Structure #2
Suggested for Smaller Agencies/
Narrowly Focused Projects

Obviously, if your agency is a small one, or if the project is relatively narrow in scope, your decisionmaking structure may, for example, consist of one committee in which the Chief, users and technical experts all participate. The important concept to note is that representatives from the leadership, business and technical specialties should participate on the committee.

The following structure illustrates how small- to medium-sized agencies generally arrange their project’s decisionmaking structure. This approach is more common in projects with limited staff size and responsibility. In this instance, the Steering, User and Technical Committees are merged together in one Steering Committee. The chain of command in this example is more direct, as there are fewer individuals involved in the project. Also, agency personnel with specific expertise can be called upon to advise and assist the Committee with research and other tasks on an as-needed basis.
As we said in the beginning of this section, decisionmaking structures can be configured in a variety of ways. The key point is that Executive Sponsors, upper management, users and technologists play an important role in any structure. This is the decisionmaking structure established to govern the City of Reno and Washoe County’s Public Safety and Justice Project.

In this decisionmaking structure, the Steering Committee is comprised of the executive sponsors (Chiefs, Sheriff and Assistant City Manager). The project management team, comprised of the Deputy Chief of the Reno Police Department and the Project Manager, oversee the daily project activities. A consulting firm has been hired to work on this project, and reports directly to the project management team. The committee structure is organized so that there is a “team” for each major IT project underway. Each team has a designated leader, and each team is comprised of both the user representatives and technology support staff.