



CSREES One Solution Initiative Project Plan Task Kick Off Meeting

March 30th, 2006

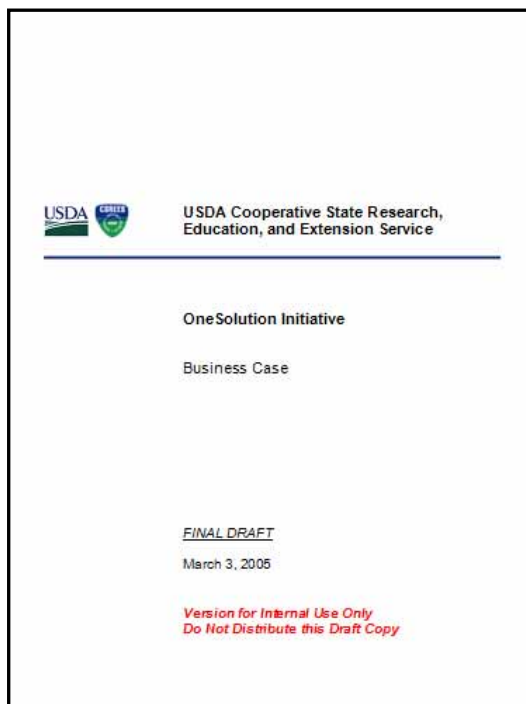
For your reference, contact information for the Accenture Project Plan team is provided below.



Member	Position	Roles and Responsibilities
<p>David Mihalchik David.J.Mihalchik@accenture.com (703) 947-1464 202-251-0974 (cell)</p>	Project Manager	<ul style="list-style-type: none"> • Structure approach • Manage execution of major tasks • Manage work activities
<p>David Theis David.J.Theis@accenture.com (703) 947-1056 (215) 460-9202 (cell)</p>	Strategy Consultant	<ul style="list-style-type: none"> • Provide OneSolution background and expertise • Contribute to project deliverables • Assist with conducting workshops and breakout sessions
<p>Valerie Fristachi Valerie.A.Fristachi@accenture.com (917) 452-4248</p>	Technology Consultant	<ul style="list-style-type: none"> • Develop Project Plan and Project Plan Summary • Conduct workshops and breakout sessions • Manage relationships with key CSREES leadership • Present Project Plan outcomes to key CSREES leadership
<p>Matt Jones Matthew.L.Jones@accenture.com (703) 405-6382</p> <p>Liesl Awalt Liesl.M.Awalt@accenture.com (703) 855-0446</p>	Subject Matter Expert	<ul style="list-style-type: none"> • Assist with Project Plan development • Conduct workshops and breakout sessions • Provide Quality Assurance reviews



Last year, CSREES developed a business case for One Solution that defined the initiative's vision, goals, and value proposition.



One Solution - An integrated reporting strategy

- ❑ *Ties together disparate reporting processes and systems;*
- ❑ *Simplifies reporting for CSREES staff and partners; and*
- ❑ *Improves the usefulness of reporting data.*

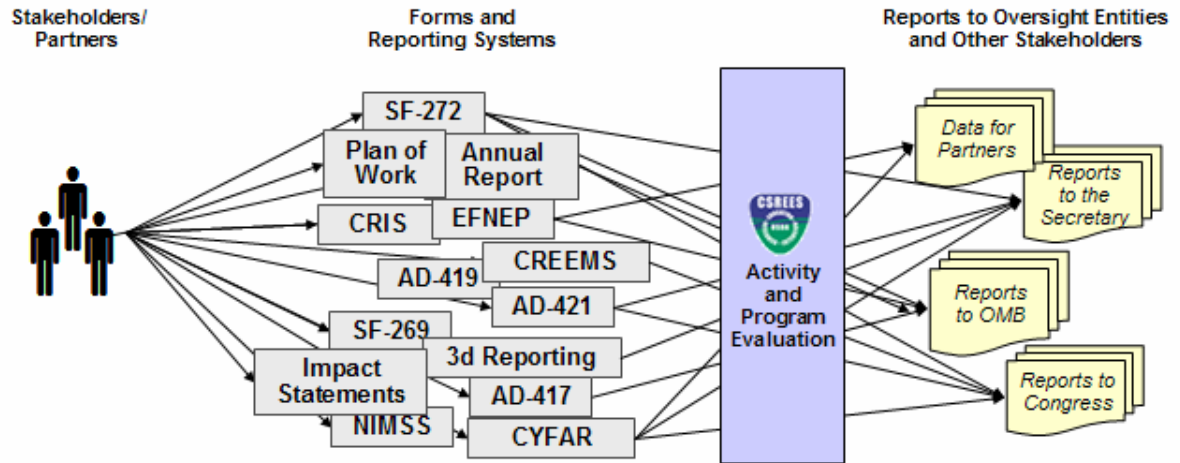
One Solution will fulfill three major goals:

- 1. Simplify reporting** and reduce burdens for funding recipients;
- 2. Improve the quality** of accountability data, better equip the agency to meet increasing performance and budget reporting expectations, and improve AREERA compliance (particularly through development of a more structured Plan of Work); and
- 3. Reduce staff effort** required to complete reporting-related processes, allowing staff members to focus on program leadership and active, portfolio-based management.

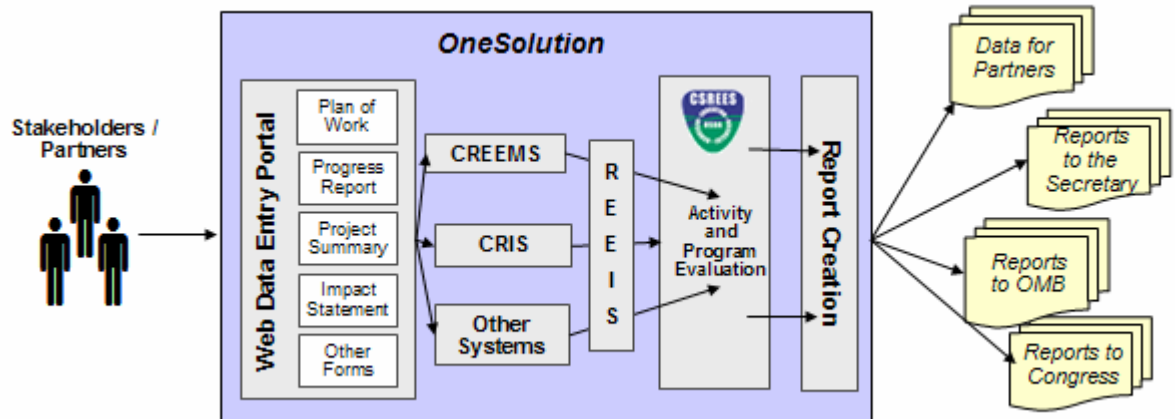
One Solution will restructure existing, uncoordinated systems into a more efficient arrangement that simplifies reporting processes.



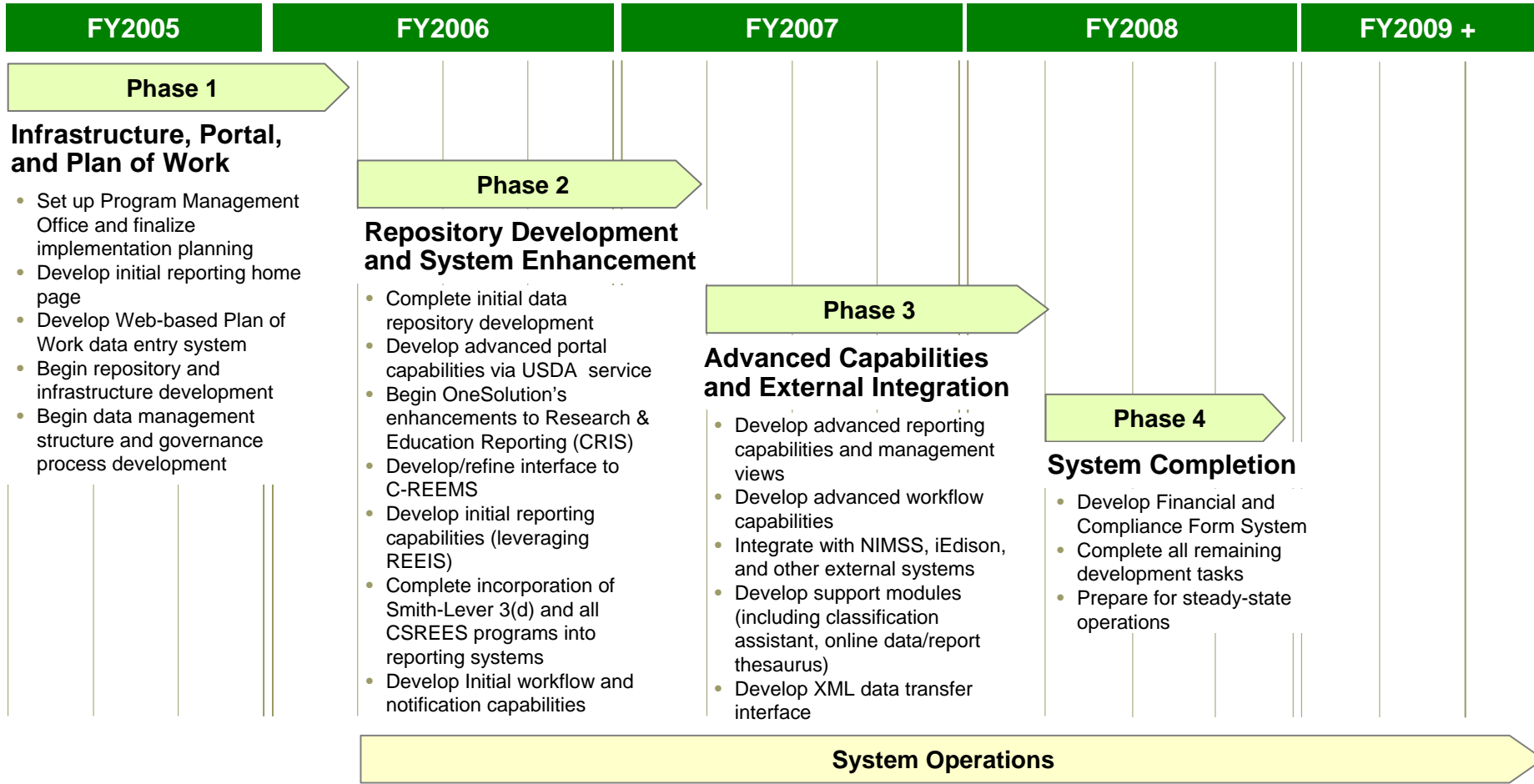
Current Reporting Situation



One Solution Concept



To advance One Solution's multi-year timeline, the Project Plan is being developed as CSREES moves from Phase 1 to Phase 2.



This Project Plan will set the course for development of One Solution.



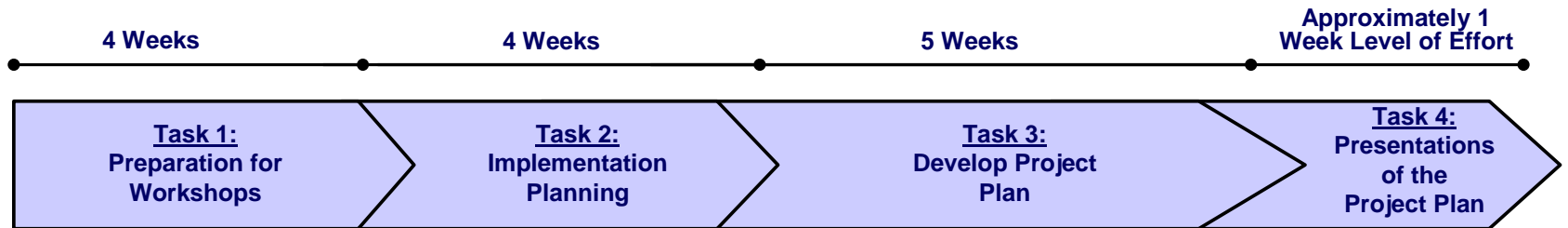
Task Objectives

- Enable the successful implementation and management of the One Solution initiative.
- Enable CSREES to transform its One Solution vision into an operational business solution.
- Provide guidance for resolving various issues currently within the critical path of the initiative, including key decisions that will need to be made in the areas of Agency governance methods, IT policies and procedures, and business processes

Project Plan Characteristics

- Serve as a guide for future development of One Solution by outlining project milestone and key tasks necessary for implementation, including their respective interdependencies.
- Details key action steps, assigns responsibilities, and establishes timelines.
- Defines the capabilities and resources needed for a successful implementation of One Solution.
- Enable the assessment of required modifications to existing CSREES systems that may be incorporated into One Solution.

The workplan for the Project Plan task defines a series of tasks that will be executed over a period of fourteen weeks.



- Activities:**
- Review existing One Solution documentation;
 - Meet with key One Solution stakeholders to gather input;
 - Describe initial topics;
 - Identify and document issues;
 - Develop and document issue management strategies; and
 - Deliver completed Draft Summary Report of Project Plan Topics and Issues and Draft Project Plan.
 - Determine workshop and conference call structures;
 - Develop Workshop and Conference Call Agendas
 - Develop presentation materials;
 - Conduct a preparation meeting with CSREES Project Manager and key members of the One Solution team;
 - Conduct interactive workshops, breakout sessions, and conference calls;
 - Capture workshop discussions and assignments of next steps; and
 - Complete Report on Workshop Findings and Recommendations for Next Steps.
 - Fully describe all topics;
 - Document all issues and respective issue management strategies; and
 - Review existing management plans, standards, and processes used by One Solution participants to identify both constraints and resources;
 - Incorporate input from workshops, breakout sessions, and conference calls; and
 - Deliver completed Summary Report of Project Plan Topics and Issues and Project Plan.
 - Assess potential meeting times;
 - Work with CSREES staff to schedule meetings/presentations and develop meeting agendas;
 - Develop meeting materials;
 - Facilitate OneSolution Project Plan Summary Overview presentation for CSREES Project Manager and the One Solution team and One Solution Project Plan presentation for CSREES Project Manager and the One Solution team; and
 - Facilitate up to two additional presentations for other CSREES personnel, as needed.

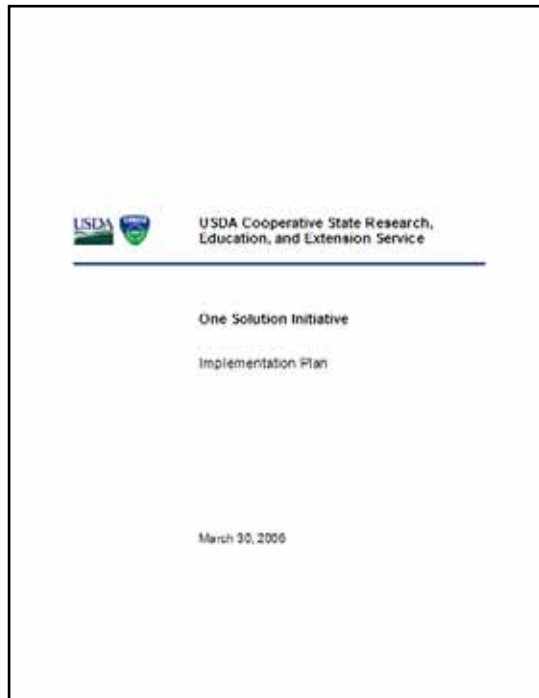
- Key Dates:**
- 4/12/06: Submit Preliminary Draft Summary of Project Plan Topics and Issues and Draft Project Plan
 - 4/21/06: Submit complete Draft Summary Report of Project Plan Issues and Draft Project Plan
 - 4/28/06: Submit Draft Workshop Materials
 - 5/5/06: Submit complete Workshop Materials
 - 5/8/06 – 5/19/06: Conduct Workshops and Conference Calls
 - 5/19/06: Submit complete Workshop Findings and Recommendations for Next Steps
 - 6/7/06: Submit updated Draft Summary Report of Project Plan Topics and Draft Project Plan
 - 6/23/06: Submit complete Summary Report of Project Plan Topics and Project Plan
 - 6/28/06: Submit Draft Presentation Materials
 - 6/30/06: Submit complete Presentation Materials
 - 7/5/06 – 8/31/06: Facilitate Presentations

The Project Plan will define and map the key processes necessary to achieve the One Solution vision.



The Table of Contents will include:

- Purpose of the Implementation Plan
- Process for Completing the Implementation Plan
- Implementation Plan Maintenance
- Mission, Vision, Values, Goals, and Guiding Principles
- Information Technology
- Our Approach: Major Milestones
- Gameboard
- Workplan
- Staffing Plan
- Budget
- Performance Metrics
- Performance Metrics Detail
- Risk and Mitigation Strategy



Workshops will be conducted with key CSREES representatives in order to explain the Project Plan, document key issues, and incorporate suggested planning strategies.



Key One Solution Stakeholders and Key CSREES Senior Leadership will be asked to participate in one Workshop Session A and one Workshop Session B, each workshop running 2-4 hours.

**Workshop Session A:
Project Plan Overview & Discovery**

This workshop will provide an overview of the elements comprising One Solution's Project Plan, and will include discussion of the functional requirements.

**Workshop Session B:
OneSolution Project Plan in Action**

This workshop will involve participatory exercises to promote discussion of One Solution Project Plan tasks, required resources, deliverables, and timelines.

Participant Group 1:

Key One Solution Stakeholders

- Budget
- OEP
- Planning and Accountability
- Technology
- Program

Participant Group 2:

Key CSREES Senior Leadership

Tuesday, 5/9/06

Tuesday, 5/16/06

Wednesday, 5/10/06

Wednesday, 5/17/06

Thursday, 5/11/06

Thursday, 5/18/06



There are several key activities to be completed at the outset of this task.



Next Steps

- ***Revisit Business Case Executive Summary.***
- ***Sign up for workshops.***
- ***Review Draft Project Plan upon distribution and prepare comments.***
- ***Attend and participate in workshop with input on Draft Project Plan.***

Questions?

