Roadmap Introduction

This document provides recommendations for the few most critical data projects we should undertake in the next 12-18 months, and details about each of these projects so we can approach them thoughtfully.

For each project, this roadmap outlines why the project matters, success criteria for completing the project, an estimated time commitment for the project, an estimated duration and critical steps to complete the project, and an outline of stakeholders to engage using the Responsible, Accountable, Consulted, and Informed (RACI) framework.

In addition to the project-specific details, when tackling any of these projects, keep in mind the following tips for project management:

Plan in Advance: Each project on this roadmap includes an expected duration and time commitment for stakeholders involved. While your actual experience will probably vary from this, we will use this information to plan meetings and time for stakeholders to engage in the work.

Designate a Project Lead: Each of these projects is collaborative, with power shared across our team. However, there should be one person serving in a "Project Lead" role for each project. This is the person identified as "responsible" in the RACI matrix. This person is responsible for preparing agendas for meetings, completing key tasks (or following up with others to complete tasks) in between meetings, and taking responsibility for making progress on the project despite the many other things going on across the organization.

Progress over Perfection: Each project is laid out intentionally, and the sequence of projects in this roadmap is intentional. However, not every step needs to be perfect. Avoid getting bogged down in endless hours of research or rounds of revisions on drafts - rather, create something and learn from experience.

Celebrate Wins: It's easy to complete a project and rush to the next task, especially when things take longer than expected. Be sure to celebrate completing each of the roadmap items - completing every one of these is an important achievement!

#1: Project Name

Description of Project: [1 sentence. The purpose of this sentence is to help your team understand what you mean by the project in a succinct way.]

Why it matters: [1 - 3 sentences describing what the meaningful outcomes would be for our organization if we can successfully complete this project. The purpose of this is to remind your team of why the project is worthy of their time and attention.]

Success Criteria: We will know we have successfully completed this project if… [2-5 markers of successful completion for the project. These are typically project outputs, like completing a particular document or a major milestone. The purpose of this section is to make it clear when the project is finished.]

- Milestone A
- Milestone B
- Milestone C

Estimated Time Commitment: [1-2 sentences estimating the amount of time each person involved in the project will need to commit. This is typically expressed in a range, and might vary between the project leader and other people engaged. The purpose of this is to help you and your team consider "do we have the capacity to take on this project right now?']

Estimated Project Duration + Key Phases: [1 sentence about the overall duration in weeks or months, and then key steps or phases of the project outlined in bullet points. The purpose of this is to help your team begin to break the overall objective down into smaller parts, and begin to think about when you can complete each of those parts.]

Stakeholders to Engage: [Complete the grid below. The purpose of this is to clarify roles and responsibilities for this particular project, and encourage equitable power-sharing.]

Responsible	Accountable	Consulted	Informed
The person who is responsible for doing the work. Typically this person has flexibility to make many decisions about the project's direction and form.	The person accountable for making sure the project gets finished, and for making critical project decisions. Ideally this is 1 person.	People who should be able to voice opinions about the project. They typically are not making decisions, but may have veto power if they feel the project is off track.	People who should know the project is happening and what progress is being made.

#2: Project Name

Description of Project: [1 sentence. The purpose of this sentence is to help your team understand what you mean by the project in a succinct way.]

Why it matters: [1 - 3 sentences describing what the meaningful outcomes would be for our organization if we can successfully complete this project. The purpose of this is to remind your team of why the project is worthy of their time and attention.]

Success Criteria: We will know we have successfully completed this project if... [2-5 markers of successful completion for the project. These are typically project outputs, like completing a particular document or a major milestone. The purpose of this section is to make it clear when the project is finished.]

- Milestone A
- Milestone B
- Milestone C

Estimated Time Commitment: [1-2 sentences estimating the amount of time each person involved in the project will need to commit. This is typically expressed in a range, and might vary between the project leader and other people engaged. The purpose of this is to help you and your team consider "do we have the capacity to take on this project right now?']

Estimated Project Duration + Key Phases: [1 sentence about the overall duration in weeks or months, and then key steps or phases of the project outlined in bullet points. The purpose of this is to help your team begin to break the overall objective down into smaller parts, and begin to think about when you can complete each of those parts.]

Stakeholders to Engage: [Complete the grid below. The purpose of this is to clarify roles and responsibilities for this particular project, and encourage equitable power-sharing.]

Responsible	Accountable	Consulted	Informed
The person who is responsible for doing the work. Typically this person has flexibility to make many decisions about the project's direction and form.	The person accountable for making sure the project gets finished, and for making critical project decisions. Ideally this is 1 person.	People who should be able to voice opinions about the project. They typically are not making decisions, but may have veto power if they feel the project is off track.	People who should know the project is happening and what progress is being made.

#3: Project Name

<u>Description of Project:</u> [1 sentence. The purpose of this sentence is to help your team understand what you mean by the project in a succinct way.]

<u>Why it matters:</u> [1 - 3 sentences describing what the meaningful outcomes would be for our organization if we can successfully complete this project. The purpose of this is to remind your team of why the project is worthy of their time and attention.]

<u>Success Criteria:</u> We will know we have successfully completed this project if... [2-5 markers of successful completion for the project. These are typically project outputs, like completing a particular document or a major milestone. The purpose of this section is to make it clear when the project is finished.]

- Milestone A
- Milestone B
- Milestone C

<u>Estimated Time Commitment:</u> [1-2 sentences estimating the amount of time each person involved in the project will need to commit. This is typically expressed in a range, and might vary between the project leader and other people engaged. The purpose of this is to help you and your team consider "do we have the capacity to take on this project right now?']

<u>Estimated Project Duration + Key Phases:</u> [1 sentence about the overall duration in weeks or months, and then key steps or phases of the project outlined in bullet points. The purpose of this is to help your team begin to break the overall objective down into smaller parts, and begin to think about when you can complete each of those parts.]

<u>Stakeholders to Engage:</u> [Complete the grid below. The purpose of this is to clarify roles and responsibilities for this particular project, and encourage equitable power-sharing.]

Responsible	Accountable	Consulted	Informed
The person who is responsible for doing the work. Typically this person has flexibility to make many decisions about the project's direction and form.	The person accountable for making sure the project gets finished, and for making critical project decisions. Ideally this is 1 person.	People who should be able to voice opinions about the project. They typically are not making decisions, but may have veto power if they feel the project is off track.	People who should know the project is happening and what progress is being made.