

Subject Matter Experts Roles and Responsibilities

Role: To serve as a subject matter expert on the CSI systems redesign effort for a specified process area through all stages, from the gathering of functional requirements and reengineering through the design and implementation of the new system.

- Attend and actively participate in all work sessions by sharing knowledge, expertise, and ideas.
- Consult with identified resources to augment work sessions to verify information, conduct research and gather data.
- Collaborate with other subject matter experts as needed.
- Provide documentation (forms, manuals, correspondence, procedures etc.) when appropriate.
- Serve as a resource for possible legislative impacts, roadblocks, etc.
- Review all applicable deliverables for accuracy and completeness.
- Participate in periodic meetings scheduled by the process owner to identify issues, legislative concepts, any additional information needed, review documentation, etc.
- Review all applicable meeting minutes and provide constructive feedback.
- Make periodic presentations concerning your process area.
- Be instrumental in the effective delivery of change communication.
- Participate in luncheon sessions as scheduled by the process coordinator with CSI project managers.