

## PROJECT MANAGEMENT OFFICE

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### Project Information

**Project Team Leads:** Mike Frangi  
Greg Schwartz

**Project Manager:** Kris Halter

**TeamDynamix Project Number:** 239976

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### Project Overview

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 will be 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 portfolio maintained by the PMO to the organization.
- 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 – Marketing strategy.

### Project Staffing

Who	Skill Set	Estimated Time Commitment
Mike Frangi	Project Leader	200
Greg Schwartz	Project Leader	150
Kris Halter	Project Manager	200
Jenifer Steil	Project Member	100
Gayle Elliott	Project Member	100
<b>Total</b>		<b>750</b>

### Project Schedule

#### ***Phase 1 - Initiation (Spring – Summer 2015) April 2015 – June 2015 → COMPLETE***

- Develop project charter
- Develop stakeholder registry
- Form advisory committee
- Form project team

#### ***Phase 2 - Planning (Summer/Fall 2015) July 2015 – October 2015***

- Engage Campus IT Directors to determine / verify scope of work via face-to-face interviews
- Determine engagement and communication strategy
- Engage IT campus community as needed for feedback
- Meet with HCIS PMO
- Finalize project plan and post for public comment
- Outline high level PMO service offerings for each stage of the implementation
  1. Training
  2. Custodian of the IT project Inventory
  3. Develop standard processes
    - Glossary of Terms to promote a common vocabulary
    - Performance Metrics
  4. Consulting on IT projects
    - Full time PM assigned to Project
    - Bring in PM to provide advice on a project
    - Helping develop project management skill sets on campus (Mentoring)
  5. Project Management Tool Set
    - Templates
    - Time Tracking
  6. Facilitating shared governance process for OneIT Organization
- Outline organizational needs for the PMO

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## Project Plan



- HR Classification discussion
  - Outline needs of the IT Project Manager and Project Coordinator
    - Meet with those who were involved in the initial classification redesign for Project Management to determine why the existing classifications do not work for us.
  - Meet with HCIS PMO Director to get feedback
  - Meet with HR organization
- Baseline space needs
  - Address details in Phase 3, Stage 2
- Funding model
- Organization structure
- Work with Governance Team to determine role of PMO staff within the governance process
- Determine additional requirements
  - Website
  - Community building

### ***Phase 3 - Implementation***

- **Stage 1** – Stand up a PMO (Fall 2015) November 2015 – January 2016
  - Implement PMO Organizational needs
  - Continue campus engagement as defined in Stage 1 (provide updates on Project and gather feedback)
  - Flesh out baseline service offerings
  - OneIT Steering Committee review and feedback of baseline service offerings
  - Vet service offerings to campus IT community
  - Start implementing baseline services
  - Tweak service based on feedback
  - Flesh out next round of service offerings
- **Stage 2** – Enhance PMO and expand on service offerings (Winter/Spring 2016) February 2016 – June 2016
  - Continue campus engagement as defined in Stage 1 (provide updates on Project and gather feedback)
  - Flesh out expanded service offerings
  - Update campus IT community and OneIT Steering Committee
  - Tweak service based on feedback

### ***Phase 4 (Fall 2017) July 2016***

- Project Close Out
- Ongoing service enhancements

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## Project Plan



### Project Budget

Software licensing and resources to support the PMO will be determined during the implementation of the project.

Estimated project implementation effort of 750 hours or \$48,750

### Change Control Plan

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

### Communications Plan

Target Audience	Primary Contact	Mechanism	Frequency	Purpose/Description of Communication	Owner
<b>OneIT Steering Committee</b>	Program Office	Email, meeting discussion	Monthly, ad hoc as needed	Updates on project, feedback	Kris
<b>Project Team</b>	Kris Halter	Email, meeting discussion	Monthly, ad hoc as needed	Updates on project, feedback	Team
<b>OneIT Leaders</b>	Chris Clark	Email, meeting discussion	Monthly, ad hoc as needed	Updates on project, feedback	PM & Leaders
<b>Individual Customers</b>	Project Manager and Leaders	Email, meeting discussion	Monthly, ad hoc as needed	Determine and validate business proposal	Team
<b>ITAdmin Community</b>	Tim Wolf	Presentation, email	As needed	Updates on project, feedback	Kris
<b>Organizational Effectiveness</b>	Rachel Napoli	Email, meeting discussion	As needed	Organizational Change Consultation	PM & Leaders

### Risk Management Plan

Risks will be identified during project team meetings, interviews or discussions with project stakeholders. Once identified the risks will be assessed and the likelihood of occurrence and impact on the project will be determined. Risk mitigation strategies will be developed for risks that have a high

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## Project Plan



impact and a high likelihood of occurrence on the project. The risk tracking list will be located on the Project Management Office Project SharePoint Site.

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### Issue Tracking and Resolution Plan

Issues will be identified during project team meetings, interviews or discussions with project stakeholders. Once identified the issues will be evaluated, tracked and assigned in the issue tracking list located on the Project Management Office Project SharePoint Site.

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### Metrics / Key Performance Indicators

- The total number of manager level users within TeamDynamix Higher Education (TDHE).
  - The total number of regular users of TDHE.
  - The number of active projects within TDHE.
  - The number of projects being managed by the PMO vs total projects in the inventory.
  - Feedback / Advice from Governance and Advisory Committee.
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### Key Dates

<b>Charter Ratification Date</b>	06/01/2015
<b>Project Plan Approval Date</b>	09/29/2015