

# APPLICATION PORTFOLIO MANAGEMENT: REFACTORIZING

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## Project Information

**Project Team Leads:** JJ Jimenez  
Mike Kaplan

**Project Manager:** Rebekah Ahrens

**TeamDynamix Project Number:** 241116

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## Project Overview

Starting with the initial list of application savings created in December 2014, this project will track application savings created by consolidating redundant applications or otherwise refactoring existing applications to decrease the cost of applications. This will include tracking the status of the projects and working with the OneIT steering committee to establish a methodology to record savings as applications complete.

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## Project Staffing

Who	Skill Set	Estimated Time Commitment
Annette Beck	IT Service manager	50 hours
Bill Evanson	App Dev manager	50 hours
Mike Noel	App Dev manager	50 hours
Kerri Mead	Developer	50 hours
Brian Heil	IT Service manager	50 hours
Chris Fomon	IT service manager	50 hours
Romy Bolton	IT service manager	50 hours
JJ Jimenez	App Dev manager	100 hours
Mike Kaplan	App Dev manager	100 hours
Rebekah Ahrens	Project Manager	100 hours

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### Project Schedule

#### ***FY15: 11 applications***

- Test Center Placement
- CollegeNET
- EES Testing/Scoring
- SUMIT
- Kaltura
- Advising Notes
- Common Graduate Application
- rDNA and IACUC
- HireAHawk
- ResponseWare
- eACE

#### ***FY16: 11 applications***

- Advising Scheduling
- TIP-SEA Room Scheduler
- Bamboo
- JIRA
- MediaSite
- Digital Signage
- Universal Workflow + Form Builder
- Registrar DW Retirement
- Professional College Integrations
- Common Collegiate Scholarship Application
- Web Conferencing Solution

#### ***FY17: 2 applications***

- IMHR Time and Attendance
- Checkout System

Applications schedules may change and additional applications may be added to the schedule. This will be monitored throughout the project. As each project completes, the key contact will be asked for a narrative explaining what were the realized savings, where were the savings realized (i.e. org or unit), and how were the savings calculated.

By the end of FY17, this project team will transition to a newly formed Application Portfolio management team.

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## Project Plan

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### **Project Budget**

Because this project is a combination of many other projects, the budget is restricted to the staffing time to communicate and calculate the savings.

650 hours

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### **Change Control Plan**

Substantial changes to project scope will be brought to the OneIT Steering Committee for evaluation and resolution.

Additional applications for savings will be considered. When possible, the project team will decide to add these without additional approval from the OneIT Steering Committee. In circumstances where the application savings may overlap with another OneIT project, the project leads will consult with the other relevant project leads and if necessary bring the decision to the OneIT Steering Committee.

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### **Communications Plan**

Communication for this project focuses on the individual applications involved in the project. The individual project teams managing the development or consolidation effort will inform IT Communities impacted by those changes. We do not intend to communicate with IT Communities directly regarding this project, aside from the OneIT Steering Committee and OneIT Leaders.

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### **Change Control Plan**

Substantial changes to project scope will be brought to the OneIT Steering Committee for evaluation and resolution. Minor changes will be handled by project leadership. The project manager and leadership will determine the scale of changes.

### Risk Management Plan

Risk Number	Risk Description	Likelihood (H,M,L)	Impact (H,M,L)	Mitigation Strategy
1	Groups wanting to add applications to this project expect application development professionals or approval to supersede their unit priorities.	H	M	Clear communication of what this project team can and cannot do. This team does not have application development professionals or any ability to supersede local unit priorities.
2	Actual savings are considerably lower than estimates	M	H	Seek additional opportunities for savings until the goal is met.
3	APM Savings are reallocated into other IT spend	M	M	Discuss calculations with steering committee.
4	Consolidation effort(s) not feasible / successful (either within timeline or at all)	M	H	Monitor during monthly project team meetings. Seek additional opportunities for savings.
5	Resources become allocated to other efforts (due to urgent needs, etc.)	M	H	Monitor during monthly project team meetings. Seek additional opportunities for savings.
6	Inability to collect information on other ongoing consolidations outside our scope	M	M	Regularly communicate with the Program Office and OneIT Leaders for input.

### Metrics / Key Performance Indicators

While the number of applications is being tracked, the estimated savings is the primary metric of success.

- \$600,000 in savings
- 24 Applications providing savings.

### Key Dates

**Charter Ratification Date**                      06/01/2015

**Project Plan SC Approval Date**            08/27/2015