

Human Resources Employee Information Data Standard Schedule

Data Standard Owner: Department of Human Resource Management (DHRM)

Phase	Start Date	End Date
Phase 1 – Investigate Artifacts	COMPLETED	COMPLETED
Phase 2 – Identify and Submit Data Requirements	10/28/2009	03/05/2010
1. EAD DM drafts VDOT requirements based on documentation	10/28/2009 COMPLETED	11/09/2009 COMPLETED
2. VDOT reviews draft requirements and provides feedback	11/10/2009 COMPLETED	12/04/2009 COMPLETED
3. EAD DM drafts logical model, metadata, narrative and implementation guide	12/07/2009	01/31/2010
4. DHRM meets with EAD DM to review draft logical model, metadata, narrative and implementation guide	02/01/2010	02/13/2010
5. EAD DM revises logical model, metadata, narrative and implementation guide	02/16/2010	02/26/2010
6. DHRM finalizes data standard	03/01/2010	03/05/2010
Phase 3 – Conduct Formal Cross-Functional Review	03/08/2010	04/30/2010
1. DHRM and EAD DM reviews standard with DOA, DPB and other agencies DHRM invites	03/08/2010	03/12/2010
2. EAD DM modifies model and documentation as requested by DHRM based on review	03/15/2010	03/23/2010
3. EAD DM places the standard on ORCA for review	03/24/2010	03/31/2010
4. DHRM communicates to all agencies that the standard is available for review on ORCA		03/31/2010
5. Standard posted on ORCA for review	04/01/2010	04/30/2010
6. EAD DM monitors feedback from ORCA and shares with DHRM	04/01/2010	04/30/2010
Phase 4 – Resolve Comments		
1. DHRM finalizes comments	05/01/2010	05/15/2010
Phase 5 – Obtain Approvals		
1. DHRM and EAD DM brief CIO and CAO on data standard	05/16/2010	05/31/2010

The parties signing this document agree to provide their best effort to meet the schedule. The parties agree to work together to address issues and modify timeframes, as needed. The current schedule will be published as part of the Data Standards Catalog at

<http://vita.virginia.gov/oversight/default.aspx?id=10344>



Peggy Feldmann
Chief Applications Officer

1/6/10

Date



Rue Collins White
Director, Office of Agency
Human Resource Services,
DHRM

1/6/2010

Date