/25/12		
91	Blue - Communications	1 day?	Mon 6/25/12	Mon 6/25/12		
92	Green Salary Administration	1 day?	Mon 6/25/12	Mon 6/25/12		

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93		<a href="#">Teal - N. Pinnock</a>	1 day?	Mon 6/25/12	Mon 6/25/12		