

KEES Operations Staffing Proposal

The KEES Operations plan must be staffed sufficiently in order to cover all of its responsibilities. In order to minimize risk to operations, specific knowledge and job duties should be spread across more than one person. We must have sufficient staff to cover for other staff members when vacations, illnesses or vacancies occur. At this time, the team is struggling to complete all of the necessary preparation for Go-Live and it is an even greater hardship if even one person takes off or is sick. It is a major setback when someone leaves the project.

It is understood that there are budgeting limitations at this time and we are proposing a phased in approach to work with in these limitations. A few positions are identified as necessary for Go-Live and should be filled immediately. Other positions can be filled after Go-Live in the early spring of next year.

**Proposed
KEES Operations Organization Chart
October 11, 2014**

