To: Leadership Group Representatives

From: Michael R. Timm, Director
               Department of Information Technology

Date: October 7, 2021

Subject: 2023-2024 Master Plan Preparation

In preparation of the 2023-2024 Information Technology Master Plan, the Leadership Groups should plan to present any potential New Development Projects at the March 22, 2022 Meetings. The 2023-2024 Master Plan will cover the time of October 2022 through September 2024. The timeline is provided below:

November 2021 - March 8, 2022:	Work with IT to prepare Requests for Sizing (Scope and Approach and Return on Investment documents). A summary document will be deployed to the Leadership Group website for review prior to the March 22, 2022 meetings.
March 22, 2022 Meetings:	Present potential projects to the Leadership Group for review and prioritization for IT sizing, based on the sizing budgets available.
July 26, 2022 Meetings:	Review IT Sizing and prepare Final Prioritization of projects for 2023-2024 Master Plan.
October 25, 2022 Meetings:	Presentation of 2023-2024 Master Plan.

If you have any questions, please contact Janette McKenna at mckennaj@oakgov.com or (248) 858-0893.