



nmi-edit

# Identity Management Project Readiness Self-Assessment Checksheet

For each item below, rank it on a scale of 1 to 5, where 1 means you disagree completely, 5 means you agree completely, and 2-4 represent shadings in-between.

There is no magic number that will tell you when your campus is “ready to go” – rather, this self-assessment is intended to identify factors at your school that other campuses have found to be important in their IdM projects.

## Develop Business Case and Secure Support

- \_\_\_\_\_ Key campus/IT leaders have a good understanding of the purpose and role of Identity Management and Directories
- \_\_\_\_\_ Key technical staff members have a good understanding of the core middleware technologies underlying Identity Management and Directories
- \_\_\_\_\_ One or more campus business drivers have been identified
- \_\_\_\_\_ One or more specific project outcomes have been identified, i.e., do you know what the project will DO for the campus?
- \_\_\_\_\_ The identified drivers are closely linked to the strategic plan for the institution
- \_\_\_\_\_ An executive sponsor, or champion, with links to senior administration, has been identified.
- \_\_\_\_\_ Campus stakeholders external to the central IT organization have been identified
- \_\_\_\_\_ Campus data stewards or “owners” have been identified
- \_\_\_\_\_ Campus data stewards understand and support the Identity Management project
- \_\_\_\_\_ Campus has clearly articulated and well-documented policies related to the ownership and management of identity information, particularly HR and Student data
- \_\_\_\_\_ Potential roadblocks – organizational, political, legal, procedural, policy – have been identified
- \_\_\_\_\_ Preliminary strategies for overcoming these roadblocks have been developed



- \_\_\_\_\_ Key campus technical infrastructure, e.g. campus network, student information system, HR system, databases, are in a stable configuration that can support identity management and directory systems.
- \_\_\_\_\_ There is continuity in IT and campus leadership sufficient to sustain the effort required by the project

### **Develop a Project Plan**

- \_\_\_\_\_ A high-level project plan, including strategy, timing, and organizational approach and preliminary budget estimates, has been developed
- \_\_\_\_\_ An analysis of major risks been completed
- \_\_\_\_\_ A communications and PR plan been developed
- \_\_\_\_\_ Plans been shared with campus stakeholders to garner their input
- \_\_\_\_\_ Staff requirements been identified

### **Assemble Resources**

- \_\_\_\_\_ A funding strategy has been developed and a commitment to provide the necessary funds has been made by the appropriate management
- \_\_\_\_\_ Required technical resources are available, or can easily be obtained
- \_\_\_\_\_ A competent project manager is available to support the project
- \_\_\_\_\_ A core implementation team, including both technical and functional areas, has been identified, and sufficient quantities of their time has been committed to the project
- \_\_\_\_\_ A larger, broadly representative team of campus stakeholders has been identified
- \_\_\_\_\_ A management steering team, representing decision makers from all important areas, has been identified

### **Ongoing Operations and Governance**

- \_\_\_\_\_ A plan for on-going identity management governance has been identified.

Based on "[The Enterprise Directory Implementation Roadmap: Project Planning, Preparation, & Requirements.](#)"

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