Communication Plan

Purpose

This plan provides a framework for informing, involving, and obtaining buy-in from all participants throughout the duration of the IT Strategic Plan for 2018-2020.

Scope

This communication plan is for the IT Strategic Plan for 2018-2020. It includes a series of meetings and interactive presentations, as well as other means of communication (such as electronic mail) to all participants of this project.

Audience

This communication plan is for the following audiences:

- Project Core Team Members – Duane Arruti, Brian Pietrewicz, Elaine Rising, Debbie Howard, Emily Morelli
- Project Working Group Members – IT Directors, Duane Arruti, Brian Pietrewicz, Elaine Rising, Emily Morelli
- Project Strategic Group Members – CIO Management, Advisory Boards, Governance Council
- UNM extended community - All

Communications Methodology

Where possible, existing meetings/groups will be utilized to create the strategic plan, review deliverables to gain approval, and communicate results.

Communications Outreach

Following is a list of communication events that are established for this project:

IT Effectiveness and Efficiencies page within cio.unm.edu

The IT Strategic Plan, 2018-2020 builds upon the foundation set by the KSA and TIG consulting groups. The KSA interim Report and Recommendations of April 2015, the KSA Final Report and Survey Results of June 2015, and the TIG final report of September 2016 inform the IT Strategic Plan. These reports and other pertinent documentation resulting from these recommendations are published on this webpage.

Strategic Planning Retreat
The IT Strategic Plan, 2018-2020 had a kickoff retreat on April 28, 2017, to begin to formalize the IT Mission, Vision and Guiding Principles which will inform the final IT Strategic Plan. The Core Team, Working Group, Strategic Group membership were derived from the attendees.

**Initial Core Team Meeting – Week of May 8, 2017**

The Core Team, comprised of: Duane Arruti, CIO; Brian Pietrewicz, Deputy CIO; Elaine Rising, AD Office of the CIO; Debbie Howard, Manager EOD; and Emily Morelli, Executive Assistant Office of the CIO will meet two times during the week of May 8th to finalize DRAFT IT Mission, Vision, Guiding Principles.

**Working Group Meetings**

The working group is comprised of the IT Directors, Duane, Brian, Elaine and Emily. Debbie Howard will act as an independent facilitator when necessary through June 30, 2017.

The Working Group is tasked with rolling up MyIT portal items and Departmental Roadmap tactics into major tactical categories, as appropriate, and then collaborate to place the major tactics into the appropriate major strategic initiative, as defined by the Core Team. The first working group session will take place at the May 16th occurrence of the regularly-scheduled Tuesday Leadership meeting. Prework, based on the previously-submitted Departmental Roadmaps, may be sent out to the Directors and responses collected via email in preparation for this meeting.

Iterations with the Working Group Members will occur periodically from May 16 through August 30 as needed to refine the tactical plans until the Strategic Plan, 2018-2020 is complete. The Tuesday afternoon Leadership meeting may be utilized for these iterations, and ad hoc meetings with Directors may also occur.

**Communication of Results and Strategic Group Review/Approval**

Review and approval by the Strategic Group will be accomplished in the regularly-scheduled CIO Management (Monthly), Advisory Board meetings (monthly) and IT Governance Council meetings (every other month) through August, 2017. Review of the first deliverables (Mission, Vision, Guiding Principles) will be presented at the next series of meetings as follows:

- IT Administration Advisory Board – May 17th
- CIO Management – May 24th
- IT Academic Technologies Advisory Board – May 23rd
- IT Research Advisory Board – May 24th
- IT Governance Council - June 7th

These regularly-scheduled meetings will be utilized throughout the planning process until the final IT Strategic Plan is complete, including strategic initiatives, high-level tactics, KPIs and high-level costs. The IT Governance Council meetings
every other month on Wednesday, of the first week, so the final review of the
draft plan will be presented to the Governance Council the first week in August.

Dissemination to the UNM Community

Will be accomplished via publication on the Office of the CIO website.

Communications Roll-Out Time Line

The IT Strategic Planning process officially began on April 28, 2017 and will finish on
August 30, 2017. The timeline is created so that the IT Strategic Plan can inform the IT
Advisory Board direction-setting process which occurs in October/November, 2017.