

PROJECT MANAGEMENT OFFICE STATUS UPDATE

Project Information

Project Team Leads: Mike Frangi
Greg Schwartz

Project Manager: Kris Halter

TeamDynamix Project Number: 241116

Reporting Period: 08/14/2015-10/02/2015

Project Life Cycle - Phase

Item	Phase 1 – Initiation	Phase 2 – Planning	Phase 3 – Implementation	Phase 4 – Close Out
Timeline:	04/13/15 - 06/28/15	06/29/15 – 10/30/15	11/02/15 - 07/29/16	07/01/2016
Status:	On Track	On Track	On Track	
Completion:	100% Complete	90% Complete	XX% Complete	XX% Complete

Executive Summary

Item	Status	Notes
Overall Status:	On Track	
Schedule:	On Track	Overall the project is on schedule, some of the implementation phased tasks have begun in parallel with finalizing the planning phase tasks.
Budget:	On Track	The project has consumed 317.5 hours between 5 project team members. TeamDynamix Higher Education (TDHE) current yearly expenditure is \$61,160 for the support of Portfolio and Project Management Application.
Risks:	Attention Required	The most recurring risk communicated to the PMO team was that several of the IT Directors are worried that there could be an increase in the delay of projects if a Project Manager is assigned to a project. The main worry is that implementation of strict formal protocols and procedures would slow down fast paced projects.
Issues:	On Track	None currently.

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Phase 2 – Planning

Phase Status:	On-Track
Phase Start Date:	06/29/2015
Phase End Date:	10/30/2015

Accomplishments

- Finalized the OneIT PMO Project Plan after it had gone through extensive reviews by the project team, Curtis Chung from the HCIS PMO, the Advisory team, the Program Office, the Governance team, and the OneIT Steering Committee.
- Conducted a meeting with Curtis Chung, the director of the HCIS PMO, to extract helpful tips and information on initiating a successful PMO from the ground up.
- Reported out to the OneIT Project Management Office Advisory group on the current status of the project, our current project plan, and our future planned endeavors. We solicited feedback and Q&As with our advisors.
- Met with the OneIT Governance team to discuss the direction of both projects and what the areas and responsibilities of each group were going to be going forward. Since there is an overlap between both projects in that the PMO manages projects but the Governance team approves projects there is a need to have a tight integration and cohesion between the two.
- Collaborated with the OneIT Application Portfolio Management project team on partnering on communication to IT personnel on application usage and current projects for their departments, so as to not over burden people with surveys that have overlap on the questions data being gathered.
- Developed additional wording and fields for the OneIT Application and Portfolio Management team to utilize on our behalf for their survey/inventory that they sent out to IT Professionals across campus.
- Planned out the PMO Inventory Survey timeline (receive APM feedback week of the 5th, Create required questions and base inventory until the week of the 19th. Week of the 19th send out inventory survey).
- Outlined a project definition and what the PMO considers is appropriate to record during the inventory process.
- Laid out the notification letter and form questions for IT personnel to fill out for the inventory of IT related projects.
- Met with the Governance team, Program Office, and the UI Change Management Office to review our project plan, organizational structure plan, requirements for the PMO, how the two OneIT teams will progress on delineating responsibilities and transition SOP in the long term between the Project Management Office, OneIT Governance team, and Steve Fleagle.
- Reported out to the Steering Committee on the Project plan and obtained approval.
- Requested the Program Office to Post our Finalized Project Plan to the public website.

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Upcoming Milestones

- Post the project plan online for public review.
- Finalize Surveys and Responses

Planned Work

- Determine engagement and communication strategy.
- Outline high level PMO service offerings.
- Outline organizational needs for The Office.

Matters for Steering Committee

- N/A
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Phase 3 – Implementation

Phase Status:	On-Track
Phase Start Date:	11/02/2015
Phase End Date:	7/29/2015

Accomplishments

- Pharmacy has started to pilot the usage of TeamDynamix for project management.

Upcoming Milestones

- Implement HR job classification additions.

Planned Work

- Meet with HCIS PMO and collaborate and agree on job classification changes to the PM family.
- Present a change request to HR on job classifications offerings.
- Adjust internal classifications distribution.

Matters for Steering Committee Attention

- N/A