Planning Prioritization Framework Project Pilot

Meeting #1

Org Planning Team

Community Planning Prioritization Group-Virtual Meeting
5 April 2022

ICANN

Welcome

Welcome to the Planning Prioritization Community Members

Affiliation	Member	Alternate Member
At-Large - ALAC	Cheryl Langdon-Orr	Jonathan Zuck
ccNSO	Chris Disspain	Irina Danelia
GAC	Susan Chalmers	Manal Ismail
GNSO - CPH	Donna Austin	Jothan Frakes
GNSO - CSG	Susan Payne	N.A.
GNSO - NCSG	Rafik Dammak	Dr A M Sudhakara
RSSAC	Ken Renard	N.A.
SSAC	Barry Leiba	Chris Roosenraad

Welcome

This meeting is being recorded

This session is scheduled to last 90 Min.

Meeting materials and recording will be available on the ICANN Finance and Planning Community Wiki page.

Please raise your hand in zoom for Discussion and Q&A.

Please observe the ICANN expected Standards of Behavior and the ICANN Community Anti-Harassment Policy.

This meeting is based on the draft Planning Prioritization Framework Pilot Operating Procedures
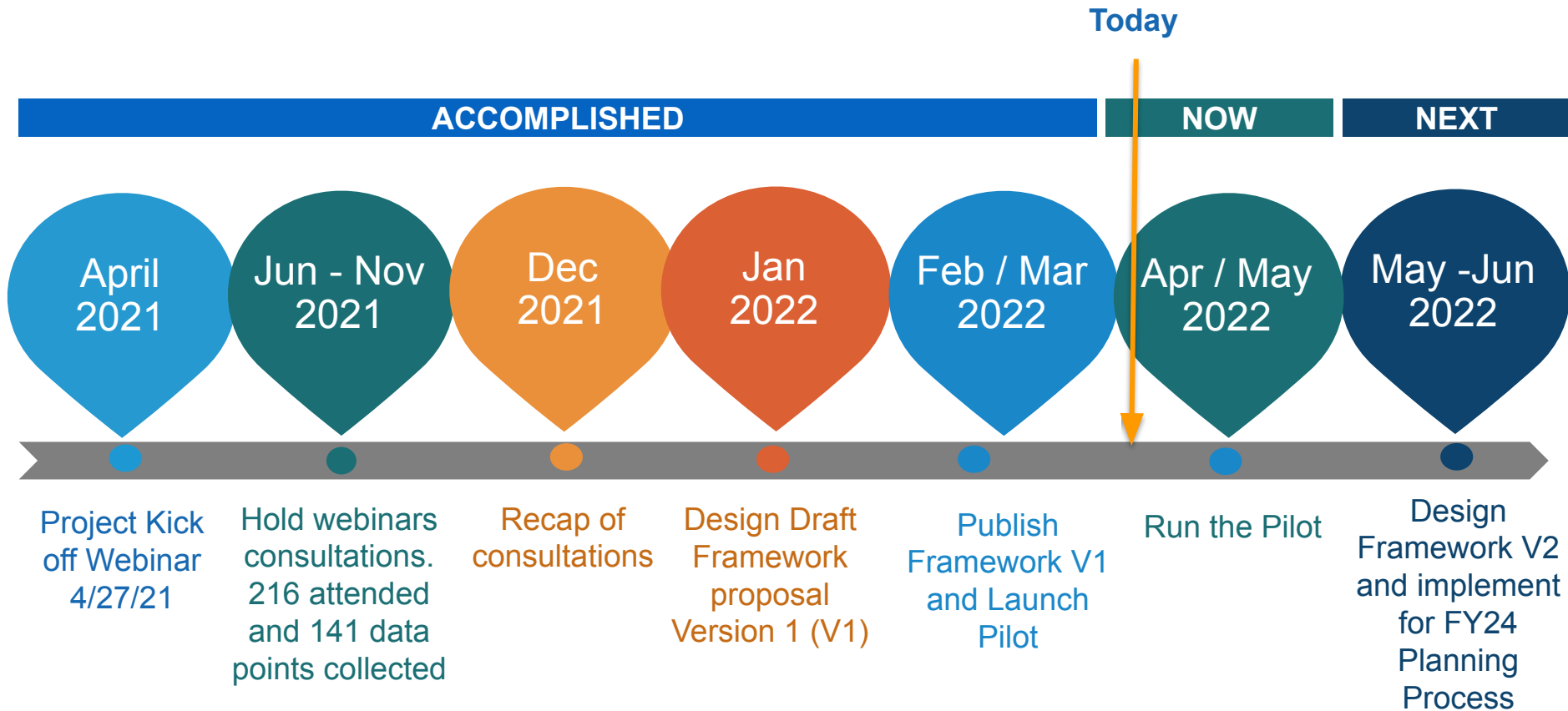
Agenda

- Project Overview

- Draft Planning Prioritization Framework V1 Overview

- Pilot overview

- Q&A

Project Overview

Planning Prioritization Framework

- **Project**: "Planning at ICANN" is one of the 15 operating initiatives in ICANN's Operating Plan since FY21 and is included in the Draft FY23 Operating Plan
  - ⊙ A component of this operating initiative is to improve planning by prioritizing
  - ⊙ Org is developing a community-led prioritization framework as an enhancement of ICANN's planning process.

- **Accountability**: ICANN's Planning team is leading this operating initiative and the delivery of the draft prioritization framework.

- **Deliverable:** A draft prioritization framework to be used during the annual planning process.

- **Pilot:** Based on Community input received, Org is conducting a pilot of the framework applied to a reduced scope of work (Board-approved Specific Review recommendations) to test the draft framework.

Project Current Status

Today

| ACCOMPLISHED | NOW | NEXT |

April 2021
Project Kick off Webinar 4/27/21

Jun - Nov 2021
Hold webinars consultations. 216 attended and 141 data points collected

Dec 2021
Recap of consultations

Jan 2022
Design Draft Framework proposal Version 1 (V1)

Feb / Mar 2022
Publish Framework V1 and Launch Pilot

Apr / May 2022
Run the Pilot

May -Jun 2022
Design Framework V2 and implement for FY24 Planning Process

Draft Planning Prioritization Framework

Version 1 Overview

Draft Planning Prioritization Framework Version 1 (V1)

- One of the deliverables of this project is the draft Planning Prioritization Framework (the Framework)

- The Framework is intended to serve as a fundamental base to guide the prioritization process during the annual planning process

- The Framework describes and outlines what to prioritize, who will prioritize, when to prioritize, and how

- The draft Framework is being developed and updated based on input received from the numerous webinars and consultation workshops with SOs/ACs and other stakeholders

Draft Framework V1 Overview

SCOPE	This element defines what to prioritize.

Based on the input received, org proposes that, all Board approved implementation work as scope of activities to be prioritized. These includes implementation work, such as PDP recommendations, Specific Review recommendation, and the implementation of other non-policy and advice work.

The chart below illustrates at a very high-level, how the work flows through different phases within the ICANN ecosystem.

ICANN Bylaw mandated activities

Community- led Mission driven activities

Org- led strategic activities

Board Approval

ICANN Board considers and approves recommendations from the community and org

All Implementation Activities

ICANN org implements Board Approved recommendations

Please refer to the Draft Framework V1 for more details

Draft Framework V1 Overview

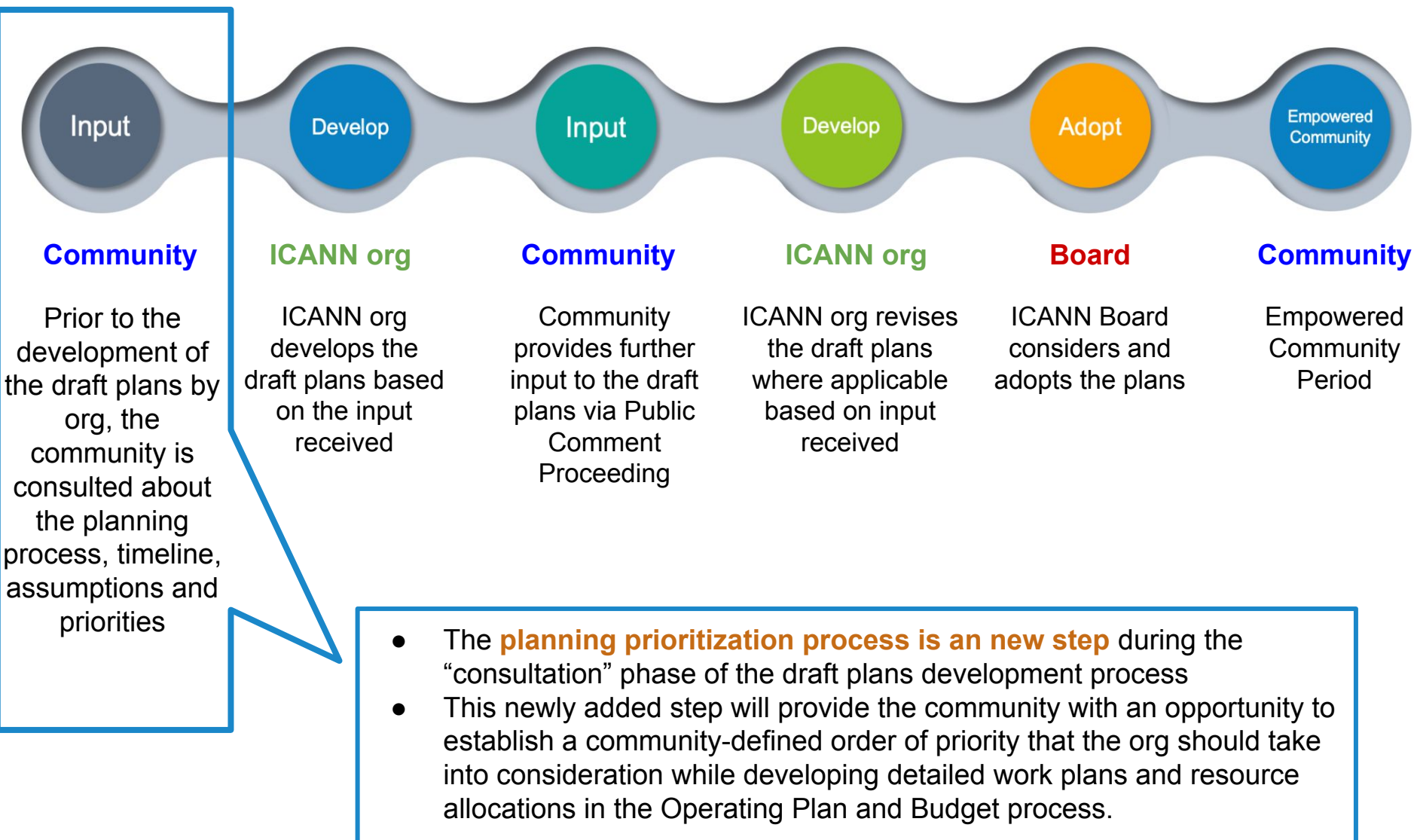| PARTICIPANTS	This element defines who will conduct the prioritization, and the roles and responsibilities of all involved parties during this process.

Based on the input received, org proposes that a group with members from each SO/AC at the beginning of the annual planning process be formed. This structure will permit each member to share a perspective of priorities by SO/AC. Org proposes the community-based prioritization team includes 9 members as follow:
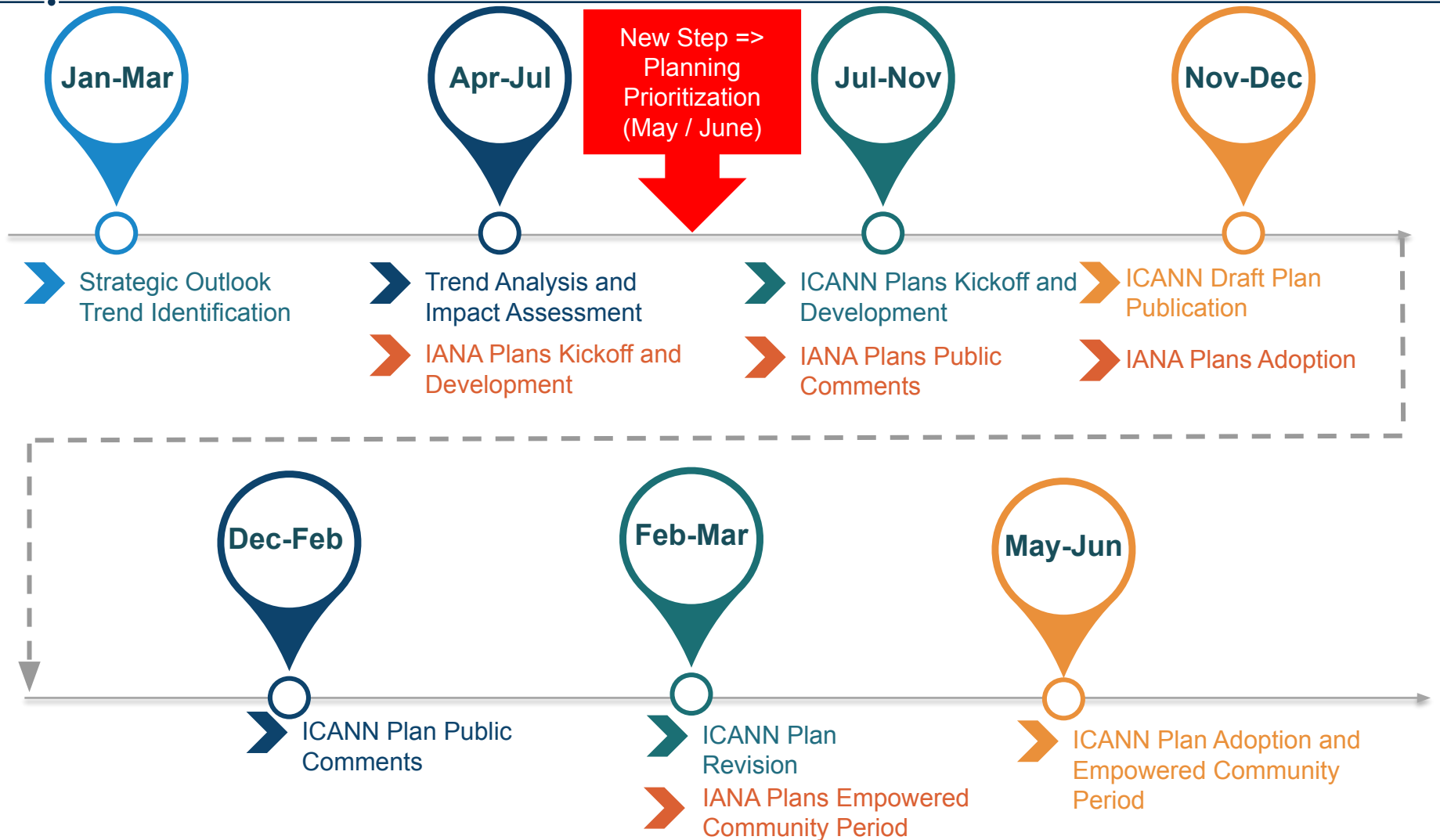
1. *ASO - Address Supporting Organization*
2. *ALAC- At-Large Advisory Committee*
3. *GNSO/CSG - Commercial Stakeholder Group (CSG)*
4. *GNSO/CPH - Contracted Party House*
5. *GNSO/NCSG - Noncommercial Stakeholder Group*
6. *ccNSO - Country Code Names Supporting Organization*
7. *GAC - Governmental Advisory Committee*
8. *RSSAC - Root Server System Advisory Committee*
9. *SSAC - Security and Stability Advisory Committee*

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Planning Process Roles and Responsibilities

Community	**ICANN org**	**Community**	**ICANN org**	**Board**	**Community**
Prior to the development of the draft plans by org, the community is consulted about the planning process, timeline, assumptions and priorities	ICANN org develops the draft plans based on the input received	Community provides further input to the draft plans via Public Comment Proceeding	ICANN org revises the draft plans where applicable based on input received	ICANN Board considers and adopts the plans	Empowered Community Period

- The **planning prioritization process is an new step** during the "consultation" phase of the draft plans development process
- This newly added step will provide the community with an opportunity to establish a community-defined order of priority that the org should take into consideration while developing detailed work plans and resource allocations in the Operating Plan and Budget process.

Project Deliverable: New Step in the Annual Planning Process

Jan-Mar

▶ Strategic Outlook Trend Identification

Apr-Jul

New Step => Planning Prioritization (May / June)

▶ Trend Analysis and Impact Assessment

▶ IANA Plans Kickoff and Development

Jul-Nov

▶ ICANN Plans Kickoff and Development

▶ IANA Plans Public Comments

Nov-Dec

▶ ICANN Draft Plan Publication

▶ IANA Plans Adoption

Dec-Feb

▶ ICANN Plan Public Comments

Feb-Mar

▶ ICANN Plan Revision

▶ IANA Plans Empowered Community Period

May-Jun

▶ ICANN Plan Adoption and Empowered Community Period

The new Planning Prioritization Step will result in an agreed upon list of projects provided to Org to evaluate in the draft development of the Operating Plans and Budgets

Draft Framework V1 Overview

FREQUENCY	This element defines when to prioritize and how often to prioritize

Based on the input received, org proposes that the prioritization step take place from April through June each year as part of the annual planning cycle. This timing permits the org to report out to the Community, Board and org the prioritization suggested by the community and provides the org planning liaisons enough time to develop detailed resourcing estimates to include in the draft operating and financial plans.

TECHNIQUES	This element defines techniques or models that can be used to help prioritize

Based on the input received, org proposes to use the "Urgency-Importance Matrix" prioritization technique. A hybrid of the "Hierarchy of Purpose " prioritization technique will also be reviewed during the pilot to evaluate its usefulness.

Please refer to the Draft Framework V1 for more details

Draft Framework V1 Overview

SYSTEMS AND TOOLS	This element defines what resources are helpful to use when prioritizing

Based on the input received, there are existing reports that will be used such as the ICANN Rolling Five-Year Roadmap for Policy, Review and Cross-Community Working Group work (published as Appendix in the Five-Year Operating Plan). In addition, future discussion about providing information on the status of the prioritization framework will be discussed during the pilot phase of the project.

PILOT	The "pilot" element provides an opportunity for ICANN to test the draft framework and further improve the framework

The inputs received were in favor of running a pilot because it will permit a more tangible experiences. There is also support to focus on the Board-approved Specific Review recommendations during the pilot.

Please refer to the Draft Framework V1 for more details

Pilot Overview
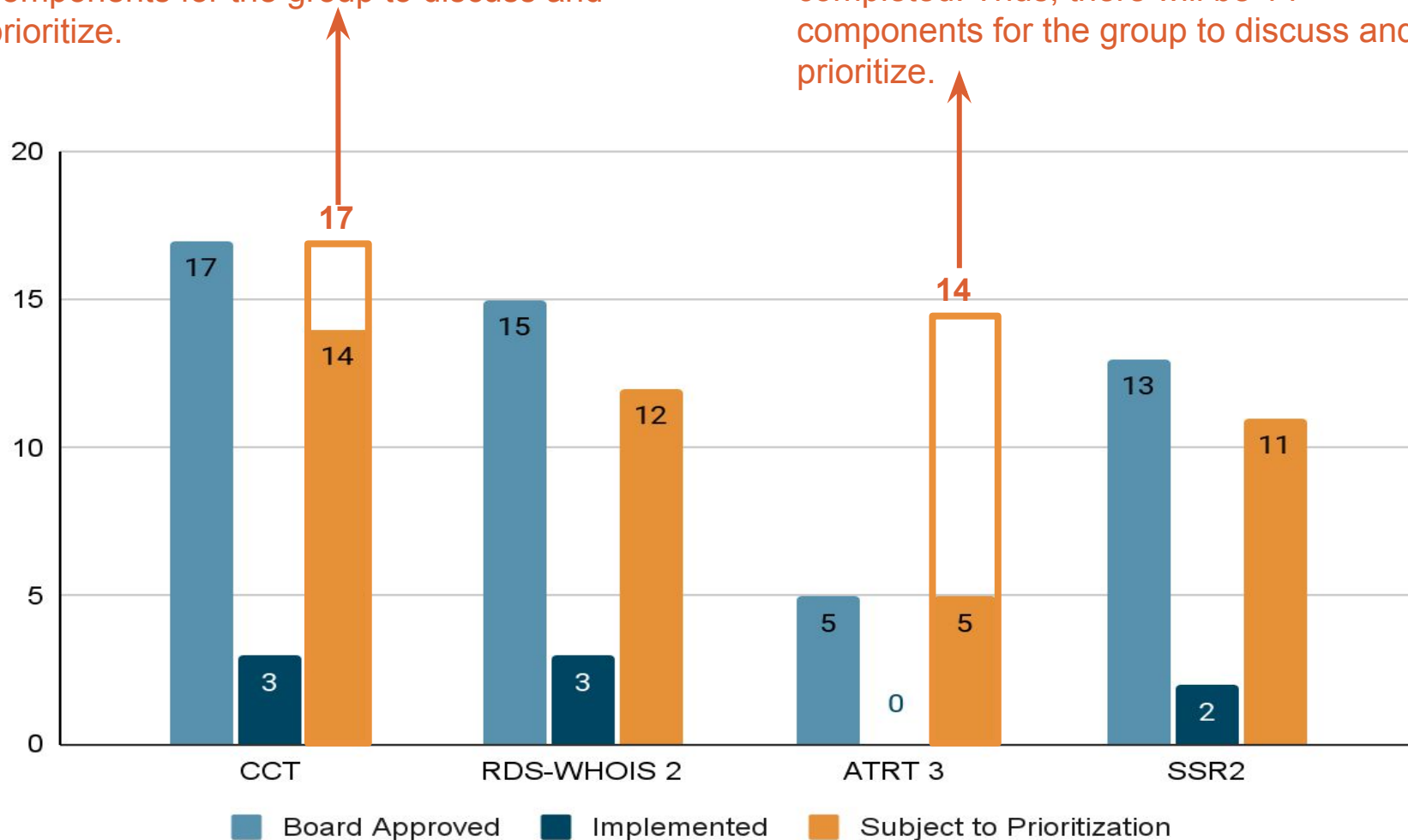
Scope of Activities To Be Prioritized

Participants will prioritize the **Board approved** **Specific Reviews recommendations that are** **to be implemented, subject to prioritization**

Board Approved · Implemented · Subject to Prioritization
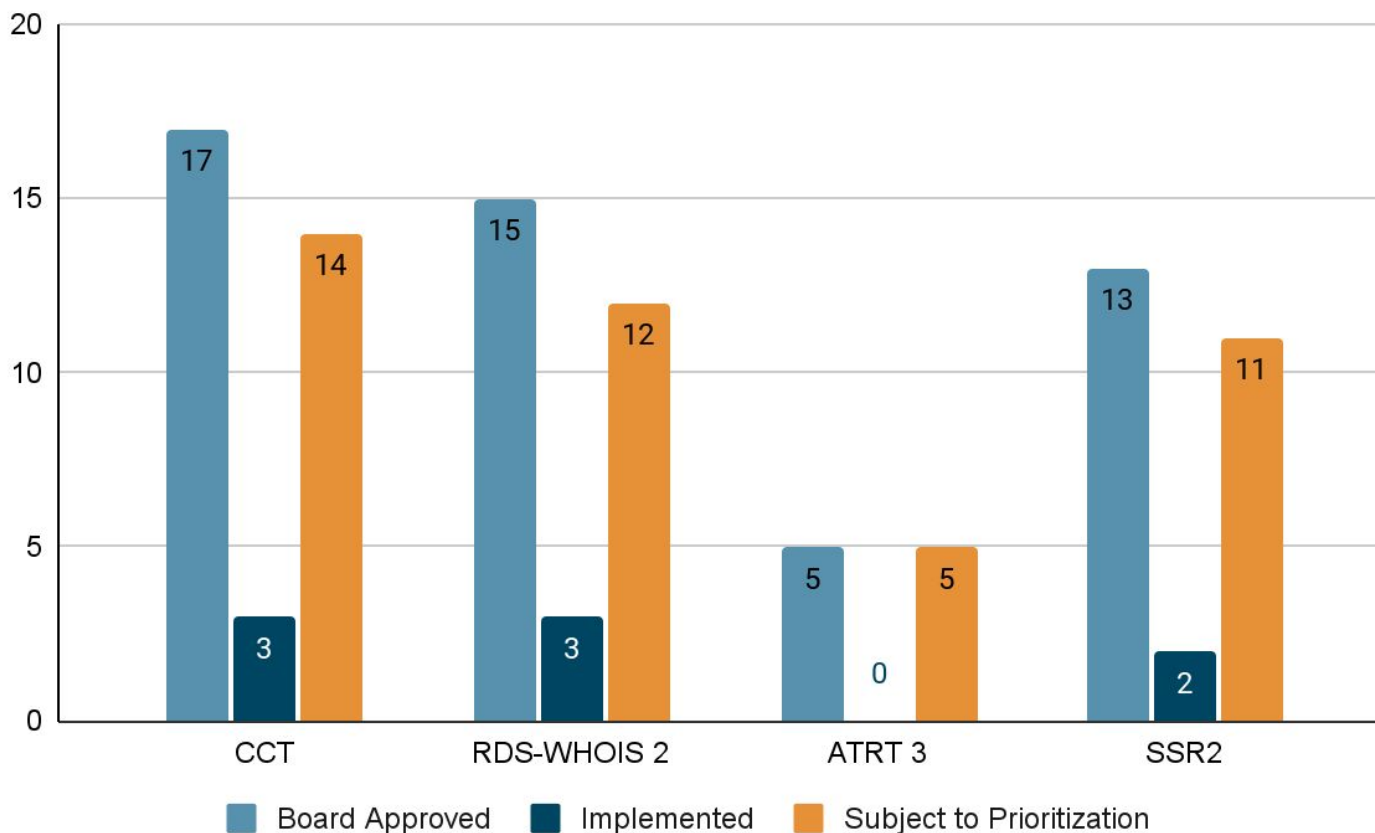
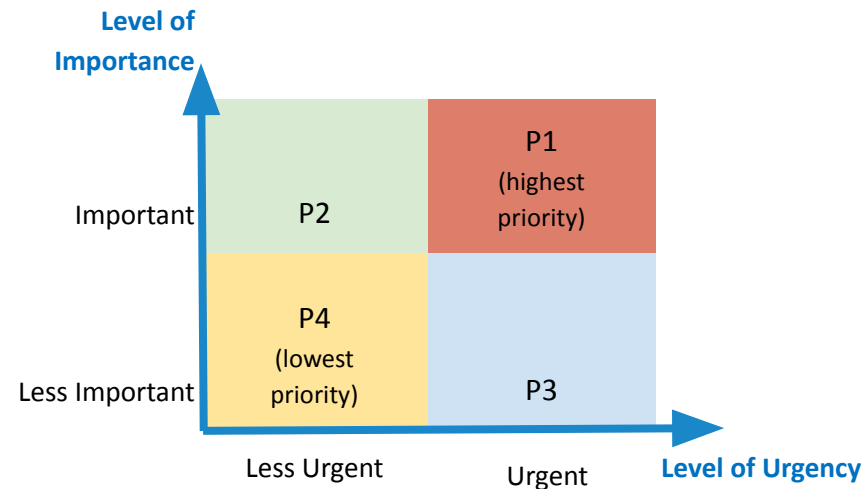# Scope of Activities To Be Prioritized

Two of the 14 Rec were split into three components. Thus, there will be 17 components for the group to discuss and prioritize.

The five Rec consists of 15 components. Among the 15 components, one is completed. Thus, there will be 14 components for the group to discuss and prioritize.

Chart showing Board Approved, Implemented, and Subject to Prioritization values for CCT (17, 3, 14→17), RDS-WHOIS 2 (15, 3, 12), ATRT 3 (5, 0, 5→14), and SSR2 (13, 2, 11).

Legend: Board Approved, Implemented, Subject to Prioritization

Prioritization Technique Proposed

- ◉ Propose to use an Urgent / Important matrix

- ◉ Evaluating Urgency:
  - o A deadline to meet?
  - o A precedent to another recommendation?

- ◉ Evaluating Importance:
  - o Determined as "high priority" by Review Team?
  - o Mission critical?
  - o Strategic?
  - o Operational excellence?

- ◉ The matrix results in 4 level of priority
  - o P1 = highest Priority
  - o P4 = lowest priority

Level of
Importance

| | Important | P2 | P1 (highest priority) |
| Less Important | P4 (lowest priority) | P3 |

Less Urgent | Urgent | **Level of Urgency**

What To Expect During the Prioritization Discussions

Review	Rec #	Rec Description	Board Adoption Date	RT Priority Determination	Level of Urgency	Level of Importance	Priority Level	Rationale	Level of Urgency	Level of Importance	Priority Level	Rationale

Information from Review Final Report and Board Resolutions

Initial position offered by ICANN org as a starting point

Editable columns for participants per group discussion

- ◉ Suggested Prioritization Approach:
  - ○ Review the priority determined by the Specific Review Review Team

- ◉ Other Ways to Review:
  - ○ Review recommendations by Specific Reviews
  - ○ Review recommendations by ICANN org initial position

Next Steps

- Continue working with the participants to schedule the remaining meeting. Below is the proposed schedule, planning team will confirm based on participants availability.

    - Please confirm your availability for the 2nd meeting as the doodle poll were sent on Apr 1.

#	Meeting	Schedule Status	Dates
1	Prioritization Pilot Session #1: Introduction and Overview	**Scheduled**	4/5/2022. 21:00 UTC
2	Prioritization Pilot Session #2: Prioritization Discussion	Doodle poll sent	Week 11 April
3	Prioritization Pilot Session #3: Prioritization Discussion		Week 18 April
4	Prioritization Pilot Session #4: Prioritization Discussion		Week 25 April
5	Prioritization Pilot Session #5: Lessons Learned and Wrap Up		Week 2 May

Discussion and Q&A

- ❖ Please raise your hand in zoom if you want to ask a question
- ❖ Unmute your microphone to ask questions when it is your turn
- ❖ Mute your microphone when not speaking

- ❖ Type your questions in the chat

Additional Resources

◉ **Planning Prioritization Framework**
- o Publication - [Planning Prioritization Framework Version 1](#)
- o Draft Planning Prioritization Framework Overview [Webinar](#)
- o [ICANN Draft FY23-27 Operating and Financial Plan](#) - Operating Initiative Planning at ICANN.
- o [Link ICANN Planning Page](#)

◉ **Implementation of recommendations**
- o Specific reviews and WS2
  - • https://community.icann.org/category/accountability
- o WS2 implementation work
  - • ["Implementing WS2" report](#) (28 Oct 2021)
- o ICANN73 Webinar on [ICANN Reviews and Implementation Status Update](#)
- o ICANN Reviews webpage, with updated status https://www.icann.org/resources/reviews/specific-reviews/

Appendix

Planning Prioritization Timeline

Step	Timing
✓ Complete planned consultations.	January 2022
✓ Develop Draft Planning Prioritization Framework v1 document	January 2022
✓ Review Draft Framework v1	January/February 2022
✓ Publication of Draft Framework V1	February 2022
✓ Organize the Pilot	February 2022
Conduct the Community Pilot	March/April 2022
Review output from the Pilot with org and Board	May 2022
Revise and develop Framework v2 based on Pilot	May 2022
Review Framework v2 with org and Board	May 2022
Publication of Framework v2	June 2022
Implement Framework v2 during FY24 Planning	June 2022
Revise and adjust process as agreed upon in iterations of the annual planning process (version 3+)	Continuous improvement

Annual Planning Process Overview
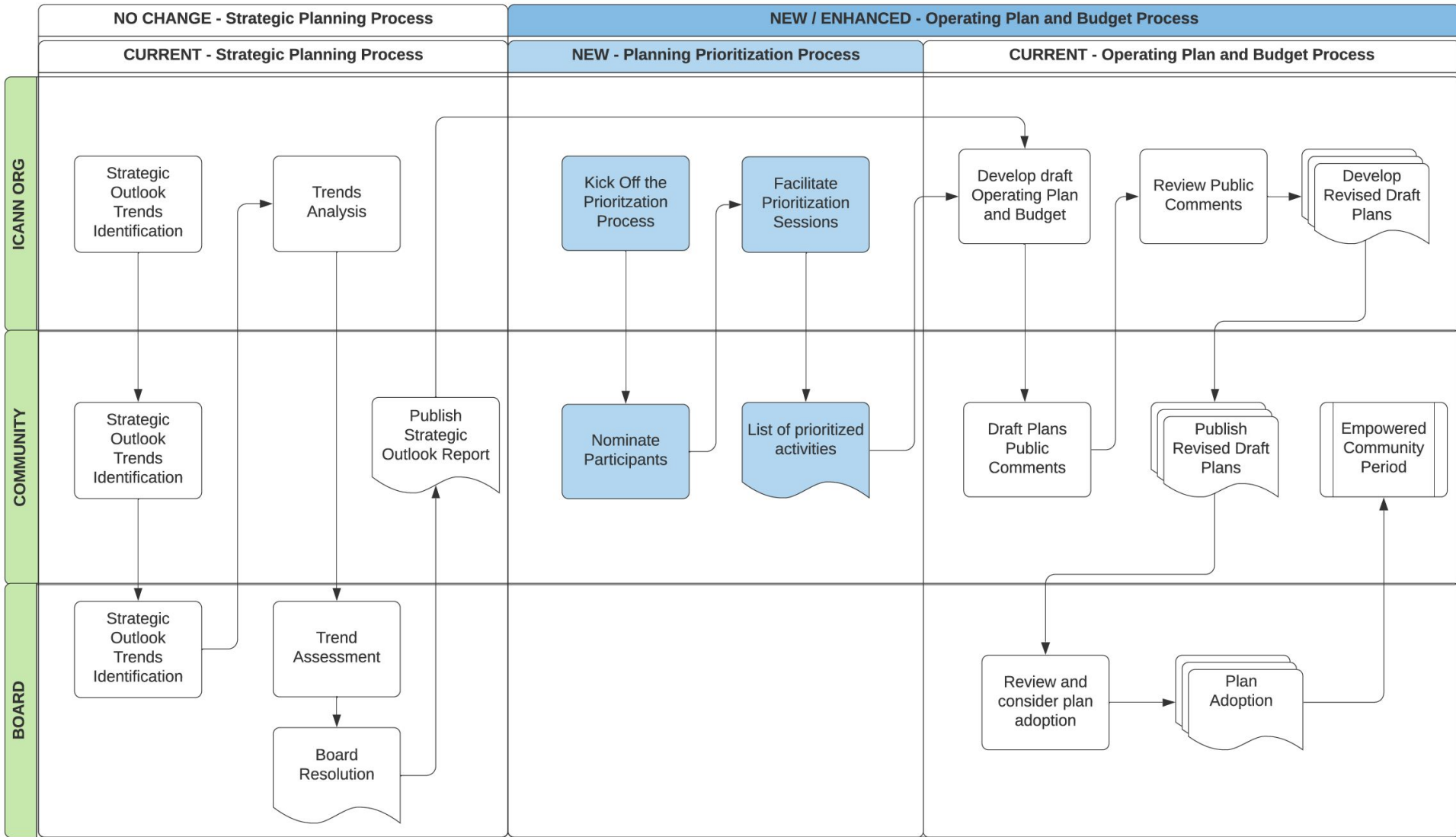
Breakdown Steps of Planning Prioritization