

# Project Charter

<b>Project Name:</b>	<b>OneIT – Information Technology Project Management Office</b>
<b>Project Team Leads:</b>	Mike Frangi, Greg Schwartz
<b>Project Manager:</b>	Kris Halter
<b>TeamDynamix Project Number:</b>	239976

**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.

**Project Purpose and Benefits to Campus**  
Create a single IT PMO, which will provide the following benefits to campus:

- Deliver successful IT projects in scope, on budget, and within the outlined timeframe.
- Enhance visibility into IT projects across campus.
- Keep University leadership and the IT community informed.
- Serve as the OneIT resource for IT Project Management practices.
- Create and promote standards and best practices for all phases of projects.
- Ensure efficient usage of staff time on IT projects.
- Build Project Management community and professionalism across the institution.

**Project Scope Statement**

**In Scope:**

- Establish a Project Management Office to provide a single point of management, control, and accountability for relevant IT projects.
- Identify and manage the IT project portfolio.
- Create or modify standards, tools, and procedures to lead the implementation of IT projects.
- Create a taxonomy that will be used to define and track projects.
- Inventory all IT related projects that meet the criteria, tools, and methods of the PMO.
- Track time and provide reporting for IT projects.

**Out of Scope:**

- Healthcare IT processes and projects.
- Non-IT related processes and projects.
- Support of ongoing, operational IT activities (services) and related processes.

**High-Level Requirements**



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This project requires:

- A consistent framework for supporting the project lifecycle aligning with industry best practices.
- Appropriate staffing levels and HR classifications for the PMO to meet the needs of the organization.
- Definition of services offered by the PMO to the organization.
- Criteria and definition for IT projects subject to governance review and oversight.
- Criteria and definition of the IT project portfolio.
- Methods for tracking project resource utilization (budget, hours, expenses, etc.).
- Baseline space needs and related resources for the PMO.
- A determination of PMO organizational structure.
- Funding models and related options for sustaining services offered by the PMO.

## High-Level Risks

- Resistance to change by departments and employees.
- Resisting changes to individual job functions, duties, and reporting assignments.
- Perception that the PMO may present an obstacle to projects being completed in a timely and costs effective manner.
- Sustainable and flexible funding models could be difficult to create/maintain.

## Assumptions and Constraints

The following assumptions have been made for the purpose of planning this project.

- This will be a multi-phase project.
- The PMO will leverage existing tools and practices utilized by ITS.
- There will be close coordination between the PMO and Governance project teams.
- The initial number of available project managers will be limited.
- IT Projects will use TeamDynamix for tracking time and project-related reporting.
- Compliance to a standard framework will be a challenge at the outset.
- The PMO framework and methodology will be flexible to accommodate all types of projects.
- The IT project portfolio will accommodate IT projects from all over campus.
- There is broad support for the creation of an IT PMO.
- The PMO will strive to meet the diverse needs of all departments on campus.
- Existing project management services will not be interrupted.

## Project Governance

The OneIT Steering Committee is ultimately responsible for overseeing and certifying the viability, support, and overall success of the PMO project at the Department and Organization levels. For detailed descriptions of responsibilities for the OneIT Steering Committee, OneIT Program Office and

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Advisory Committees see [SharePoint Governance Document](#).

<a href="#">Anticipated Cost Savings Categories</a>
<ul style="list-style-type: none"> <li>• Staffing             <ul style="list-style-type: none"> <li>○ Reduced staffing cost by offloading PM work to a more efficient dedicated person.</li> </ul> </li> <li>• Project Resources             <ul style="list-style-type: none"> <li>○ Reduced overruns on project (costs, time, resources).</li> </ul> </li> <li>• Licensing             <ul style="list-style-type: none"> <li>○ Reduced licensing fees with more cohesive software usage across campus departments.</li> </ul> </li> <li>• Other Efficiencies             <ul style="list-style-type: none"> <li>○ Reduce overall UI expenditure by ensuring projects align with UI road maps and strategic initiatives.</li> <li>○ Increased visibility of projects may result in broader adoption of IT services, along with reduced duplication.</li> </ul> </li> </ul>

Sub Projects
To be determined

<a href="#">Preliminary Milestones</a>	Target Date
Charter Review	5/1/2015
Advisory Committee and Project Team Finalized	5/15/2015

<a href="#">Project Team</a>	Role
Mike Frangi	Team Lead
Greg Schwartz	Team Lead
Kris Halter	Project Manger
Jenifer Steil	Project Team
Gayle Elliot	Project Team

<a href="#">Stakeholders:</a>	<a href="#">Refer to Stakeholder Registry</a>
<a href="#">Potential Implementation Cost:</a>	TBD (TDHE expansion costs) \$61,000/year in addition to existing contract (before vendor



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		negotiation).
Target Start Date:		4/6/2015
<a href="#">Target Close-Out Date:</a>		7/1/2016
<input type="checkbox"/>	Charter Ratification Date	MM/DD/YY