**Purpose Statement**

The 360 Degree Project Impact Assessment is a tool designed to assist a project manager with implementing the correct governance structure and minimize adverse impacts at the beginning of a project.

**Instructions**

This impact assessment should be completed for highly visible projects which meet the following criteria:

1. Will impact more than 50 percent of agency employees (or all enterprise employees) OR

2. Will be politically or publically sensitive OR

3. Will cost more than $250,000 to implement

For Information Technology projects, this impact assessment is used as an input to complete a formal project charter to assist in identifying all major areas which will be impacted by the project. Further the impact assessment occurs during the pre-initiation phase of the Enterprise Project Management Methodology. The pre-initiation phase is a very early phase in the project lifecycle in which an idea or initiative begins the process to become a formal project.

Listed below is a process flow and a brief description reflecting the steps included as part of the 360 impact assessment.

1. The project manager is assigned and the objective is to meet with each business area listed below to discuss the project and determine if there is any impact to their respective areas.

2. The project manager drafts a pre-charter for the project.

Continuous

Improvement

3. These 360 Degree Project Impact Assessment instructions and the pre-charter are provided to the business area prior to a meeting request to assist with providing background information in preparation for the meeting. Further the project manager requests the meeting.

4. The project manager meets with each bureau (business area). The Director of each bureau should then acknowledge whether or not

there is an impact. The project manager and business area should also decide if a Subject Matter Expert (SME) should be assigned as a resource to the project. The SME should be consulted when key decisions regarding the SME’s respective discipline are being made.

After all meetings are completed, the project manager uses the results of the impact assessment to develop the final project charter (if appropriate), document them in the Communications Impacts Matrix (Attachment A) and determine which areas should be represented on the project’s governance structure. 5. If a working project team is already established, impacts can be addressed and implemented through this team. 6. Additionally, the Communications Impacts Matrix is used to track status of the impacts and the project manager documents the review date with the project team. 7. Further, the project manager closes any gaps and calculates the overall total number of impacts for the project using the Communications Impacts Matrix. 8. Results of the Communications Impacts Matrix are then submitted to the Sponsor of the project and The Project Management Office.

| **Business Area** | **Point of Contact** |
| --- | --- |
| **Human Resources** |  |
| **Labor Relations** |  |
| **EEO/Accessibility** |  |
| **Record Management / RTK** |  |
| **Training** |  |
| **Legal** |  |
| **Security** |  |
| **Employee Desktops / Phones / Help Desk** |  |
| **Communications/Press** |  |
| **Procurement** |  |
| **Enterprise Services & Solutions** |  |
| **Legislative Office** |  |
| **IT Policy / Project Management** |  |
| **Continuity of Operations** |  |
| **GIS** |  |
| **Server Infrastructure** |  |
| **Innovation and iTeam** |  |
| **CIO Office** |  |

Attachment A

