

# APPLICATION PORTFOLIO MANAGEMENT: SERVICE CATALOG

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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

Using existing lists of applications as a foundation, update and expand on the data collected regarding applications, purchased and developed. Phase 1 will focus on updating the list currently available as well as adding detail. Phase 2 will expand on this work to create an ongoing process to maintain the application portfolio, make tools easily available to support this process, and define the application portfolio management team.

This project plan details the phase 1 plan. It will be updated before phase 2 begins with detail based on what is learned from phase 1.

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## Project Staffing

Who	Skill Set	Estimated Time Commitment
Rebekah Ahrens	Project Manager and IT Service Manager	Phase 1: 30 hours
Kerri Mead	IT Service Manager	Phase 1: 20 hours
Annette Beck	IT Service Manager	Phase 1: 10 hours
Romy Bolton	IT Service Manager	Phase 1: 10 hours
JJ Jimenez	IT Service Manager	Phase 2
Mike Kaplan	IT Service Manager	Phase 2
Bill Evanson	IT Service Manager	Phase 2
Mike Noel	IT Service Manager	Phase 2
Chris Fomon	IT Service Manager	Phase 2
Brian Heil	IT Service Manager	Phase 2

### Project Schedule

#### *Phase 1*

June

- Get full list of everything distributed units reported
- Update taxonomy

July

- Refine distributed unit lists and adjust to taxonomy

August

- Review with steering committee

September

- Send distributed unit lists to units to be updated
- Assess findings from information reported back

#### *Phase 2*

Planning will begin after Phase 1 is complete.

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### Project Budget

Phase 1: 70 hours staff time

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### Change Control Plan

Substantial changes to project scope will be brought to the OneIT Steering Committee for evaluation and resolution. This includes additional detail when phase 2 is planned.

# OneIT@Iowa

## Project Plan



### Communications Plan

For phase 1 of this project, communication will be light. We will focus on communicating with the steering committee and org IT leaders to update their content. We anticipate a larger communication plan for phase 2 of the project.

<b>Target Audience</b>	<b>Primary Contact</b>	<b>Communication Mechanism</b>	<b>Frequency</b>	<b>Purpose/Description of Communication</b>	<b>Author/Owner</b>
<b>OneIT Steering Committee</b>	Program Office	Email, meeting discussion	Monthly, ad hoc as needed	Updates on project, feedback	
<b>Project Team</b>	N/A				
<b>OneIT Leaders</b>	Program Office	Email, meeting discussion	ad hoc as needed	Request data collection	Rebekah Ahrens
<b>ITAdmin Community</b>	Jessica Church				
<b>Web Community</b>	Mark Ahrens				
<b>IDUG</b>	Brenda Ulin				
<b>SCIT</b>	Annette Beck				
<b>App Dev</b>	Valerij Petrulovich				
<b>ATAC</b>	Maggie Jessie				
<b>ITAC</b>	Lynette Racevskis				
<b>Advisory Committee</b>	N/A				
<b>IT Leaders Program</b>	Jen Steil				

### 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	The application portfolio is created, but not maintained.	M	H	This will be assessed during the phase 2 planning.
2	Metrics and return on investment calculation definitions may become stale.	M	M	This will be assessed during the phase 2 planning.
3	Due to time required to be on the application portfolio team, units may be reluctant to volunteer staff time.	H	H	This will be assessed during the phase 2 planning.
4	This team cannot provide application development resources when making recommendations. This could result in units not implementing the recommendations and reduce the effectiveness of the team.	M	M	While this will be further mitigated during planning of phase 2, it is clear relationship building will be critical to the team's success.

### Issue Tracking and Resolution Plan

See APM Update Portfolio in Sharepoint site.

### Metrics / Key Performance Indicators

Phase 1: Updated list of applications from each IT unit.

### Key Dates

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

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