

Contract IT Staffing Process				
				v2 - August 21, 2013
Key People	Activity	Time	Output	Notes
New Project Resource				
Engagement Manager & Agency Sponsor	Identify project need. Forecast, time, duration, technical skills		Approval to move forward	Review project need with State of Maine agency business sponsor to receive initial work and funding approval.
Engagement Mgr & KS Program Mgr	Select job description w-KS Program Mgr. Document the work to be performed and technical skills required. Estimate work start date, number or hours per week and project budget	2 days	Job Posting Questionnaire and Budget	
Engagement Mgr, Agency Sponsor, Agency Financial Team, Purchases	Create Delivery Order for Advantage accounting system approval of project work. May need AAF.	5+ days	Approved Delivery Order	In Advantage accounting system, Delivery Order will be routed through agency funding approval chain of authority and the Div. of Purchases. After Purchases approval, DO issued to KS.
KS Program Manager & Engagement Mgr.	Advertising and Recruiting. Initial screening of candidate submissions per Engagement Managers direction.	4 days	Potential Candidate List	Resumes may be viewed in 'Bid preapproval'
Engagement Mgr. & KS Program Mgr.	Interview and selection of candidate.			Interview(s) to occur as soon as feasible after candidate list is developed.
KS Program Manager	Offer of work to candidate firm, acceptance and schedule work start date.			KS coordinates with all parties and confirms funding details. Start date scheduled as Outlook calendar event.
Vendor Firm and KS Team	Security background check			
Engagement Mgr.	Prepare computer and workspace for candidate. Assure work assignments prepared and staged for work candidate.		Computer and work assignments ready.	Footprints tickets w-re-bill codes as needed. Security form submitted to OIT-security team.
KS Program Mgr. and Engagement Mgr.	Establish and confirm timesheet approval and bill details for DotStaff application.		DotStaff configured for assignment.	Projects' on timesheet are confirmed and validated so Engagement Mgr. and contractor can properly account for and allocate time.
KS Program Mgr. and Engagement Mgr.	On-boarding and work start			
Project Resource Exit/Work Completion				
Engagement Mgr.	Work has been completed. Collect all paper and electronic deliverables from contractor. Inform KS Program Mgr. of job completion.			

Engagement Mgr.	Collect computer equipment and all other State assets from contractor.			Security badges, access and user-id permissions collected and terminated.
KS Program Mgr.	Contact Engagement mgr. If contractor was very successful, speak to firm about another engagement and communicate with State managers.			

<u>Definitions</u>	
Engagement Manager	OIT Manager directing project. Manager is accountable for project success, funds, deliverables and timetable.
KS Program Manager	KS On-site, Augusta Maine, program manager. B. Whitley
Agency Financial Team	Agency team responsible for AAF and Delivery Order.