DOIS National Deployment Roadmap

Weeks / Phase: -21 -20 -19 -18 -17 -16 -15 -14 -13 -12 -11 -10 -9 -8 -7 -6 -5 -4 -3 -2 -1 x +1 +2 +3 +4 +5 +6 +7 +8 +9 +10 +11

Deployment Organization & Preparation

DADT Organization [2.1]
Activities: Area VP Introduction Meeting, DOIS Area Champion Selection, DOIS Area Coordinator Selection, DOIS PMO/Area Meeting, DOIS Area Introduction Meeting
Audience: DOIS PMO, AVP, DOIS Area Champion, DOIS Area Coordinator, Area Management

DOIS District Deployment Team Organization [2.2]
Activities: DOIS District Champion Selection, DOIS District Coordinator Selection, DOIS District Deployment Team Selection, DOIS PMO/District Meeting, DOIS District Introduction Meeting
Audience: DOIS PMO, DM, DDC, DOIS District Champion, DOIS District Coordinator, District Management

Deployment Preparation Activities [2.3]
Activities: Delivery Unit Facility Information and System Setup, Program Integration (AOI Management, DUC Management, Timekeeping Practices, Other Initiatives), Data Preparation, Readiness Assessment Scheduling and Notification, District Progress/Status Reporting, Financial Tracking, Decision Making on Key Issues (Data Preparation Issues, DOIS Profiles), Communication Planning, Keys to Success
Audience: DAC, DDC, DTL

Training Preparation Activities [2.4]
Activities: National Deployment Training Scheduling and Notification, DOIS Deployment Team Training Phase 1 Training Facility Preparation, DOIS Deployment Team Training Phase 1 Scheduling and Notification, DOIS Deployment Team Training Phase 2 Training Facility Preparation, DOIS Deployment Team Training Phase 2 Scheduling and Notification
Audience: DTL, DAC, DDC

DOIS National Deployment Training [2.5]
Activities: Attend Training Courses (DOIS for End Users, DOIS for Managers, DOIS for Site Activators, DOIS for Facilitators), DOIS Deployment Planning Session
Audience: DOIS PMO, DAC, DDC, DTL

Readiness

DOIS Activation Scheduling [3.1]
Activities: Schedule Site Activations
Audience: DDC

DDT Training Phase 1 [3.2]
Activities: Training Courses (DOIS for End Users, DOIS for Managers, DOIS for Site Activators, DOIS for Facilitators)
Audience: DTL, DAL, DF, DUC Coordinator

Readiness Assessments [3.3]
Activities: Install DOIS, Complete Readiness Assessment Process
Audience: DDC, DAL, DUC Coordinator

Assessment Analysis [3.4]
Activities: Create Assessment Analysis Report, Create Action Plan, Communicate Actions to the Field
Audience: DDC, DAL

Deployment Planning and Management [3.5]
Activities: Data Organization, Review Activation Schedule, Schedule Participants for DOIS for End Users and DOIS for Managers, Notify Sites (Activation,Training and Data Verification Dates, and Site-Specific Issues), Coordinate Efforts with District Staff Groups, Activate Timekeeping Data Sites, Track Action Items
Audience: DDC, DTL, DAL

Training and Deployment Execution

DDT Training Phase 2 [4.1]
Activities: Training Courses (DOIS for End Users, DOIS for Managers, DOIS for Site Activators)
Audience: DF, DSA, Pilot Site Supervisors/Managers

Pilot Activation [4.2]
Activities: Data Preparation, Site Activation, Site Support, Best Business Practice Review
Audience: DAC, DAL, DSA

Data Preparation Activities [4.3]
Activities: Data Translation and Data Entry
Audience: DAL, DSA

Data Verification Activities [4.3]

DOIS for End Users and DOIS for Managers [4.4]
Activities: Training Courses (DOIS for End Users, DOIS for Managers)
Audience: DTL, DF

Site Activations [4.5]
Activities: DOIS Installation/Cutover, Site Support
Audience: DAL, DSA

Best Business Practice Review [4.7]
Activities: Delivery Unit Best Business Practice Review
Audience: DSA

Abbreviations

- **DOIS PMO** - Project Management Office
- **AVP** - Area Vice President
- **DADT** - DOIS Area Deployment Team
- **DDT** - DOIS Deployment Team
- **DAC** - DOIS Area Coordinator
- **DM** - District Manager
- **DDC** - DOIS District Coordinator
- **DTL** - DOIS Training Lead
- **DAL** - DOIS Activation Lead
- **DF** - DOIS Facilitator
- **DSA** - DOIS Site Activator

DOIS Transition

Transition Activities [5.1]
Activities: Create DOIS Transition Plan, Transition Responsibilities to Local Resources (System Administrator, Functional Expert, Route Inspection Expert, Deployment Expert)
Audience: DDC, DUC Coordinator

Ongoing Activities [5.2],[5.3] ,[5.4]
Activities: Activities to Promote Ongoing Sponsorship, Support, and Training for DOIS
Audience: DDC, DUC Coordinator, DOIS District Champion, DTL

Route Training [5.5]
Activities: Training Courses (DOIS for Route Inspectors)
Audience: DTL, DOIS District Champion

* Weeks begin on a Saturday
* Numbers in [ ] correspond to sections in the DOIS Deployment Management Guide.