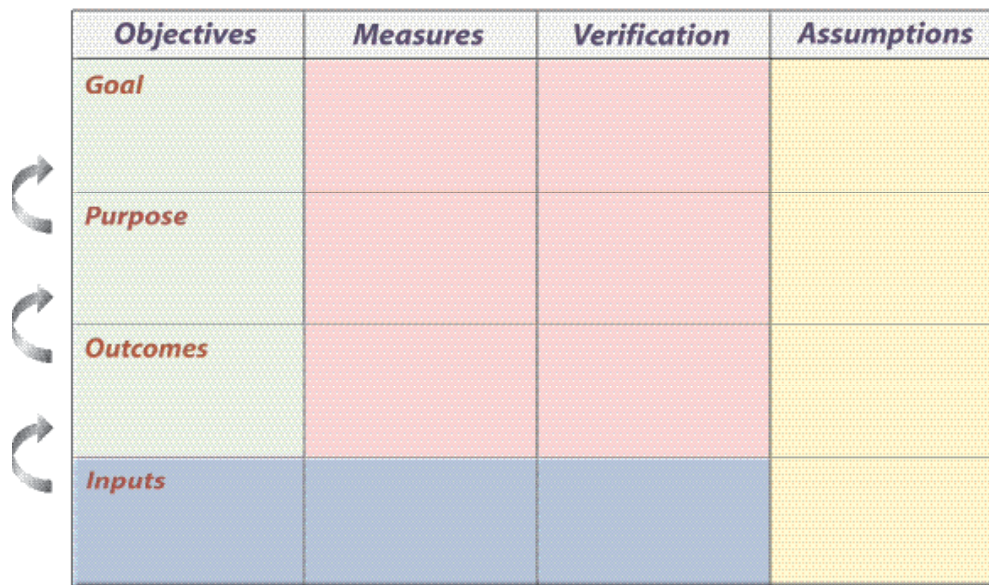


Project Plan for “GIS Team Networking/ Development”

(Los Alamos National Lab - Geographic Information Services)

Based on the Logical Framework Approach to Strategic Project Management



	<i>Objectives</i>	<i>Measures</i>	<i>Verification</i>	<i>Assumptions</i>
<i>Goal</i>				
<i>Purpose</i>				
<i>Outcomes</i>				
<i>Inputs</i>				





Adapted from: *Strategic Project Management Made Simple: Practical Tools for Leaders and Teams*

(Wiley, © 2009) by Terry Schmidt



www.ManagementPro.com

The “LogFrame,” a strategic and project planning and action tool, helps leaders and teams design sound projects by systematically answering the *Four Critical Strategic Questions*:

-  1. What are we trying to accomplish and why?
-  2. How will we measure success?
-  3. What other conditions must exist?
-  4. How do we get there?

The answers to these questions are embedded in the LogFrame cells, and the cells interact with each other in a dynamic fashion.

The LogFrame offers a flexible planning and execution framework that links project deliverable with strategic intent.

To learn more, review our 4-page Special Report “*Turn Strategy Into Action*,” free on our website.

GIS Team Networking/ Development (Los Alamos National Lab - Geographic Information Services)

The Los Alamos GIS team developed LogFrames for each of 7 strategies to improve organization effectiveness. These are described in chapter 4 of the book *Strategic Project Management Made Simple: Practical Tools for Leaders and Teams*.

GIS team members were dispersed to customer sites, and had little chance to see each other and learn from each other.

The LogFrame which follows was designed to improve team effectiveness through deliberate networking.

Logical Framework for GIS Team Networking/Development

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Objectives	Success Measures	Verification	Assumptions
<p>Goal: The GIS Team is the employer of choice for GIS professionals at LANL.</p>	<p>Goal Measures:</p> <ol style="list-style-type: none"> 1. Voluntary turnover figures less than lab average. 2. Increased # of applications for openings. 	<ol style="list-style-type: none"> 1. HR records. 2. HR Records. 	<p>Assumptions to reach Goal:</p> <ol style="list-style-type: none"> 1. We are the superior provider and we can convince customers of that fact. 2. Budget supports adequate resources (training, equipment, salary, etc).
<p>Purpose: Team dynamics are cohesive, efficient, and fun.</p>	<p>Purpose Measures:</p> <ol style="list-style-type: none"> 1. We trust each other, more cooperation. 2. Functions shared among customers and projects. 3. Team members express satisfaction. 	<ol style="list-style-type: none"> 1. Conflicts reduced and interactions increase. 2. Review tracking system reports. 3. Survey to establish baseline and statistics. 	<p>Assumptions to achieve Purpose:</p> <ol style="list-style-type: none"> 1. Procedures for Ops exist. 2. Customers agree to share data. 3. Tracking system exists.
<p>Outcomes:</p> <ol style="list-style-type: none"> 1. Roles and Responsibilities are clearly defined for all team members. 2. Team training and professional development plans are prepared and implemented. 3. Improved communication methods are in place. 4. Improved task assignment system is in place. 5. Team recognition and rewards provided. 6. Team building sessions held. 	<p>Outcome Measures:</p> <ol style="list-style-type: none"> 1. List of member's roles and responsibilities completed and distributed by the end of the calendar year and reviewed annually. 2. Team training plan completed by 1/30 and implemented by 3/4. 3. Weekly team meetings conducted. <ul style="list-style-type: none"> - Electronic bulletin board is used by team personnel at least once a week. - Monthly team breakfast meetings conducted. 4. Individual assignments and variety of assignments are tracked over the year. <ul style="list-style-type: none"> - Backup individual assigned for each major or urgent project within 3 days of the project assignment. - Employee talents, skills, and interest are aligned with assignments. 5. Award ceremonies for team are planned and conducted twice a year. 6. Team-building parties are conducted quarterly. 	<ol style="list-style-type: none"> 1. Check to see if document was produced and distributed. 2. Review Team Plan semi-annually. 3. Review Team's event calendar and use of bulletin board site. 4. Review Tracking system reports quarterly. 5. Track awards and nominations and review team's activity calendar. 6. Review Team's activity calendar. 	<p>Assumptions to produce Outcomes:</p> <ol style="list-style-type: none"> 1. Team members want to work together. 2. Funding allocated for training. 3. Division supports GIS team and their goals. 4. Tracking system exists. 5. Centralized project assignment system will be developed.

Inputs: <i>How team will produce Outcomes</i>			Schedule (In weeks, months, etc.)												Assumptions for Inputs:			
Action Steps:	Response	Resources																
1. Roles and Responsibilities are clearly defined for all team members.																		
1.1 Develop questionnaire together information on individuals/goals, experiences and talents.																		
1.2 Distribute questionnaire to each team member.																		
1.3 Collect questionnaires for team member and summarize information.																		
1.4 Develop a list of areas of knowledge gaps for the team.																		
1.5 Develop a matrix of experiences and talents of team members.																		
1.6 Develop individual roles and responsibilities with John Huchton and team based on the above.																		
2. Team training and professional development plans are prepared and implemented.																		
2.1 Using info gathered in 1.3, 1.4, and 1.5, develop team training plan.																		
2.2 Identify cross-training opportunities and strategies.																		
2.3 Identify funding sources.																		
2.4 Identify possible training courses that meet the team plan.																		
2.5 Team reviews and approves of plan.																		
2.6 Schedule training.																		
3. Improved Communication methods are in place.																		
3.1 Do bulletin board for posting ideas, issues, and etc.																		
3.2 Enhance team meeting with a summary of current tasks and assign new task.																		
3.3 Develop a team meeting policy (schedule, agenda, attendees, etc.) and cancellation policy.																		
3.4 Develop a Monthly Breakfast Communication Meeting schedule and agenda.																		