The Master Plan Development Process

Jul – Sep	⇒	Oct – Dec	⇒	Jan – Mar	⇒	Apr – Jun
Assign IT Liaisons to College Departments ¹ Click here for list of Liaisons		Conduct IT/College Collaboration Meetings ²		Conduct IT/College Collaboration Meetings ²		Conduct IT/College Collaboration Meetings ²
Conduct IT/College Collaboration Meetings ²		Begin Development of Capital Requests ³		Finalize and Submit Capital Requests ³		Update Prior Year IT Master Plan Results ⁴
				Begin Development of New IT Master Plan⁴		Finalize and Publish New IT Master Plan ⁴
① Assign IT Liaisons to College Departments	\Rightarrow	Representatives of Sinclair's Information Technology Department are assigned to each College Department to provide consultation around technology needs for those departments.				
② Conduct IT/College Collaboration Meetings	₽	IT Liaisons meet quarterly with College Departments to collaborate on department needs. Note that needs are often addressed through the Capital Request and IT Master Plan Processes.				
③ Capital Request Process	↔	IT Liaisons assist College Departments with addressing technology-related Capital Requests by working with Sinclair IT Technology Owners to formulate solutions for those requests.				
④ IT Master Plan Development Process		IT Liaisons incorporate key College Department project needs into Sinclair's IT Master Plan by collaborating with Technology Owners and other IT Liaisons to consolidate like-needs, formulate solutions, and select which projects will be included in the IT Master Plan.				

The Master Plan Development Process

Capture List of Potential Projects For Each College Department

The IT Liaison references their notes, Meeting Minutes, and Capital Request details to identify a list of potential projects associated for each College Department.

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Review and Validate the Project List with the College Department Rep

The IT Liaison reviews/updates the list of potential projects with each College Department representative to ensure it is accurate.

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Capture Project Details in Alignment Tool

Populate the list of projects with as much project details as possible via the Strategic Alignment Tool.

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Work with
IT Owners to
Define Solution

The IT Liaison works with IT Owners to further define solutions for each project.

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IT Works Together to Approve/Decline Projects

IT Liaisons work with IT Owners and IT Leadership to consolidate, prioritize and ultimately gain approval/funding for chosen projects.

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Cabinet
Review/Approval of
Projects

IT provides the proposed list of projects as well as the list of declined projects and President's Cabinet provides feedback to determine if changes need to be made.

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Publish the Plan And Continually Update Plan Details

IT Publishes the plan (Executive Summary and Project Details) and updates the plan details throughout the year.