

## Sample OCM Project Schedule

ID	Task Name	% Complete	Duration	Start	Finish	4/15			4/22			May 4/29		
1	<b>Sample OCM PROJECT</b>	20%	418 days	Wed 5/2/12	Fri 12/6/13									
2	<b>PROJECT INITIATION AND MANAGEMENT</b>	99%	48 days	Mon 7/23/12	Wed 9/26/12									
3	<b>Create OCM Team</b>	99%	43 days	Mon 7/30/12	Wed 9/26/12									
4	Define OCM Team Organization	100%	10 days	Mon 7/30/12	Fri 8/10/12									
5	<b>Define Roles and Responsibilities</b>	100%	25 days	Mon 7/30/12	Fri 8/31/12									
6	OCM Sponsor	100%	12 days	Mon 7/30/12	Tue 8/14/12									
7	OCM Lead	100%	12 days	Mon 7/30/12	Tue 8/14/12									
8	Core Project Team	100%	12 days	Mon 7/30/12	Tue 8/14/12									
9	District Change Agents	100%	15 days	Mon 8/13/12	Fri 8/31/12									
10	<b>Identify Project Team Members</b>	100%	33 days	Mon 8/6/12	Wed 9/19/12									
11	Core Project Team	100%	8 days	Mon 8/6/12	Wed 8/15/12									
12	<b>District Change Agents</b>	100%	13 days	Mon 9/3/12	Wed 9/19/12									
13	Disseminate Org. Chart and Roles and Responsibilities to Implementation Managers	100%	1 day	Mon 9/3/12	Mon 9/3/12									
14	District Change Agent Identification	100%	6 days	Tue 9/4/12	Tue 9/11/12									
15	Compile District Change Agent Roster	100%	6 days	Wed 9/12/12	Wed 9/19/12									
16	<b>Conduct OCM Team Training</b>	67%	27 days	Tue 8/21/12	Wed 9/26/12									
17	Sponsor Training	100%	1 day	Tue 8/21/12	Tue 8/21/12									
18	Core Project Team	100%	1 day	Wed 8/29/12	Wed 8/29/12									
19	District Change Agents	0%	1 day	Wed 9/26/12	Wed 9/26/12									
20	<b>Project Management</b>	100%	15 days	Mon 7/23/12	Fri 8/10/12									
25	<b>STAKEHOLDER ANALYSIS (WHO IS IMPACTED BY CHANGE)</b>	49%	32 days	Fri 8/31/12	Mon 10/15/12									
26	<b>Identify Stakeholders (Who is Impacted By Change)</b>	49%	32 days	Fri 8/31/12	Mon 10/15/12									
27	<b>Develop Change Impact Matrix</b>	81%	16 days	Fri 8/31/12	Fri 9/21/12									
28	<b>Identify Processes Impacted By CMS</b>	90%	10 days	Fri 8/31/12	Thu 9/13/12									
29	Business Processes	90%	10 days	Fri 8/31/12	Thu 9/13/12									
30	Administrative Processes	90%	10 days	Fri 8/31/12	Thu 9/13/12									
31	Technical Processes	90%	10 days	Fri 8/31/12	Thu 9/13/12									
32	<b>Identify Stakeholder Groups Impacted by CMS</b>	75%	5 days	Fri 9/14/12	Thu 9/20/12									
33	HQ/Program Staff	75%	5 days	Fri 9/14/12	Thu 9/20/12									
34	District Staff	75%	5 days	Fri 9/14/12	Thu 9/20/12									
35	External Staff	75%	5 days	Fri 9/14/12	Thu 9/20/12									
36	Cross Reference Stakeholder/Process Impacts	0%	1 day	Fri 9/21/12	Fri 9/21/12									

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ID	Task Name	% Complete	Duration	Start	Finish	4/15			4/22			May 4/29		
37	Document Impacts on Change Impact Matrix	0%	1 day	Fri 9/21/12	Fri 9/21/12									
38	<b>Validate Change Impact Matrix</b>	<b>1%</b>	<b>16 days</b>	<b>Mon 9/24/12</b>	<b>Mon 10/15/12</b>									
39	<b>HQ/Programs</b>	<b>0%</b>	<b>9 days</b>	<b>Mon 9/24/12</b>	<b>Thu 10/4/12</b>									
40	Identify Impacted Organizations	0%	1 day	Mon 9/24/12	Mon 9/24/12									
41	Conduct Workshops to Validate Change Impact Matrix	0%	5 days	Tue 9/25/12	Mon 10/1/12									
42	Identify Specific Individuals In Each Stakeholder Group	0%	2 days	Tue 10/2/12	Wed 10/3/12									
43	Compile List of Impacted Stakeholders	0%	1 day	Thu 10/4/12	Thu 10/4/12									
44	<b>Disrtricts</b>	<b>0%</b>	<b>13 days</b>	<b>Thu 9/27/12</b>	<b>Mon 10/15/12</b>									
45	Identify Impacted Organizations	0%	1 day	Thu 9/27/12	Thu 9/27/12									
46	Conduct Workshops to Validate Change Impact Matrix	0%	7 days	Tue 10/2/12	Wed 10/10/12									
47	Identify Specific Individuals In Each Stakeholder Group	0%	2 days	Thu 10/11/12	Fri 10/12/12									
48	Compile List of Impacted Stakeholders	0%	1 day	Mon 10/15/12	Mon 10/15/12									
49	<b>External Organizations</b>	<b>2%</b>	<b>9 days</b>	<b>Mon 9/24/12</b>	<b>Thu 10/4/12</b>									
50	Identify Impacted Organizations	20%	1 day	Mon 9/24/12	Mon 9/24/12									
51	Conduct Workshops to Validate Change Impact Matrix	0%	5 days	Tue 9/25/12	Mon 10/1/12									
52	Identify Specific Individuals In Each Stakeholder Group	0%	2 days	Tue 10/2/12	Wed 10/3/12									
53	Compile List of Impacted Stakeholders	0%	1 day	Thu 10/4/12	Thu 10/4/12									
54	Compile Master List of Impacted Stakeholders	0%	3 days	Fri 10/5/12	Tue 10/9/12									
55	<b>COMMUNICATION PLAN</b>	<b>0%</b>	<b>219 days</b>	<b>Wed 5/2/12</b>	<b>Mon 3/4/13</b>									
56	<b>Develop Communication Plan DED</b>	<b>0%</b>	<b>6 days</b>	<b>Wed 9/26/12</b>	<b>Wed 10/3/12</b>									
61	<b>Develop Communication Plan</b>	<b>0%</b>	<b>219 days</b>	<b>Wed 5/2/12</b>	<b>Mon 3/4/13</b>									
88	<b>ORGANIZATIONAL CHANGE MANAGEMENT PLAN</b>	<b>0%</b>	<b>36 days</b>	<b>Fri 10/19/12</b>	<b>Fri 12/7/12</b>									
89	<b>Develop Organizational Change Management Plan DED</b>	<b>0%</b>	<b>11 days</b>	<b>Fri 10/19/12</b>	<b>Fri 11/2/12</b>									
94	<b>Develop Organizational Change Management Plan</b>	<b>0%</b>	<b>26 days</b>	<b>Fri 11/2/12</b>	<b>Fri 12/7/12</b>									
101	<b>ORGANIZATIONAL READINESS AND IMPACT ASSESSMENT</b>	<b>0%</b>	<b>66 days</b>	<b>Mon 12/10/12</b>	<b>Mon 3/11/13</b>									
102	<b>Analyze As-Is and To-Be Business Processes (What Are the Changes?)</b>	<b>0%</b>	<b>44 days</b>	<b>Mon 12/10/12</b>	<b>Thu 2/7/13</b>									
103	Review Processes on Change Impact Matrix	0%	3 days	Mon 12/10/12	Wed 12/12/12									
104	Analze As-Is and To-Be Business Processes	0%	5 days	Mon 12/10/12	Fri 12/14/12									
105	<b>Identify and Document Critical Process Changes</b>	<b>0%</b>	<b>10 days</b>	<b>Mon 12/17/12</b>	<b>Fri 12/28/12</b>									
106	Business Process Changes	0%	10 days	Mon 12/17/12	Fri 12/28/12									
107	Technical Changes	0%	10 days	Mon 12/17/12	Fri 12/28/12									
108	Administrative Process Changes	0%	10 days	Mon 12/17/12	Fri 12/28/12									

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ID	Task Name	% Complete	Duration	Start	Finish	4/15			4/22			May 4/29								
109	Cross Reference Process Changes to Stakeholder Groups	0%	10 days	Mon 12/17/12	Fri 12/28/12															
110	<b>Conduct Stakeholder Impact Analysis</b>	<b>0%</b>	<b>11 days</b>	<b>Mon 12/31/12</b>	<b>Mon 1/14/13</b>															
111	Compile List of Process Changes and Impacts By Stakeholder Groups	0%	3 days	Mon 12/31/12	Wed 1/2/13															
112	Analyze Key Impacts to Stakeholder Groups	0%	5 days	Thu 1/3/13	Wed 1/9/13															
113	Identify Gaps and Issues Impacting the Transition	0%	3 days	Thu 1/10/13	Mon 1/14/13															
114	<b>District and Program Validation of Impact Analysis</b>	<b>0%</b>	<b>18 days</b>	<b>Tue 1/15/13</b>	<b>Thu 2/7/13</b>															
115	Present Impact Analysis to Change Agents	0%	3 days	Tue 1/15/13	Thu 1/17/13															
116	Conduct Stakeholder Impact Analysis Validation Workshops with Districts and Programs	0%	5 days	Fri 1/18/13	Thu 1/24/13															
117	Develop Customized Impact Analysis for Each District / Program	0%	5 days	Fri 1/25/13	Thu 1/31/13															
118	Compile Impact Analyses for Each District / Program	0%	5 days	Fri 2/1/13	Thu 2/7/13															
119	<b>Develop Organizational Readiness and Impact Assessment Report</b>	<b>0%</b>	<b>32 days</b>	<b>Fri 1/25/13</b>	<b>Mon 3/11/13</b>															
120	<b>Develop Stakeholder Impact Assessment DED</b>	<b>0%</b>	<b>11 days</b>	<b>Fri 1/25/13</b>	<b>Fri 2/8/13</b>															
121	Develop Organizational Readiness and Impact Assessment DED	0%	3 days	Fri 1/25/13	Tue 1/29/13															
122	Caltrans DED Review	0%	5 days	Wed 1/30/13	Tue 2/5/13															
123	Finalize DED	0%	2 days	Wed 2/6/13	Thu 2/7/13															
124	Submit DED for Final Approval	0%	1 day	Fri 2/8/13	Fri 2/8/13															
125	<b>Develop Organizational Readiness and Impact Assessment Report</b>	<b>0%</b>	<b>22 days</b>	<b>Fri 2/8/13</b>	<b>Mon 3/11/13</b>															
126	Develop Draft Organizational Impact Assessment Report	0%	10 days	Fri 2/8/13	Thu 2/21/13															
127	Conduct Walkthroughs of Organizational Impact Assessment Report	0%	2 days	Fri 2/22/13	Mon 2/25/13															
128	Caltrans Review of Draft Organizational Impact Assessment Report	0%	5 days	Tue 2/26/13	Mon 3/4/13															
129	Finalize Organizational Impact Assessment Report	0%	5 days	Tue 3/5/13	Mon 3/11/13															
130	<i>Deliverable: Organizational Readiness and Impact Assessment Report</i>	<i>0%</i>	<i>0 days</i>	<i>Mon 3/11/13</i>	<i>Mon 3/11/13</i>															
131	<b>TRANSITION PLAN</b>	<b>0%</b>	<b>34 days</b>	<b>Tue 3/12/13</b>	<b>Fri 4/26/13</b>															
132	<b>Define Stakeholder Transition Strategy</b>	<b>0%</b>	<b>18 days</b>	<b>Tue 3/12/13</b>	<b>Thu 4/4/13</b>															
133	<b>Review Organizational Readiness and Impact Assessment Report</b>	<b>0%</b>	<b>5 days</b>	<b>Tue 3/12/13</b>	<b>Mon 3/18/13</b>															
134	Identify Sources of Issues and Resistance	0%	5 days	Tue 3/12/13	Mon 3/18/13															
135	Identify Mitigation Strategies	0%	5 days	Tue 3/12/13	Mon 3/18/13															
136	<b>Develop District and Program Validation of Transition Strategy</b>	<b>0%</b>	<b>13 days</b>	<b>Tue 3/19/13</b>	<b>Thu 4/4/13</b>															
137	Present Transition Strategy to Change Agents	0%	1 day	Tue 3/19/13	Tue 3/19/13															
138	Conduct Transition Strategy Workshops with Districts and Programs	0%	7 days	Wed 3/20/13	Thu 3/28/13															
139	Develop Customized Transition Strategies for Each District / Program	0%	3 days	Fri 3/29/13	Tue 4/2/13															
140	Compile Transition Strategies for Each District / Program	0%	2 days	Wed 4/3/13	Thu 4/4/13															

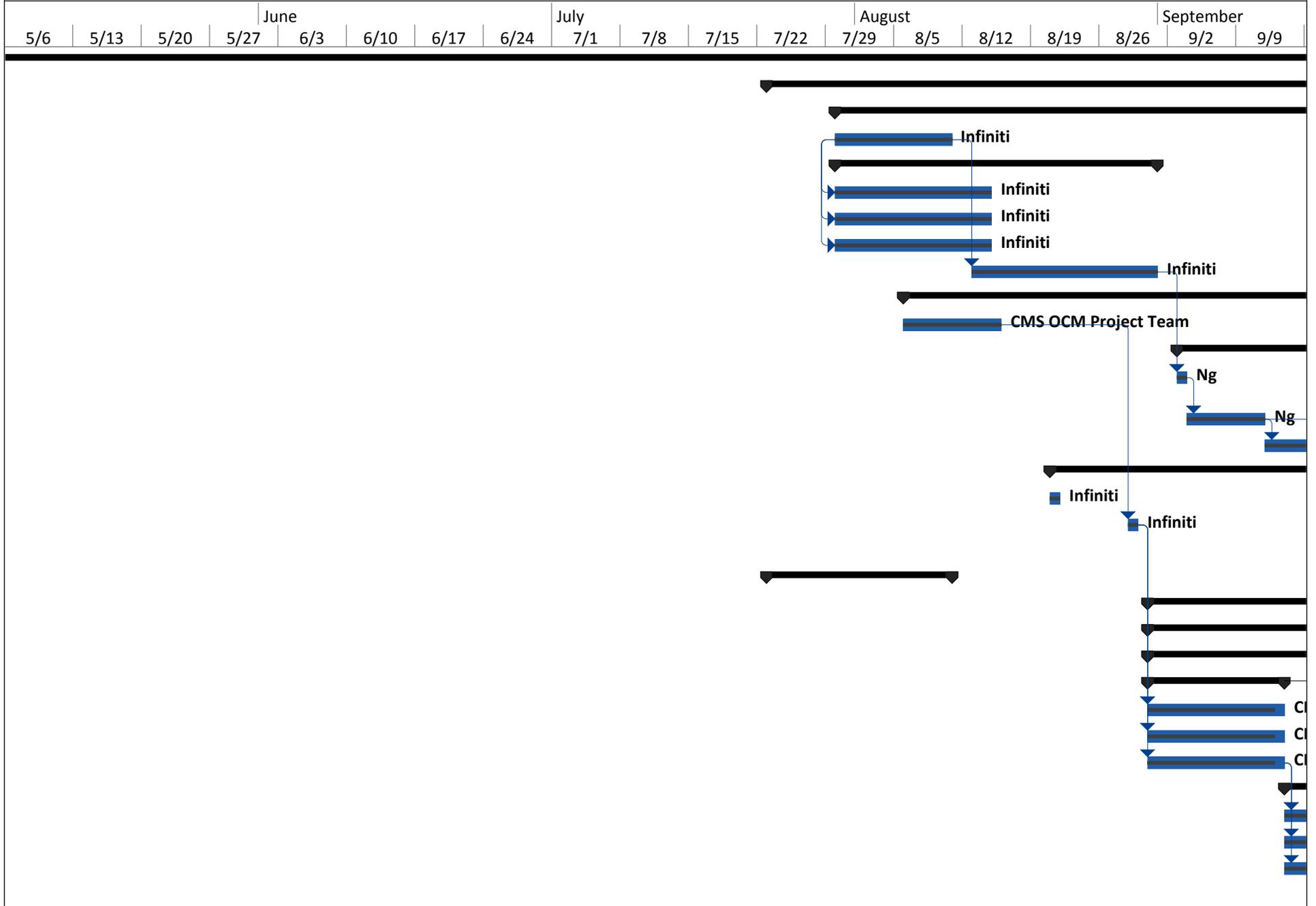
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ID	Task Name	% Complete	Duration	Start	Finish	4/15			4/22			May 4/29			
141	<b>Define Organizational Transition Strategy</b>	0%	21 days	Tue 3/12/13	Tue 4/9/13										
142	Review Organizational Readiness and Impact Assessment Report	0%	1 day	Tue 3/12/13	Tue 3/12/13										
143	<b>Assess Impact of Transition of change on Organization, Culture, Workload, Divisions, and Programs</b>	0%	5 days	Wed 3/13/13	Tue 3/19/13										
144	Identify Issues	0%	5 days	Wed 3/13/13	Tue 3/19/13										
145	Identify Mitigation Strategies	0%	5 days	Wed 3/13/13	Tue 3/19/13										
146	<b>District and Program Validation of Transition Strategy</b>	0%	15 days	Wed 3/20/13	Tue 4/9/13										
147	Present Transition Strategy to Change Agents	0%	5 days	Wed 3/20/13	Tue 3/26/13										
148	Conduct Transition Strategy Workshops with Districts and Programs	0%	3 days	Wed 3/27/13	Fri 3/29/13										
149	Develop Customized Transition Strategies for Each District / Program	0%	5 days	Mon 4/1/13	Fri 4/5/13										
150	Compile Transition Strategies for Each District / Program	0%	2 days	Mon 4/8/13	Tue 4/9/13										
151	<b>Develop Transition Plan DED</b>	0%	11 days	Mon 3/25/13	Mon 4/8/13										
156	<b>Develop Transition Plan</b>	0%	22 days	Thu 3/28/13	Fri 4/26/13										
157	Review Impact Assessment Mitigation Strategies	0%	2 days	Thu 3/28/13	Fri 3/29/13										
158	Determine Mitigation Strategy Tasks, Timeframes, and Resource Requirements	0%	5 days	Mon 4/1/13	Fri 4/5/13										
159	Develop Draft Transition Plan	0%	5 days	Mon 4/8/13	Fri 4/12/13										
160	Caltrans Review of Draft Transition Plan	0%	5 days	Mon 4/15/13	Fri 4/19/13										
161	Finalize Transition Plan	0%	5 days	Mon 4/22/13	Fri 4/26/13										
162	<i>Deliverable: Transition Plan</i>	0%	0 days	Fri 4/26/13	Fri 4/26/13										
163	<b>TRANSITION PLAN EXECUTION, MENTORING, AND KNOWLEDGE TRANSFER</b>	0%	160 days	Mon 4/29/13	Fri 12/6/13										
164	Execute Transition Plan	0%	160 days	Mon 4/29/13	Fri 12/6/13										
165	<b>FINAL READINESS ASSESSMENT REPORT</b>	0%	77 days	Thu 5/2/13	Fri 8/16/13										
166	<b>Develop Final Report DED</b>	0%	16 days	Thu 5/2/13	Thu 5/23/13										
171	<b>Develop Readiness Checklists</b>	0%	20 days	Tue 5/7/13	Mon 6/3/13										
172	Develop Draft Readiness Assessment Checklists	0%	8 days	Tue 5/7/13	Thu 5/16/13										
173	Caltrans Review of Draft Readiness Assessment Checklists	0%	10 days	Fri 5/17/13	Thu 5/30/13										
174	Finalize Readiness Assessment Checklists	0%	2 days	Fri 5/31/13	Mon 6/3/13										
175	<b>Conduct Readiness Assessments</b>	0%	14 days	Tue 6/4/13	Fri 6/21/13										
176	Organization/Culture	0%	2 days	Tue 6/4/13	Wed 6/5/13										
177	Leadership/Sponsorship	0%	2 days	Thu 6/6/13	Fri 6/7/13										
178	Business Process Changes	0%	2 days	Mon 6/10/13	Tue 6/11/13										
179	Training	0%	2 days	Wed 6/12/13	Thu 6/13/13										

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ID	Task Name	% Complete	Duration	Start	Finish	May		
						4/15	4/22	4/29
180	Communication	0%	2 days	Fri 6/14/13	Mon 6/17/13			
181	Employee Capability and Commitment	0%	2 days	Tue 6/18/13	Wed 6/19/13			
182	On-Going System Maintenance and Operations	0%	2 days	Thu 6/20/13	Fri 6/21/13			
183	<b>Document Readiness Assessment Results</b>	<b>0%</b>	<b>18 days</b>	<b>Mon 6/24/13</b>	<b>Wed 7/17/13</b>			
187	<b>Develop Final Readiness Report</b>	<b>0%</b>	<b>25 days</b>	<b>Mon 7/15/13</b>	<b>Fri 8/16/13</b>			

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June				July				August				September						
5/6	5/13	5/20	5/27	6/3	6/10	6/17	6/24	7/1	7/8	7/15	7/22	7/29	8/5	8/12	8/19	8/26	9/2	9/9

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				June				July				August				September		
5/6	5/13	5/20	5/27	6/3	6/10	6/17	6/24	7/1	7/8	7/15	7/22	7/29	8/5	8/12	8/19	8/26	9/2	9/9

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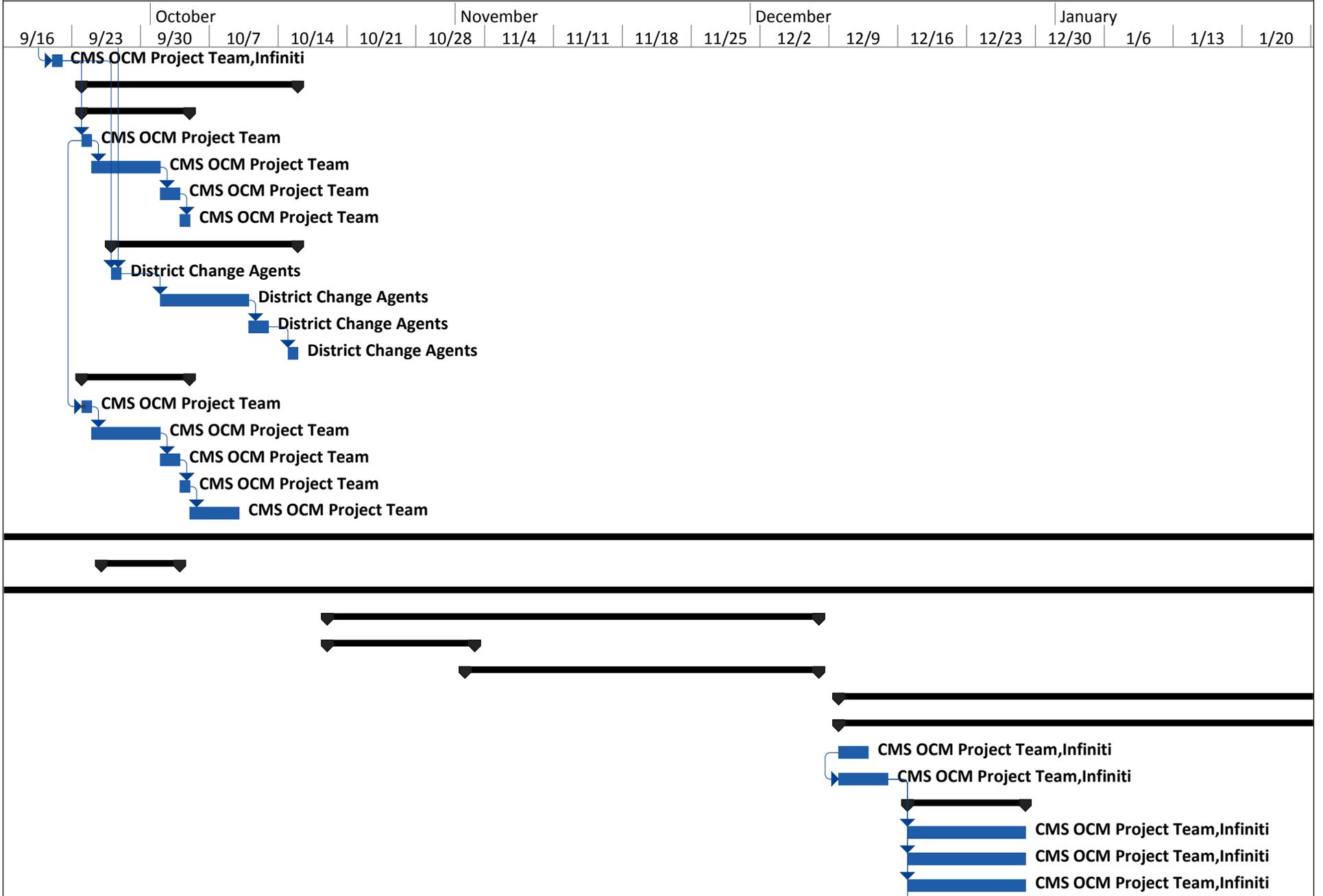
June				July				August				September						
5/6	5/13	5/20	5/27	6/3	6/10	6/17	6/24	7/1	7/8	7/15	7/22	7/29	8/5	8/12	8/19	8/26	9/2	9/9

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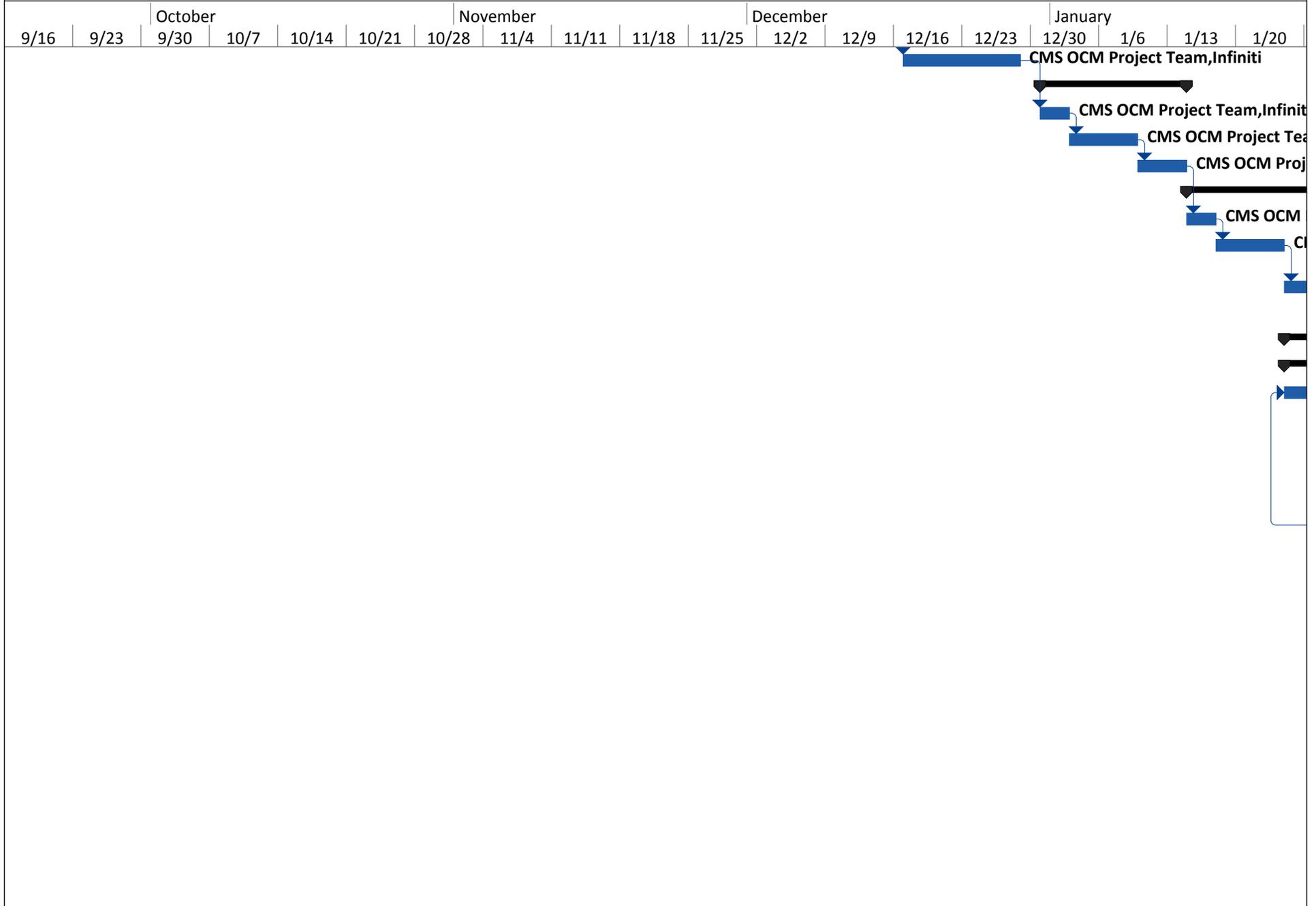
June				July				August				September						
5/6	5/13	5/20	5/27	6/3	6/10	6/17	6/24	7/1	7/8	7/15	7/22	7/29	8/5	8/12	8/19	8/26	9/2	9/9



# Sample OCM Project Schedule



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## Sample OCM Project Schedule

		October					November					December				January		
9/16	9/23	9/30	10/7	10/14	10/21	10/28	11/4	11/11	11/18	11/25	12/2	12/9	12/16	12/23	12/30	1/6	1/13	1/20

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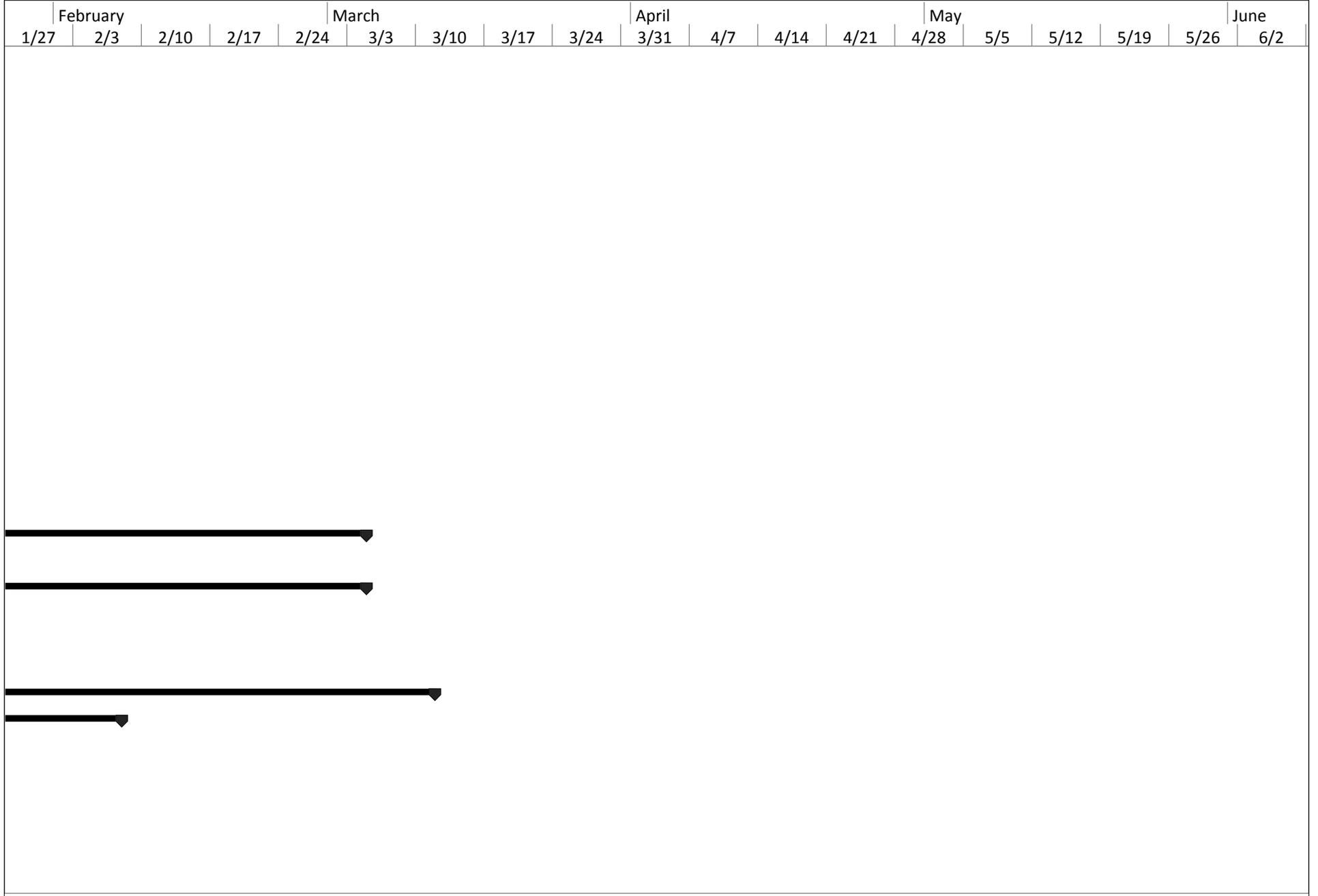
		October					November					December				January		
9/16	9/23	9/30	10/7	10/14	10/21	10/28	11/4	11/11	11/18	11/25	12/2	12/9	12/16	12/23	12/30	1/6	1/13	1/20

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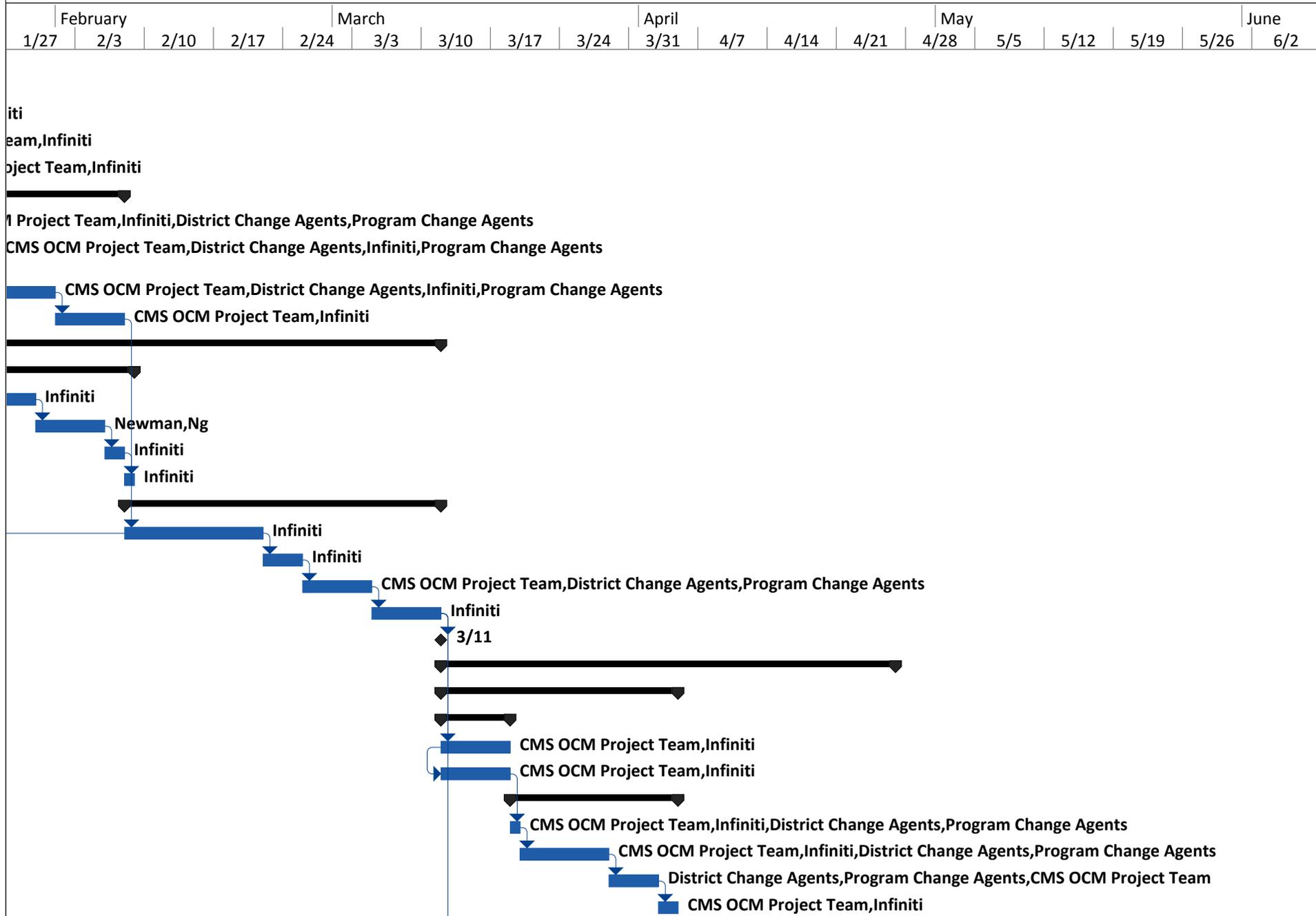
February				March				April				May				June		
1/27	2/3	2/10	2/17	2/24	3/3	3/10	3/17	3/24	3/31	4/7	4/14	4/21	4/28	5/5	5/12	5/19	5/26	6/2

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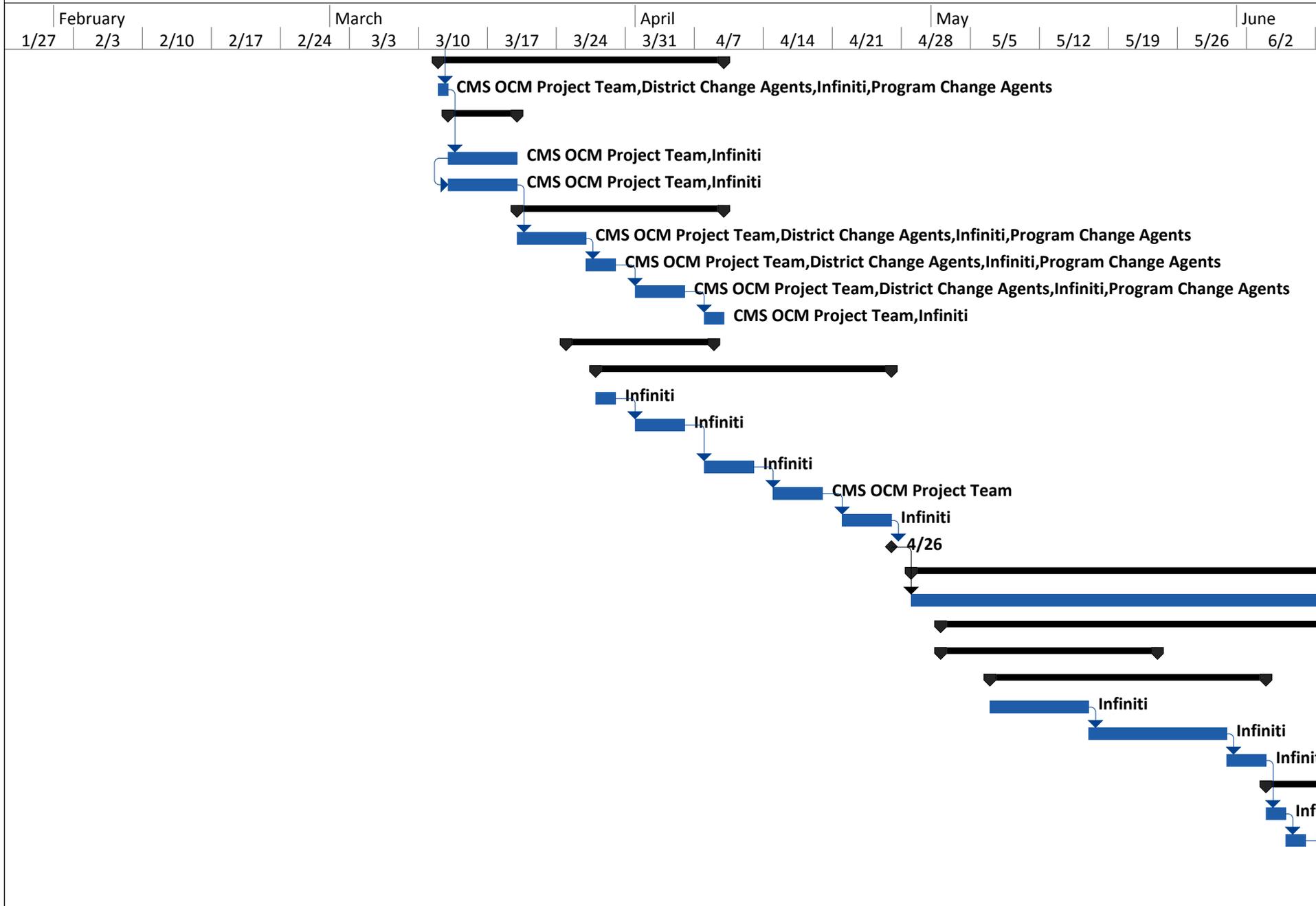
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February				March				April				May				June		
1/27	2/3	2/10	2/17	2/24	3/3	3/10	3/17	3/24	3/31	4/7	4/14	4/21	4/28	5/5	5/12	5/19	5/26	6/2

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6/9			July				August					September				October		
6/9	6/16	6/23	6/30	7/7	7/14	7/21	7/28	8/4	8/11	8/18	8/25	9/1	9/8	9/15	9/22	9/29	10/6	10/13

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6/9			July				August					September				October		
6/9	6/16	6/23	6/30	7/7	7/14	7/21	7/28	8/4	8/11	8/18	8/25	9/1	9/8	9/15	9/22	9/29	10/6	10/13

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6/9			July				August					September				October		
6/9	6/16	6/23	6/30	7/7	7/14	7/21	7/28	8/4	8/11	8/18	8/25	9/1	9/8	9/15	9/22	9/29	10/6	10/13

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June			July				August					September				October		
6/9	6/16	6/23	6/30	7/7	7/14	7/21	7/28	8/4	8/11	8/18	8/25	9/1	9/8	9/15	9/22	9/29	10/6	10/13



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November						December				January				February				N	
10/20	10/27	11/3	11/10	11/17	11/24	12/1	12/8	12/15	12/22	12/29	1/5	1/12	1/19	1/26	2/2	2/9	2/16	2/23	

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November		December				January				February				N					
10/20	10/27	11/3	11/10	11/17	11/24	12/1	12/8	12/15	12/22	12/29	1/5	1/12	1/19	1/26	2/2	2/9	2/16	2/23	

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November			December				January					February				N			
10/20	10/27	11/3	11/10	11/17	11/24	12/1	12/8	12/15	12/22	12/29	1/5	1/12	1/19	1/26	2/2	2/9	2/16	2/23	

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November		December					January					February							
10/20	10/27	11/3	11/10	11/17	11/24	12/1	12/8	12/15	12/22	12/29	1/5	1/12	1/19	1/26	2/2	2/9	2/16	2/23	
						<p><b>CMS OCM Project Team, District Change Agents, Infiniti, Program Change Agents</b></p>													

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November		December				January				February				M						
10/20	10/27	11/3	11/10	11/17	11/24	12/1	12/8	12/15	12/22	12/29	1/5	1/12	1/19	1/26	2/2	2/9	2/16	2/23		