

**AITS Decision Support**

**BIDLC**

**Pre-Project Readiness Checklist**

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| **Project** |  |
| **Proposed start date** |  |
| **Project team** |  |
| **Sponsors** |  |

**Project Template:**

* How long has it been since the initial template was approved? (FAC)
* Has it been reviewed, and does it need to be updated? (FAC)

Further action needed?

* Project scope with DS strategic initiatives in mind - Does it still provide value even if it doesn’t fulfill our analytical direction? (FAC)
* Do all sponsors agree on scope (e.g. analytics or data acquisition)? (FAC)

**Sourcing:**

* Is the source data in Banner, EDW, vendor solution (cloud-based), local database/spreadsheet, etc.? (FAC) Further action needed?
* If a vended solution and once access is granted, run an ETL job based on one or two tables into the EDW staging environment (both in dev and prod) to check on connection issues.
* For a vended solution – when does the source system run/do updates? Is there nightly “downtime” or does it update 7/24?

* Do we currently have access to it? If not EDW, who is the contact for access? (FAC)

Further action needed?

* Can we test the access? (FAC, DA, BIA)

Further action needed?

* Do the targeted customers have experience with the source data set? How long have they had access to it? (concurrent deployment or limited experience with a new system) (FAC)

Further action needed?

**Knowledge Base:**

* Does the project team have dedicated functional and/or technical subject matter experts outside of DS for requirements, decision-making and testing? Are there any constraints on their availability? (FAC, other groups?)

Further action needed?

* Does DS have experience with the tools that may be selected for the end product(s)? If not, how can we mitigate this (e.g. training available)? (DA, BIA, BIS)

Further action needed?

* Do all members of the project team have an understanding of the base level information to be used in the project? Is an internal data or business process education meeting needed? (Project team)

Further action needed?

**Project processes:**

* What type of project methodology should be used? (See project methodology decision template.) (PC)

Further action needed?

* Is a program manager needed? Are there multiple products or applications being developed concurrently across departments? (PC)

Further action needed?

**Resources:**

* Are there any foreseen resource conflicts? (DS team, other AITS groups, user groups, vendor support, etc.)

Further action needed?

**Security**:

* Do the project decision-makers understand and are they able to provide information on security needs for the product(s)? Walk through impacts of security for each product, if needed. Identify the decision-maker(s) for security. (FAC, PC, BIA)

Further action needed?

**Dependencies**:

* Are there any dependencies on other products being developed or upgraded – security, data sourcing, functional requirements/business rules, resource allocation? Further action needed?

**Goals/Scope**:

* Is there a confirmed external escalation path for scope questions and issues?

Further action needed?

* Do the resulting BI products need to be accessible via a website, mobile app, etc.?

Further action needed?

**Approvals to proceed with project kick-off meeting:**

Date:

Checklist Approvers:

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| Name | Title |
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