

Dear Colleagues:

I want to take an opportunity to update you on the Shared Services Email Project. At the November Customer Advisory Board meeting we discussed my plan to 1) assess the status of the project and; 2) restructure the work to meet ISB requirements for a Level 3 project. The following items are now put into place:

- I will act as the Executive Sponsor.
- Christy Ridout, CIO at the Department of Labor and Industries, has agreed to serve as the project sponsor and Chair the Project Steering Committee.
- OFM has approved our request to hire a project manager with experience in Level 3 projects. I expect the project manager to be on board by February 1, 2011.
- Two DIS senior leadership staff are now assigned full-time to the project. Laura Parma will serve as the Implementation Manager and Melissa Rohwedder will serve as the Technical Manager.

At this time, DIS is executing a short pause in project activity so that a dedicated project team can be created under the formal project structure. For those agencies and staff currently engaged with the DIS team on project activities, I appreciate your patience as we pause for the next seven to fourteen days to document and integrate current activities into the formalized project structure. I will be at the Customer Advisory Committee meeting on January 19<sup>th</sup> to provide additional updates.

Thanks,

Mike Ricchio