**Definition of a Project for UA system**

*An automation or Information Technology endeavor that is*

**Specific** - intended to accomplish measurable objectives,

**Finite** - having specific start and end dates

**Unique** - distinct from operational maintenance or routine change management,

**Significant**, typically:
- requiring > 160 hours of work,
- addressing immediate or high risk compliance concerns,
- crossing Statewide departmental boundaries,
- crossing MAU boundaries,
- having high visibility,
- introducing a new technology,
- changing the priority of other PMT projects,
- or impact of positive net revenue.

2. ITEC Strategic & Priority (DECISION POINT).

3. PMT understands the Idea.

4. ITEC leverages outside resource for independent assessment of idea (Optional).


6. ITEC Make or Buy (RFP)? System adoption likely? (Optional DECISION POINT).

7. ITEC Resources (DECISION POINT).

8. The Idea becomes a project. Project is executed.


10. PMT Closeout Preparation.

11. ITEC Status update

12. Operations Accepts Responsibility

PMT Monitors PMT Total Cost of Ownership (TCO) Full disclosure PMT Initial Assessment & Feasibility CMT Available as Resource PMO Facilitates the process Execute / Monitor / Control Phase C Initiate and Planning Phase B Discovery Phase A Closeout Phase D
For system ideas, from UA community, PMT, CMT, Business Council, SSC, SAC, ITEC, appropriate MAU input, etc.

PMO – SUFFICIENT INFORMATION SUBMITTED FOR INITIAL PMT EVALUATION?

PMT (Operational Decisions)

Lightweight Project? Heavy Project?

1. "Lightweight" With additional planning (TBD) document(s) definition.
2. Appointment of Project Manager usually not warranted.
3. Prioritization defined.

PMO will support identified Discovery Project Manager to develop a preliminary Discovery Proposal. The PMT will make an initial assessment and pass feasibility and prioritization recommendation to ITEC for strategic consideration.

Information Technology Executive Council (Strategic Decisions)

1. Approval to move from "Discovery Phase" to next phase. "Initiate / Planning Phase"
2. Communicate ITEC priority.
3. Add to Systemwide Portfolio.

Lightweight Project?

1. More Information needed, Wait, Table, or Terminate
2. Potentially staff a discovery team and project manager

"Heavyweight"

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GO TO Initiate / Planning Phase

GO TO Execute / Monitor / Control Phase

Review project idea against CMT supported Enterprise Architecture checklist. Submit review to PMT.

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Transition from High level Discovery Proposal (Requirements, Risks, etc.) to detailed analysis.

PMO will support the identified Planning Phase Project Manager to answer the following questions or respond to the following needs in detail:

→ What are your target business needs?
→ Conduct a current business process analysis.
→ What changes in your process do you want?
→ Impact to resources (personnel and technology).
→ Cost estimate, may include need for RFI.
→ Risk Assessment of both technical and business risks, proposed risk mitigations. Acknowledge calculated risk (some risk okay).
→ What projects must set aside to allow this proposed project to move forward?
→ Document all development costs and 3 to 5 years of projected operational or sustainment costs.
→ Generate Acceptance / Functional Test cases with Traceability.
→ Identify any additional resources needed for implementation and sustainment (operations).

ITEC / BC

1. More Information needed, Wait, Table, or Terminate.
2. Identify or reserve funds for future priority projects in wait status.

PMT

1. Negotiate contract when appropriate.
2. Approval to move to next phase, “Execute / Monitor / Control Phase”
3. Communicate ITEC priority.
4. Add to Systemwide Portfolio.

PMO

1. If change in Project Manager or team for next phase, generate ITEC appointment letter.
2. Communicate ITEC priority.

GO TO
Execute / Monitor / Control Phase

CMT

1. Optional step, Make or Buy? Approve execution of RFP contingent upon funding.
2. Identify funding sources / ACAS / MAU cost share.

PMO Project Team

START Initiate / Planning Phase

Needs Addressed

Regular status updates throughout Phase

Approve Initiation of RFI / RFQ

The Project Manager provides the project documentation and an executive summary to the PMT. This information along with PMT’s assessment is sent to ITEC for strategic consideration and prioritization.

Planning Phase Project Manager is authorized to utilize “initiate / planning” dollars for TBD purposes. For instance, utilizing consulting services or flying another academic representative to Alaska.
Transition from approved or queued project to Execute, Monitor, Control Phase.

Establish authority for team resources with a project manager to oversee the following effort:

- Provide, update, expand project plan.
- Provide regular status updates and report major milestones.
- Manage/resolve issues and resources.
- Continuously monitored, Re-plan Schedule / Risk Assessment as necessary.
- If necessary, revisit scope and budget and seek approvals.
- Update and execute test cases / traceability.
- Execute training plan and reviews. Involve trainers during this phase.
- Gain customer acceptance.
- Transition to Operations.

Projects in wait status verified with PMT; re-establish solution, funding, resources, priority with ITEC.

1. Approvals obtained for projects in wait status

PMT (Monitor)

Tasks for Project Manager

Continuously Monitor and Control Schedule, Cost, Resources, and Risk

GO TO Phase A or Phase B

If scope creep (for add-on changes or unanticipated new requirements). Define child projects or approved expansion of existing project.

Ready to transition to next Phase

GO TO Closeout Phase

Preparation for project completion:
PMT and Project Manager review documentation for acceptance testing, training plans and confirm operations is ready to accept the deliverables.
Closeout, Phase D

Transition from Execute, Monitor, Control Phase to Closeout Phase.
Confirm customer acceptance, documentation is complete, Operations is ready to take control. Project Manager hands off to contract administrator.

- Negotiate appropriate Service Level Agreements.
- Remove project from PMT Portfolio.
- Contractual acceptance documents complete.
- Notify training staff and conduct training.
- Notify Service Manager and Help Desks of new service.
- Notify community of the new product, now in production.
- Prepare congratulatory/recognition letter to project team.