

Process Coordinator Roles and Responsibilities

Role: Each Process Coordinator will lead and oversee the CSI systems redesign effort for a specified process area through all stages, from the gathering of functional requirements and re-engineering through the design and implementation of the new system.

- Identify and ensure the availability of key personnel (DMV subject experts, business partners and stakeholders) for Phase 2 work sessions.
- Design, attend and actively participate in all business process re-engineering work sessions.
- Manage and communicate information from the re-engineering work sessions with the appropriate Human Resources, Asst. Commissioners, and other stakeholders on an ongoing basis.
- Manage and communicate the status of the re-engineering effort for a functional area to include:
 - Develop and submit the functional group progress report on a weekly basis
 - Ensure the appropriate training of the functional group analysts
 - Share and validate information across the agency by working with all co-Process Coordinators.
 - Develop and manage on a timely basis the Workstream Approach Plan for a functional area.
 - Ensure the functional area information on the CSI Internet and Intranet sites is accurate and current.
- As defined in the Process Coordinator's Road Map, ensure that use cases, requirements and domain objects are checked, verified and validated prior to the development of the Executive Summaries.
 - Run the Requirements and Scenarios Reports.
 - Coordinate cross process area dependencies to include shared processes, requirements and domain terms.
 - Change status markers in Enterprise Architect at the completion of each of the verification activities defined in the PC Road Map.
 - Using the EA model and functional group reports, ensure the Subject Matter Experts and appropriate DMV leadership accept the Functional Group Report as complete.
- Capture and manage the Process Improvement Opportunities and Legislative Improvement Opportunities in the PIO database.
- Develop an Executive Summary and worksheets for each module completed in business process re-engineering.
 - Ensure other CSI Process Coordinators have a review opportunity
 - Ensure appropriate business area leadership review and endorse the recommendations

- Ensure that the estimated cost/benefit and resources required for the existing processes as well as the re-engineered processes are collected and are accurate
- Serve as a member of the RFP Advisory team in the CSI Request for Proposal initiative.