



Assess and Streamline Policy Development Process (Draft) (A10)

Project Charter
DRAFT
1/17/2012

SECTION 1: Project Summary

Concept Definition	Create a transitional solution for the Policy/Procedure Development process, closing any gaps identified from the VOC and as-is analysis. This solution will be evaluated at the conclusion of a comprehensive policy content review and adjusted as necessary.		
Program	Admin	Project Lead	Mary Anne Griss
Exec. Sponsor	Dee Porter	Sponsor	Scott Burford

SECTION 2: Vision Alignment

Problem	The current process of Policy/Procedure Development does not require participation from Admin and does not cover SOP's, leading to concerns about communication, consistency, accountability, and the creation of multiple repositories.		
Goal	Develop a process that allows for communication, consistency, and accountability, ensuring policies and procedures are located in a single repository.	Measurable Benefit Target	
Scope	<p>Includes:</p> <ul style="list-style-type: none"> - Define Policy and Procedures - Review the development, coordination, review, approval, distribution and communication processes for Policies/Directives, SOPs, and Manuals - Recommend a process to communicate and monitor the implementation of TxDOT policy - Recommend repository options <p>Excludes:</p> <ul style="list-style-type: none"> - Legislation and legislative issues - Rules and minute Orders 		
Associated Goals / Visions / Recommendations	<u>Source / ID#</u>	<u>Text</u>	

SECTION 3: Execution Detail

Related Efforts / Risks					
Tailoring	<u>Tailoring Tier</u>	<u>Org Impact</u>	<u>Project Size</u>	<u>Complexity</u>	<u>Execution Risk Rating</u>
Forecasted Milestone Schedule	<u>Phase</u>	<u>Completion</u>	<u>Tollgate</u>	<u>Date</u>	<p>Approach Overview: This effort is tactical in nature, closing short term gaps while allowing the longer term "What" project to outline the roadmap for improvement.</p>
	Concept Definition				
	Concept Validation				
	Design				
	Build				
	Implement				
Team Members	<u>Name</u>	<u>Role</u>	<u>Name</u>	<u>Role</u>	
	Mary Anne Griss	Project Lead			
	Debra Lyon	Team Member			
	Susan Tutt	Team Member			
	Bob Jackson	Ad-hoc Team Member			
	Benny Ybarra	Ad-hoc Team Member			
	SME	Ad-hoc Team Member			
	Beth Gilbert	Team Member			
	Joanne Wright	Team Member			

SECTION 4: Change Management Assessment

Audience	Impact	Stakeholder	Concern(s)