

Core Teams

This document is designed to help agencies select the right person to serve on their core team as a project coordinator and business analyst. It outlines when the roles are active, duties, and estimated time commitment. Core team roles include: project coordinator, business analyst, subject matter experts, and organization administrator.

Project Coordinator

Active role in Phase 1 and 2

Duties	<ul style="list-style-type: none"> Planning and scheduling activities. Coordinating and facilitating core team activities. Tracking and reporting on progress. Staying informed of Enterprise project happenings.
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Number of representatives needed for this role and estimated time commitment by agency size category:

Large Agency	Medium Agency	Small Agency
1 representative 20-30 hours/week	1 representative 10-20 hours/week	N/A

Business Analyst

Active role in Phase 1 and 2

Duties	<ul style="list-style-type: none"> Documenting agency “As Is / To Be” processes. Updating agency documentation. Documenting agency-specific test scenarios.
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Number of representatives needed for this role and estimated time commitment by agency size category:

Large Agency	Medium Agency	Small Agency
1 representative 15-20 hours/week	0-1 representative 10-15 hours/week	N/A