

**Human Resources Employee Information Data Standards Schedule
(DRAFT)**

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	COMPLETED	COMPLETED
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 COMPLETED	03/25/2010 COMPLETED
4. DHRM meets with EAD DM to review draft logical model, metadata and narrative	03/26/2010 COMPLETED	04/16/2010 COMPLETED
5. EAD DM revises logical model, metadata, and narrative	04/19/2010 COMPLETED	04/22/2010 COMPLETED
6. DHRM finalizes data standard	04/23/2010 COMPLETED	05/04/2010 COMPLETED
Phase 3 – Conduct Formal Cross-Functional Review	05/11/2010	7/12/2010
1. DHRM and EAD DM reviews standard with DOA, DPB and other agencies DHRM invites	05/11/2010 COMPLETED	05/11/2010 COMPLETED
2. EAD DM modifies model and documentation as requested by DHRM based on review	05/12/2010 COMPLETED	06/04/2010 COMPLETED
3. EAD DM places the standard on ORCA for review	06/07/2010	06/11/2010
4. DHRM communicates to all agencies that the standard is available for review on ORCA		06/11/2010
5. Standard posted on ORCA for review	06/11/2010	07/12/2010
6. EAD DM monitors feedback from ORCA and shares with DHRM	06/11/2010	07/12/2010
Phase 4 – Resolve Comments		
1. DHRM finalizes comments	07/12/2010	07/23/2010
Phase 5 – Obtain Approvals		
1. DHRM and EAD reviews data standard with CIO	07/26/2010	08/06/2010

Revisions:

- Revised Start and End Dates for Phases 2, 3, 4 and 5.