Implementation Plan Notes Record

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| **Focus Area** | **Activities** | **Owner** | **Timing** | **Notes** |
| Funding | Gather how do customers prioritize these platforms in their budget | Inta / Paula / Diane /Matt | Nov 14 |  |
| Secure funding through 1.)Dec. 2018 and/or 2.) June 2018 |  |
| Short-term funding |  |
| Creative long term funding model |  |
| Funding:  I.D. mandatory users, notify that it’s no longer free. Invite to collaborate |  |
| Product Design | Research data/security needs | Julia/Mark | Nov 14 |  |
| Access Tech in use by audience (platform) |  |

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| Governance Structure | Charter  Initial charter exploratory / Planning for   * Draft Dec. 1 * Signed Jan. 1 | Diane / CWCD | Nov 14 |  |
| Create legal MOU shared Governance Documents |  |
| Communication/PR | Communicate that changes are coming | Inta/Paula/Trevor | Nov 14 |  |
| Communicate Plan to current CIC customers by Jan. 2018 |  |

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| Product Design | Mandatory Users & Mapped | CWCD/Mark/Trevor/Matt/Julia/ | Nov 14 |  |
| Take inventory of products and services. |  |
| Survey Partners for current or “to be” gaps after CIC goes away |  |
| Catalog requirements for “planning” by program |  |
| Catalog existing products |  |
| Map current collective spend on similar services |  |
| Document workflows -customer based |  |
| Identify significant users – see how they use it. estimate how it will be used |  |
| Detail business requirements for each agency/unit |  |
| Meet with users to id strengths/weaknesses |  |
| Gather what are customers using and why? |  |
| Review Current environment (software) |  |
| Product development. What does it already do? |  |
| Assess gaps in product delivery |  |