

# Project Closeout



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## Project Details

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**Project Name:** OneIT – Project Management Office  
**Project Team Leads:** Mike Frangi, Greg Schwartz  
**Project Manager:** Kris Halter  
**TeamDynamix Project Number:** 239976

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## Project Overview

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Establish a formal Information Technology Project Management Office (PMO) with clearly defined standard processes, supporting the entire lifecycle for information technology projects at the University of Iowa. To do so, the following set of requirements were implemented:

- Requirement 1 – Definition of services offered by the PMO to the organization.
- Requirement 2 – Consistent framework for supporting the project lifecycle aligning with industry best practices.
- Requirement 3 – Criteria and definition of projects subject to governance, review and oversight.
- Requirement 4 – Criteria and definition of IT project portfolio maintained by the PMO.
- Requirement 5 – A determination of PMO organizational structure.
- Requirement 6 – Appropriate staffing levels and HR classifications for the PMO to meet the needs of the organization.
- Requirement 7 – Baseline space needs and related resources for the PMO.
- Requirement 8 – Funding models and related options for sustaining services offered by the PMO.
- Requirement 9 – Methods for tracking project resource utilizations (budget, hours, expenses, etc...).
- Requirement 10 – Develop a Marketing Strategy.
- Requirement 11 – Develop a Business Plan for the PMO.

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## Project Accomplishments

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The OneIT PMO project team has accomplished the following items. These accomplishments are tied back to the requirements that were outlined at project kickoff in the PMO Project Charter Document.

- Implemented an IT PMO website <http://itpmo.uiowa.edu>, which features services offered, project-management documents, templates, practices and terminology, and updates on projects with which the ITPMO is assisting. Requirements 1, 2, 3 and 10.
- Updated existing Project Management documents and templates to fit the group's new logo, to make them more ADA compliant, stylized after the OneIT@Iowa project documents. Requirement 2.
- Brought all 20 non-ITS departments onto a time tracking software solution, to facilitate visibility of IT projects across campus for IT Leaders, UI Leaders, and the Board of Regents as part of the TIER initiative. Requirement 9.
- Inventoried IT Projects across campus with the aid and support of the IT Directors for each department. Requirements 4 and 9.

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- Provided training to 19 departments that chose to utilize TeamDynamix as their project and time tracking software solution. [Requirement 9.](#)
- Updated HR job classifications for the Project Management track by having an entry level Project Coordinator classification added. This was done in conjunction with UIHC and central HR. [Requirement 6.](#)
- In conjunction with OneIT Governance Project, developed a Project Governance and Workflow process for new IT projects on campus. This will aid in visibility and transparency of IT projects across campus. [Requirement 3.](#)
- Assisted governance project in drafting a TeamDynamix and UI Workflow process for initiating IT Projects. This will allow for a streamlined approval process and enhance visibility and transparency into IT initiatives on campus. [Requirement 3.](#)
- Developed an in depth business plan for the PMO which outlines detailed strategies for funding and marketing . [Requirements 8, 10 and 11.](#)
- PMO was moved into the CIO's Office on July 1, 2017. [Requirement 5.](#)
- PMO project management representation on three of the six councils to aid in roadmap process and council facilitation.
- PMO representation on the OneIT Operations Team.
- Providing monthly reports to Administrative and Collegiate IT Directors in order to keep IT staff data in TeamDynamix up to date and accurate.
- Assumed responsibility for administration of the OneIT Application Portfolio.

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## Recommendations for Further Action (What tasks are still left to do)

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The following recommendations are currently outstanding and will be addressed as the PMO is operationalized and continues to grow, enhancing the services it provides to campus.

- Reclassify existing PMO staff into PM job classifications in the HR system. [Requirement 6.](#)
- Follow up with new units using TeamDynamix on setup of projects and reporting roll up structure.
- Determine specifics related to PMO funding model and how services can be leveraged by OneIT. [Requirement 8.](#)
  - The ITPMO project team is now operating under a business model that is similar to what is currently being offered by the Custom App Dev, Web Dev, and Extended Technical Support teams. The idea is to leverage industry best practices tailored to the University of Iowa environment, to enable consistent implementation of projects that are on time, in scope, and under budget.
- Launch Marketing Strategy – [Requirement 10](#)
  - Present at ITAdmin Community
  - Present at OneIT Leadership meeting
  - Present at Public Discussion Session
  - Utilize the brochure as a marketing tool.
  - Poster session at 2017 tech forum - Complete
- Continue to enhance tools utilized by the project governance process, which currently include UI Workflow, OneIT Intranet and TeamDynamix. [Requirement 3.](#)

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What Could Have Been Improved (What would you have done different)

Not Applicable

Recommendations for Process Improvement (What can be done better on future projects)

Not Applicable

<input type="checkbox"/>	Project Closeout Approval Date	MM/DD/YY
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