Project Management
Time Well Spent

Presenters
Sue Ann Lipinski, Cindy Smith, Angela Riley
West Virginia Code §5A-6-4

- Authorizes the Chief Technology Officer (CTO) oversight authority on agency information technology (IT) projects
- Establishes the Project Management Office (PMO) within the West Virginia Office of Technology (WVOT)
- Authorizes the PMO to provide project management on major IT projects*

*Major Information Technology Project means any information technology project estimated to cost more than $100,000 or require more than 300 man hours to complete.
Establish a methodology for managing IT projects throughout the entire project life cycle

Provide support and leadership across state government by establishing standards for IT projects and training of agency project managers

Provide oversight for state IT projects by ensuring compliance with state-wide strategic plan

Issue standards for IT projects

Develop and deliver training to agency project managers
Apply standards and establish a methodology that is based on PMBOK

Present project concept(s) to the WVOT Project Steering Committee for review

Work with agencies and vendors on technology projects to ensure that project objectives are achieved

Provide oversight by monitoring the implementation of information management and IT plans and periodically report findings to CTO
Primavera - Project Management Tool

- Primavera will assist us in managing the entire project lifecycle, including projects of all sizes

Benefits
- Optimize resources utilization
- Reduce costs
- Manage changes
- Meet delivery dates
- Ultimately make better decisions
- Centralized repository
Project management is the application of knowledge, skills, tools, and a standardized process of organizing and planning project activities to meet project requirements. (WVOT EPMO adapted definition)
“A project is an endeavor undertaken to meet specific goals and objectives that has a defined schedule and follows the project life cycle.”
Project Life Cycle

Monitoring and Controlling

Initiating
Planning
Closing
Executing
Project Life Cycle

- **Initiating**
  - Identify and authorize a new project or a new phase of an existing project

- **Planning**
  - Establish the scope, define objectives, gather requirements, and determine the actions to complete the project

- **Executing**
  - Complete the tasks to achieve project objectives according to scope and budget

- **Monitoring and Controlling**
  - Track, review, report, and regulate the progress of the project within each cycle. One must also identify changes to the plan and initiate a change control process

- **Certification & Accreditation**
  - Audit the quality of deliverables and measure results against project requirements to ensure project objectives are met while demonstrating compliance with project standards

- **Closing**
  - Ensure all tasks are complete; develop a plan for on-going maintenance, and conduct a post project review
Initiating a Project

- Complete the Project Concept Form
- Present the concept to the WVOT Project Steering Committee, in many cases the sponsor is invited to present their concept
- Determine, at a high level, project budget, schedule and scope
- Identify stakeholders
- WVOT EPMO will notify the sponsor of the WVOT Project Steering Committee’s decision. Normally, the response is within 30 days of submitting a Project Concept Form
- Certification & Accreditation
Project Concept Form

- General Information
  - Date Submitted, Sponsor, Contact Name, Contact Number, etc.
- Background and Objectives
- Project Objectives
- Project Drivers
- Organization Scope
- Funding Sources
- Acquisition/Support Plans
- Return On Investment (ROI)
Planning a Project

- Create a Statement of Work (SOW)
- Assemble the project team
- Prepare a project plan (budget, schedule, change, issues, risks, communication and quality plans)
- Prepare requirements specifications
- Certification & Accreditation
Execute a Project

- Manage the following according to the project plan and report on the following items:
  - Budget
  - Scope
  - Change
  - Issues
  - Risks
  - Quality
- Develop, acquire, or provide services to meet the project objectives and requirements
- Certification & Accreditation
Monitoring and Controlling a Project

- Project Status reporting to Sponsors and the WVOT Project Steering Committee
- Hold Project Team Meetings
- Monitor and Control the following according to the project plan
  - Budget
  - Scope
  - Change
  - Issues
  - Risks
- Certification & Accreditation
Certification & Accreditation a Project

- Determine if requirements have been met
- Testing complete w. certification
- Security and Controls certification complete
- Documentation complete
- Plans established and implemented
  - Maintenance
  - Data backup and recovery
  - Data archiving
- Verify customer acceptance is complete
Closing a Project

- Perform post project review
- Develop an ongoing maintenance plan
- Transition to maintenance
- Deliver documentation to maintenance team and project sponsor
- Complete the closeout checklist
- Certification & Accreditation
**Project Close-Out Checklist**

- Functional Requirements Met (reports, screens, forms, performance requirements, etc.)
- Technical Requirements Met
- Testing Complete w/Certification & Accreditation
- Security and Controls Certification Complete
- Documentation Complete
- Training Complete (End-user, Service Desk, Developers, DBA’s, etc.)
- Knowledge Transfer Demonstrated
- Maintenance Plans Established
- Support Agreements Implemented
- Account Authorization and Management Procedures
- Data Backup and Recovery
- Data Archiving Plan
- Licensing Agreements Complete
- Statement of Work Requirements Achieved
- Customer Formal Acceptance Complete (Customer Sign-Off)
- Other Checklist Items ____________________

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**Is this Project Complete?**

- NO Continue the project
- YES Transition to maintenance
Questions