

APPENDIX A - PRE-PROJECT LEAD USER AUTHORIZATION

OFFICE OF INFORMATION TECHNOLOGY

Project Name: Registrations Printers, Decals and CTA Printers Date: October 9, 2007

	Authorized Initials	Sign-Off User	Lead Contact User	Participating User(s)
Commissioner's Office				
Administration			Linda Farrell	
Motor Vehicle				Dale Berube
• Virginia Beecher or Art Garlow		Virginia Beecher		Larry Brigden
• Bureau Supervisor			Kelly Brudniak	Priscilla Vaughan
• Legal Representative				Sheri Kelloway
State Police				Mark Liebl
Safety Services				
Fire Safety & EM				
• Emergency Management				
Fire Standards & Training				
• Emergency Medical Services				
Non-DOS Stakeholders				See Attached Attendee List

Definitions:

- Sign-Off User: The only division user authorized to sign off each step of the methodology for a given project.
- Lead Contact User: The user who will serve as the lead contact for setting up meetings and answering key questions during the project and will participate in all steps of the methodology involving users.
- Participating User(s): Other eventual system users who will help with all phases of the methodology such as user requirements, design and testing.

IT Analyst