

High Level

Administrative

- Create implementation team from ACCD and DOL

- Determine ACCD and DOL responsibilities in Project

- Complete full inventory of departments, programs moving into AEO

- Review of shared services in ACCD and DOL

- Develop communications plan for move into AEO

- Create opportunities for employees to engage in alignment

- Create opportunities for partners to engage in alignment

Human Resources

- Evaluate and plan for the transfer of personnel to Public Safety (VOSHA, Project WorkSAFE, Passenger and Tramway, Passenger Tramway Board)

- Evaluate classification, labor relations, position management, and compensation of employees at ACCD and DOL

Facilities

- Building and real estate assessment

Finance/Budget

- Determine how DOL and ACCD budget and financial systems will merge
- Assess ACCD and DOL statutory and Federal contract and grant requirements

Legal

- Assess any potential conflicts of interest between DOL and ACCD programs

Information Technology

- Inventory of DOL and ACCD IT infrastructure

Legislature

- Determine plan for working with Legislature on creation of Agency of Economic Opportunity
- Develop communications plan

- Engagement on operational alignment

Communications Plan

- Legislature
- Governor's Office
- State employees
- Partners
- ACCD
- DOL

Stakeholder/Partner/Legislative Engagement

- Identify members
- Create plan to engage members

Drill Down
Determine split of responsibilities
Name change for Marketing and Tourism
New mission statement
New Agency logo
Business cards for employees
New letter head
New overhead signage on 6 th floor
External campus signage for ACCD location
External campus signage for DOL location
Facilitate the transfer of VOSHA, Project WorkSAFE, and programs to Department of Public Safety
Facilitate transfer to Department of Public Safety of Passenger and Tramway, Passenger Tramway Board
Determine any staff location reassignments
Update COOP
Develop communication plan
Develop a marketing plan
Identify space needs of new agency
Space and real estate assessment
Evaluate DOL Field Offices
Analyze shared services for DOL and ACCD – Finance and Management, IT, HR, etc.
Combine shared services of DOL and ACCD
Update ACCD and DOL websites
Issue new state ID badges for AEO staff
Determine open positions and how they will be filled
Reclassify employees as AEO staff
Update purchasing cards for employees

ACCD and DOL Integration Team	
Name	Position
Ted Brady	Deputy Secretary
Lindsey Kurrle	Commissioner
Tayt Brooks	Economic Advisor
John Kessler	Counsel
Dirk	Counsel
Kathy Thayer-Gosselin	Business Manager
	Business Manager
David Metraux	Director of IT
	Director of IT
Alex Ibey	IT Project Manager

Update VISION employee accounts to AEO accounts
Create account codes in Vision
Analyze and review current DOL and ACCD budgets
Develop plan to combine DOL and ACCD budgets
Create program codes in Vision
Create approval process for paying invoices
Create new chart fields in VISION
Implement plan to combine DOL and ACCD budgets
Transfer ACCD assets and liabilities to AEO (includes IT equipment)
Transfer DOL assets and liabilities to AEO (includes IT equipment)
Contract, grants, MOU's, etc., analysis/inventory – both ACCD and DOL
ACCD Contracts, grants, MOU's, etc., transferred to AEO – Notification to Federal Agencies of name change
DOL Contracts, grants, MOU's, etc., transferred to AEO - Notification to Federal Agencies of name change
Analysis of DOL IT systems/infrastructure – is DOL on VSMS?
Add DOL employees to hardware refresh plan
Update Social Media accounts
Update DOL employees Microsoft Office applications to 2016
Migrate DOL employees to Office 365
Update DOL computers to Windows 10
Review licenses and subscriptions
Transfer licenses and subscriptions to AEO

Organization
ACCD
DOL
AOA
ACCD
DOL
ACCD
DOL
ACCD
DOL
ACCD