

PROJECT MANAGEMENT

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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

ACCOMPLISHMENTS

- **Critical programs/projects**
 - TMRSDirect (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**

	Year End Total	Closed / Complete
2013* (July)	16	4
2014 Dec	13	6
2015 Dec	11	7
2016* (June)		2

Thank you

Questions?