Appendix A: Implementation and Planning

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A.1 What's in This Appendix

A.2 IDIS Implementation Planning

The following steps will help your organization as you prepare to implement IDIS:

- Fully plan your IDIS implementation

- Make management decisions that will allow you to operate as effectively as possible after implementation

- Document all IDIS start-up policies, procedures and processes

- Communicate IDIS start-up decisions to staff members, HUD CPD Field Office staff, subgrantees and other appropriate colleagues

There are both tactical and strategic aspects to planning for implementing a new system. Create a plan listing the tasks that need to be completed before going live. An IDIS Implementation Planning Task List is provided in the next section.

A.2.1 IDIS Implementation Planning Task List

Phase	Tasks, Person Assigned, Due Date, Task Status
Planning and Initiation	Define grants management goals and problems as they relate to IDIS support Interview staff members across organization(s) to determine needs Document users' business requirements, information and report needs, system controls, special problems, etc. Appoint an Implementation Manager, Liaison with Field Office and other team members, and clarify their roles Talk with other IDIS users about "Lessons Learned" during their IDIS implementation Use the sample to develop your own "IDIS Implementation Planning Task List" with tasks, persons responsible for executing tasks, due dates and task status Determine best time to "go live" given program year, staff workload, etc. Gain agreement on plan and review with Field Office staff Setup task status tracking mechanism and keep Field Office informed about progress People Assigned:_____ Due Date_____ Task Status_____
User Requirements:	Identify users and operations staff, their roles and access needs Identify Local Administrator and Notify HUD Assess training needs and arrange logistics Obtain *User Guides* [See Chapter 1, Subsection 1.7.5, *Need More Guides?*] Arrange training first for Local Administrator and Implementation Manager People Assigned:_____ Due Date:_____ Task Status:_____

System Requirements	Identify hardware, software and communications requirements [See Chapter 3, Section 3.2, "Operating Requirements"]
	Acquire hardware and software
	Install hardware, software and communications link
	Test hardware, software and communications
	Determine System Back-up Methods and Procedures
	Prepare System Disaster Recovery Procedures
	Identify Security Considerations and Implement Appropriate Controls
	People Assigned:_____
	Due Date:_____
	Task Status:_____
Design Specifications	Define impact of IDIS on other systems used by your organization(s)
	Determine structure of projects and activities [See Chapter 2, Section 2.2, "Creating IDIS Project and Activity Framework"]
	Delineate treatment of subgrantees
	Define information needs – who, what, where, when and how? [See Chapter 8, "IDIS Reporting"]
	Satisfy internal reporting needs – transaction processing, management, control, audit, etc.
	Facilitate development of Consolidated Plan/Action Plan
	People Assigned:_____
	Due Date:_____
	Task Status:_____

Business Process Changes	Determine new processes Document project/activity structure; and new processes, policies and procedures Establish method for distribution of up-to-date IDIS User Guides and other system tools People Assigned:_____ Due Date:_____ Task Status:_____
Transition	Gain access to system Train IDIS users People Assigned:_____ Due Date:_____ Task Status:_____
Implementation	Go live on IDIS Add plan years to system Add projects and activities to system People Assigned:_____ Due Date:_____ Task Status:_____

Post-Implementation Audit	Talk with users to assess effectiveness of implementation and resulting need for:
	Changes to IDIS structure and access rights
	Additional business process changes
	Clean-up of data
	Additional training
	People Assigned:_____
	Due Date:_____
	Task Status:_____

A.3 Major Management Decisions and Implementation Leadership

As one of the first steps in the start-up planning, you will need to address several questions:

- Who will be using IDIS?

Before implementing IDIS, evaluate your organizational structure, decide which staff members will use IDIS, and examine their roles and responsibilities. Also examine the role of each subgrantee and how that role will affect the system.

- How will users be involved in implementation?

Staff members should be encouraged to understand the overall grants management process and responsibilities and the day-to-day operations in all parts of the organization. They should be asked for their input on integrating IDIS into ongoing operations. Their understanding and active involvement in the implementation is one of the keys to achieving a smooth transition. They can be most useful in defining the relationship between projects and activities and determining what old data goes into IDIS.

- How much time will staff members need to devote to implementation?

In your estimate, allow enough time for staff to learn and implement the new system including new technology, procedures, and processes. If inadequate resources are devoted at the outset it will require considerably more resources later to clean up a poorly planned and executed start-up.

- How will projects and activities be structured**?**

Prior to setting up projects and activities, managers need to decide what overall project and activity structure will be used throughout IDIS. Once you define this structure, which impacts all system input and output, it should be in place for at least one program year. There are a variety of ways that jurisdictions can define the relationship between projects and activities depending upon their organizational structure, business practices and reporting needs. For more information see Chapter 2, Section 2.2, *Creating Project and Activity Framework.*