

ICT Fast Forward Guidelines

What is a "Fast Forward" initiative?

Fast Forward initiatives are short-term projects initiated by ICT personnel that meet the following criteria:

- Quick delivery (observable business benefits in 90 days or less)
- Customer-focused (closely aligned with business objectives)
- High business value (broad impact)
- Relatively low level of effort
- May address specific pain points of users
- Minimal resource requirements
- Minimal dependencies

What are the benefits of FF Initiatives?

- Empowerment of ICT personnel to initiate, develop and implement short-term, high-value projects
Increased visibility of ICT projects
- Opportunities for interpersonal exchange and skills-building among teams comprised across ICT units
- Facilitates rapid ICT solutions aligned with a wide set of institutional needs
- Enhances overall user confidence and satisfaction in ICT services
- Successful projects could be submitted for consideration in the UN 21 Awards process.

How do I propose a project?

Submissions must meet the criteria outlined above and can be submitted throughout the year on a rolling basis.

Who can propose a project?

Any ICT staff member or contractor can submit a fast forward proposal.

How are projects selected?

Projects are selected based upon their ability to meet the above criteria and the priority of needs addressed by the proposal.

How are teams assembled?

Fast Forward teams are formed once a proposal has been approved. Team leads will assemble teams for the project based on available resources, required skill sets and with input from management as well as the person(s) proposing the project. Non-ICT personnel are also invited to participate with the approval of team leads. Teams should have no more than 10 members.