Key subtasks in each task area

Gap analysis	**Policy decisions**

1. Inventory subject areas to analyze
2. Document the existing practice
3. Learn and understand the new requirements
4. Identify points of divergence
5. Identify additional information needed
6. Figure out who's affected
7. Determine specific needs regarding:
   a. Policy decisions
   b. Business process adjustment
   c. Tool development
   d. Guidance documents and web materials
	1. Inventory the decisions to be made, and for each:
	   a. Identify the decision-making players
	   b. Identify options
	   c. Solicit input from key stakeholders
	   d. Create a recommendation
	   e. Lay the groundwork for the discussion
	   f. Present the recommendation, seek a decision
	   g. Advance through the appropriate channels

Business process adjustment	**Electronic tool development**
1. Identify the roles involved in the process 2. Identify the responsibilities of each role 3. Enlist representation from all stakeholders 4. Identify the existing inputs and outputs 5. Specify the new inputs and outputs 6. Outline and test new procedures 7. Create documentation for the new procedures	1. Identify requirements 2. Create specifications 3. Engage a technical team 4. Test the preliminary deliverables 5. Revise specifications as needed 6. Complete the technical work 7. Create end-user support materials
Guidance documents and web materials	**Communication and training**
1. Inventory materials to be created or revised 2. Draft the materials 3. Review and edit the materials 4. Solicit feedback about the materials 5. Update, based on feedback 6. Create and publish final documents and materials	1. Identify target audiences 2. Identify the messages for each audience 3. Identify the best delivery mechanisms for the messages 4. Present information to key groups 5. Conduct training as necessary