PROJECT MANAGEMENT

DEPARTMENT OVERVIEW
GOAL

• “We don’t make the product we make it better”
  • Primary Responsibilities
    • Process Institutionalization
    • Accountability
    • Visibility
INSTITUTIONALIZATION

• Standardization via Project Management Institute (PMI) methodology
  • Established project request process
    • Captures scope
    • Ensures alignment to system strategic goals
    • Identifies resource (staff, budget, equipment, etc.) requirements
  • Additional implemented processes + procedures
    • Create cross-functional department teams
    • Develop integrated project schedules + work breakdown structures
    • Established a formal project approval process
  • Created project portfolio
    • Increases organizational visibility
    • Reviewed weekly
ACCOUNTABILITY

• Project adherence to Triple Constraint
  • Project requests defines
    • Scope
    • Schedule
    • Resources
    • Quality

• Vendor management
  • Established formal project vendor selection process
  • Ensure adherence to statement-of-work (SOW) +/- or contract
    • Align business + legal requirements in negotiation phase
    • Monitor vendor performance in execution phase
VISIBILITY

• Program + Project
  • Establish core + expanded team meetings
    • Monitor status
    • Address issues + manage risks

• Portfolio (Executive view)
  • View program + project status
  • Determine project prioritization
  • View organizational resource allocation
  • Understand systems impacted

• Recognition of project teams accomplishments
  • Closure process
## VISIBILITY - PORTFOLIO

<table>
<thead>
<tr>
<th>#</th>
<th>Program/Project Name</th>
<th>Total Project</th>
<th>Scope</th>
<th>Schedule</th>
<th>Budget</th>
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<th>WebSphere</th>
<th>Great Plans</th>
<th>FileNet / Perceptive</th>
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**Impacted Department Total**

|                | 10 | 5 | 10 | 7 | 7 | 4 | 1 | 2 | 1 | 1 |

**NOTE:** Indicates Project Schedule Rebaseline

- **Budget is on track.** Project is on schedule.
- **Project is on hold.**
- **Project is behind by less than 10%.**
- **Project is behind by 10% to 20%.**
- **Project is behind by greater than 20%.**
- **Critical issues requires immediate action.**
- **Business case not developed.**

**Status**

- HOLD indicates a project on hold.
- CLOSED indicates the project has been completed.
- TBD indicates a task is due but needs to be determined.

**Detail**

- **TBD** indicates tasks due but need to be determined.
- **HOLD** indicates projects on hold.
- **CLOSED** indicates projects completed.

- **Impacted Departments**:
  - **Primary Executive Sponsor**
  - **Primary Technical Sponsor**
  - **Project Sponsor**
  - **Project Manager**
  - **Strategic Goal #**

- **Notes**:
  - Project Schedule Rebaseline
  - Budget is on track.
  - Project is on schedule.
  - Issues are being addressed.
  - Project is less than or equal to 15% behind schedule.
  - Project is greater than 20% behind schedule.
  - Critical issues requires immediate action.
  - Business case not developed.
ACCOMPLISHMENTS

- Critical programs/projects
  - TMRS*Direct (In-process)
  - Lexmark Perceptive Document Management System (Complete)
  - City Payroll/Process Re-engineering Effort (In-process)
  - Governmental Accounting Standards Board (GASB) 67 + 68 (Complete)
  - 2015-16 Service Organization Control (SOC) 1 (Complete)

- Project Metrics

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Thank you
Questions?