



## Project Charter

Date Created: 10-10-2007	Date Last Revised: 10-10-2007
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### Project Definition:

Project Name	Transitioning clients from current system to Integrated Services
Strategic Programs	Job Link
Divisions	HSD – E&T, Employment Development Department Workforce Services and Job Link partners
Description	Develop a recommendation on how current clients will be transitioned to the new Integrated Model.

### Project Background and Summary:

Sonoma County was selected as a learning lab for a radical change how one-stop systems operate. The new design called Integrated Services is set to be implemented on July 1<sup>st</sup> 2008. Customers currently in our system will need to be transitioned to the new system. This team is asked to make a recommendation on how to best transition current clients into the new system.

**Project Scope** – The scope of this project includes the charter group meeting and creating a recommendation on how to transition current customers into the new Integrated Services system that will be implemented on July 1<sup>st</sup> 2008. The team will make a recommendation on how to integrate all clients that are receiving one-stop services prior to the transition date of July 1<sup>st</sup> 2008, including how to deal with transitional issues prior to implementation.

**Project Goals and Objectives** – This project will be completed when the group develops a recommendation on the integration of self service clients, non-enrolled WIA clients and clients working with partner staff into Integrated Services. The team will recommend how best to enroll all transitioning clients as of July 1<sup>st</sup> 2008. How will customers be informed of how they can utilize the new system? When should customers be informed of these changes (orientations in early spring?). The goal is to make this transition as smooth as possible and as customer friendly as possible.

**Project Deliverables –**

Goal/Objective	Deliverable(s)
Enrollment and transitioning of current Job Link customers to an Integrated Model.	Recommended Transition Plan for <ul style="list-style-type: none"> <li>• Self Service Clients</li> <li>• Partner Clients</li> </ul>

**Considerations –** Implementation and/or deployment are considered out of scope:

**Project Timelines –**

Project Related Date	Month/Year
Anticipated Start Date	November 6, 2007
Anticipated Completion Date	January 4 <sup>th</sup> , 2008

**First Meeting –**

– October 9, 3:30 to 4:30 PM, Job Link Mandarin Room

Committee members:

Role	Staff Name	Project Responsibilities
Project Sponsor	Kathy Young	Review and Oversight
	Debbie Antonsen	

Role	Staff Name	Project Responsibilities
Team		