

Point People, Sifter, and Sifter Chair Responsibilities December 2011

Note: Point people represent the IT projects for their group. They can be existing business analysts or other staff with IT interest and experience. Together they join representatives from DoIT to become the sifters or evaluators of the department's IT projects to help determine the priority of projects and which ones should move forward.

Point People/Sifter Qualifications:

- Knowledge of program/group functions and processes
- Understands existing IT systems in program/group
- Has understanding and ability to communicate about IT
- Can assertively communicate and advocate for projects
- Possesses good time management
- Willing/ interested/ and invested in doing the work

Point People/Sifter Responsibilities:

- Evaluate ideas from group to determine if go into tracking system (whether a duplicate, system already exists, unreasonable request etc.)
- Enter IT idea into tracking system (if warranted)
- In conjunction with the idea proponent (originator), does the following:
 - Represents idea to sifters
 - Supports development of basic idea definition
 - Coordinates getting business analyst (BA) assistance when needed (obtains pooled BA time, buys BA time from another group, or acts as BA if possible)
 - Coordinates between DES and DoIT during project implementation
 - Assists in identifying an appropriate project manager or can act as the project manager

Chair of the Sifters Responsibilities:

- Organizes, schedules, sets the agenda for, and moderates the sifter meetings
- Updates IT project tracking system with status changes
- Serves on IT Steering Committee (as an existing or new member)
- Coordinates with DoIT on resource allocation and time estimates for proposed projects
- Prepares and presents list of prioritized IT projects to the IT Steering Committee and Senior Leadership team