

IDESG, Inc.
FRAMEWORK MANAGEMENT OFFICE
OPERATING PROCEDURES

10-19-2014

Purpose of the FMO

The IDESG Framework Management Office's (FMO) function is to provide: project management, analysis, tracking and support for the Identity Framework and its related projects (deliverables, products etc.). OASIS serves in an advisory role.

Project Management

1. The FMO team led by Paul Knight (the Project Manager (FMO-PM)) will regularly review the work plans and work projects of IDESG workgroups, which will be reflected in the dashboard and will consult with those workgroups as appropriate. The FMO will advise IDESG Committee Chairs on the structure and reporting requirements of the work projects.

FMO Status Reporting and Oversight

2. The FMO's work is supervised by the IDESG Executive Director, the Plenary Chair and the organization's officers.

- OASIS will meet with the Executive Director for coordination purposes weekly or biweekly, according to need.
- OASIS will provide a monthly status report providing an overview of FMO tasks, work performed and any associated open items.

IDESG Project Portfolio Management

3. The FMO will be responsible for the "dashboard" facility, which will include a public inventory of existing projects, and project plans, along with metadata relating to their progress, target dates, and relationship to IDESG's identity framework plans. (Specific metadata will include artifact URLs, workgroup and editor assignments, milestone dates, degree of completion, IDESG process state and milestones, and dependencies on other IDESG and external artifacts and use cases.)

- The dashboard will be updated monthly by providing information in a table format to the Secretariat, for web posting.
- Internal versions will be maintained continuously in spreadsheet or similar format, and shared with IDESG's officers, ED and Committee Chairs every two weeks (twice a month).

4. The FMO-PM will attend IDESG Chairs Meetings routinely. The FMO-PM will utilize 5-10 minutes at each of those meetings for a brief update/check on dashboard items to confirm any new or moving significant data with the chair(s) FMO staff will attend other IDESG committee meetings on occasion as necessary to contribute to its analyses.

Alignment with Strategic Planning

5. The FMO will analyze the relationships and gaps among existing and proposed work products/deliverables, as well as the goals stated in the organizations' Framework Development Plan and related components of the Strategic Plan, so as to maintain an accurate moving picture of progress towards integrated deliverables as contemplated for the identity framework.

- In support of the FMO responsibilities and consistent with the terms of their contract, the FMO personnel will identify as needed external resources of appropriate expertise to support knowledge gaps or to manage timelines.
- Specific reports on key topics may be issued from time to time, this analysis will primarily be evidenced by charts of dependencies and relationships, which are compatible with (roll up into) the dashboard information, but going to greater detail regarding timelines, dependencies and possible gaps.

Document Management

6. The FMO will work with the Secretariat to ensure that all IDESG work products/deliverables are categorized and retained in IDESG's repository. They will also work with both the Secretariat and the NPO to assure information feeds/inputs are integrated as appropriate with their respective work products/ support functions.