

Program Management Center of Excellence

Project Management Process

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In the beginning.....

- PMP Warriors
 - Professionals studying project management
 - PMP Curriculum
 - SharePoint Warriors site for
 - Resources
 - Training aids
 - Good finds
 - Shared experience



Project Charter- Overview

- Project Goal:
 - Provide an easy to use, automated workflow for State of Hawaii project managers to use that will step them through the project management processes, documents and information necessary to Initiate, Plan, Execute, Monitor and Close projects using a methodology based on the Project Management Institute best practices.
- Project Purpose:
 - To improve the management of projects throughout the State of Hawaii

Project Charter - BUSINESS CASE & VALUE ANALYSIS

- Current Situation:
 - Currently projects are managed inconsistently. Application of a Project Management Methodology and Project Management best practices are haphazard. Due to this inconsistency it is impossible to roll up data from individual projects into a program or portfolio view for effective prioritization, resource management and reporting.
- Business Value:
 - The ability to provide a holistic view of projects across programs or portfolios will provide management with the information they need to manage project based investments, as well as prioritize work and resources
- Strategic Alignment: Improved business process flow

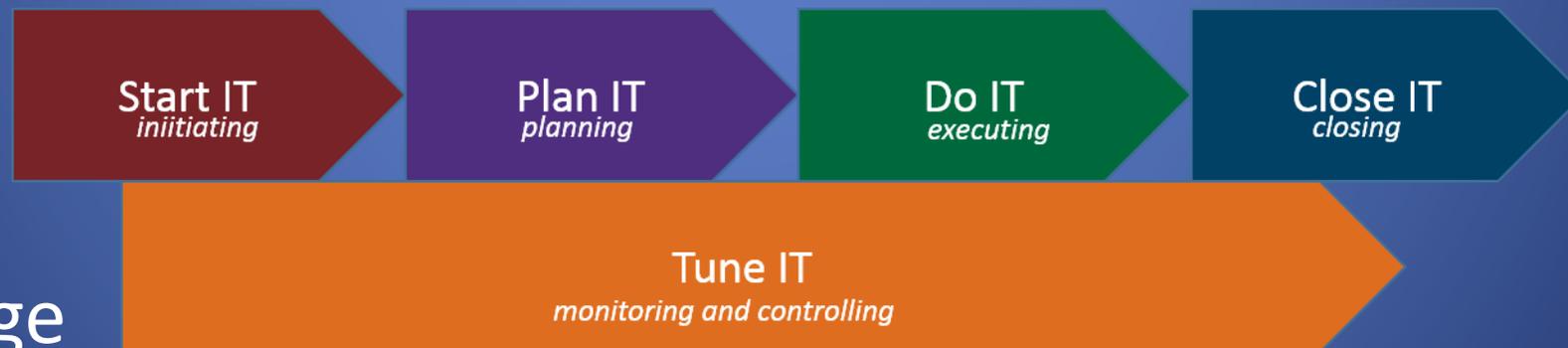
PMCE Advisory Council

- Subject Matter Experts in Project Management
- Provided Feedback on
 - PMCE applications
 - PMCE Sites
 - PMCE proposed processes and
 - PMCE materials
- Council Consisted of 24 Persons from 8 different State Departments and 7 PMP's

A simple start



Created a logo



Simple language
PMI Standard Colors

PMCE Project Management Process

"Hana a lau a lau kea ho, alaila loa'a ka l'a kāpapa o ka moana"
Be well prepared for a big project

Initiating



START IT! START your project right...

...by submitting a request, gathering the right stakeholder input, & defining the goal, purpose, and outputs to charter the course for your project

Planning



PLAN IT! PLAN the project as a team...

...to identify the right requirements, scope the project clearly and minimize risks. Ensure defined roles and responsibilities, clear stakeholder communication, good estimates, quality metrics, and a solid procurement plan for executive approval

Executing



DO IT! DO the work by following the plan...

...once your project management plan has been approved, work as a team to follow the plan

Monitoring & Controlling



TUNE IT! Fine TUNE the plan...

...by applying approved changes, fixing issues and monitoring since things inevitably shift from what was in the plan

Closing



CLOSE IT! Formally CLOSE the project...

...by reporting key accomplishments, sharing lessons learned with stakeholders, completing vendor contracts, thanking the team and sponsor, and celebrating success!

Created local
themed poster

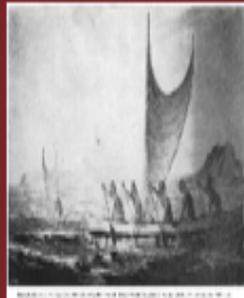
START IT!

Program Management Center of Excellence (PMCE) Process

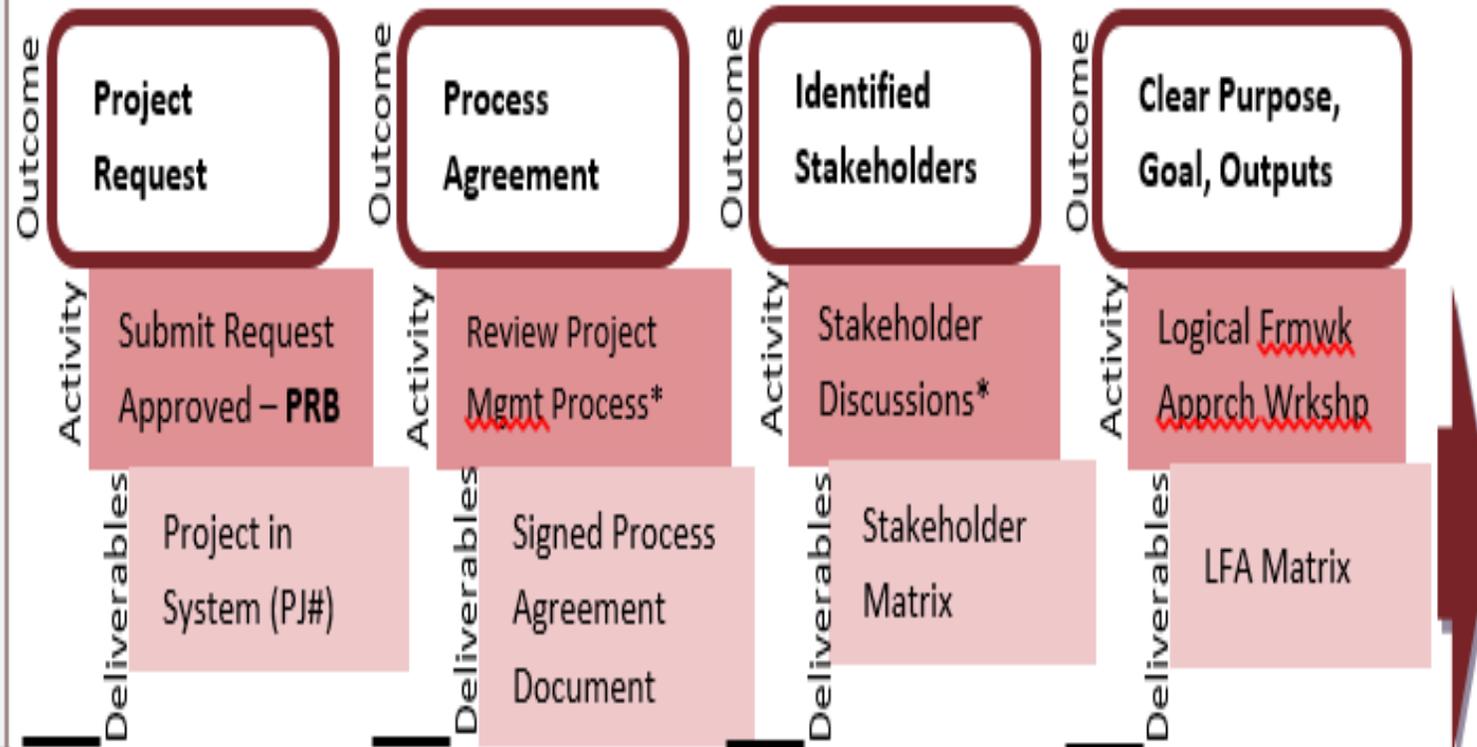
04/10/2015

Initiating

START IT



* W/ Executive Sponsor
& Sponsor
*** Stakeholders



Approvals:

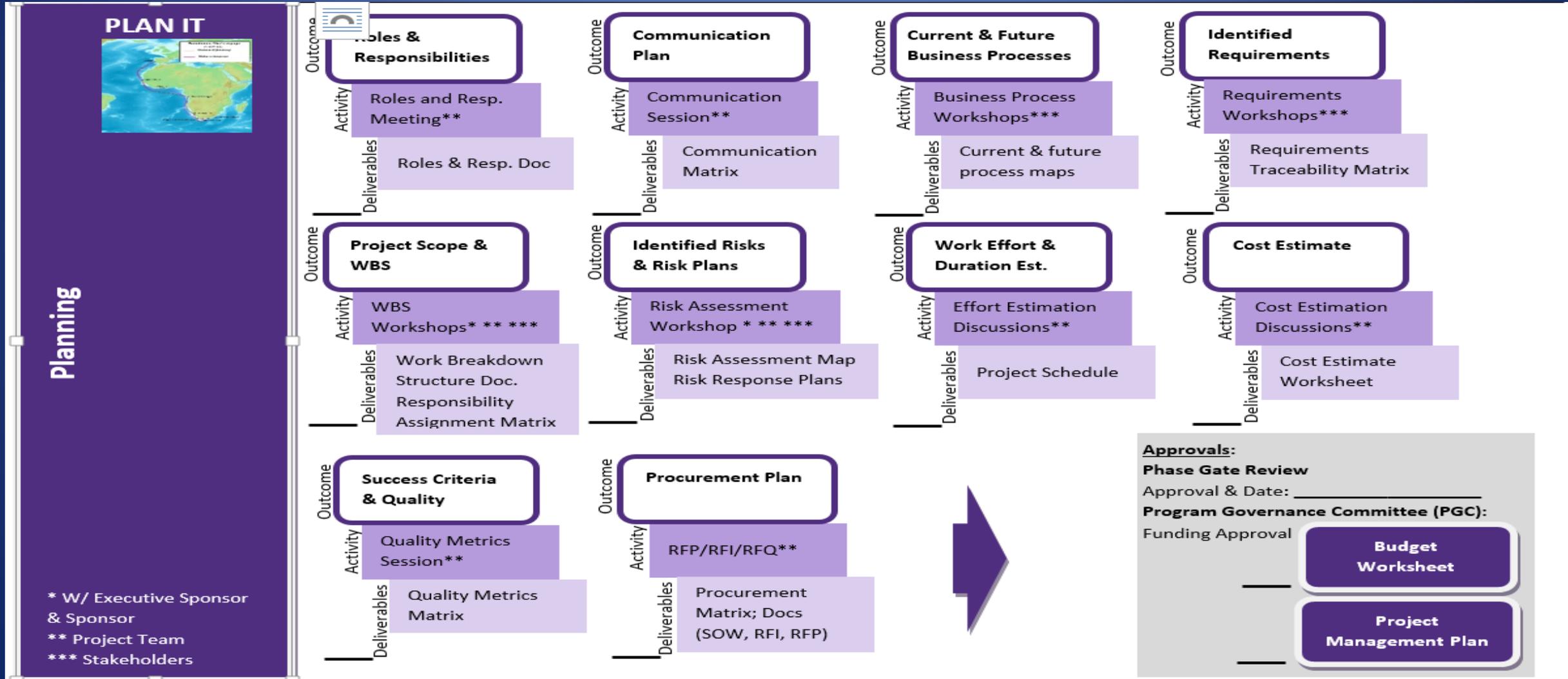
Phase Gate Review

Approval & Date: _____

Program Governance Committee:
(PGC) Concept Approval

**Project
Charter**

PLAN IT!



DO IT!

Executing

DO IT



Outcome

Project Work Management

Deliverables

Meeting Agendas & Notes, Update Schedule

Outcome

Decisions and Issues Mgt.

Deliverables

Decision Log, Issues Log, Action Items Log

Outcome

Stakeholder Management

Deliverables

Meeting Agendas & Notes

Outcome

Production Readiness

Deliverables

Testing, Training, Back-out, Disaster Recovery, Security Access Plans, Implementation Plan

Approvals:

Phase Gate Review

Operations Review Board (ORB)

Approval & Date:

TUNE IT!

Monitoring

TUNE IT



Outcome

**Project Work
Monitored**

Deliverables

Project Status
Reports

Outcome

Change Control

Deliverables

Change Request,
Change Control
Log

Outcome

Risk Control

Deliverables

Risk Log, Updated
Risk Response
Plans

Outcome

Quality Control

Deliverables

Deliverable Sign-
offs (document in
Closing Report)

Outcome

**Scope
Verification**

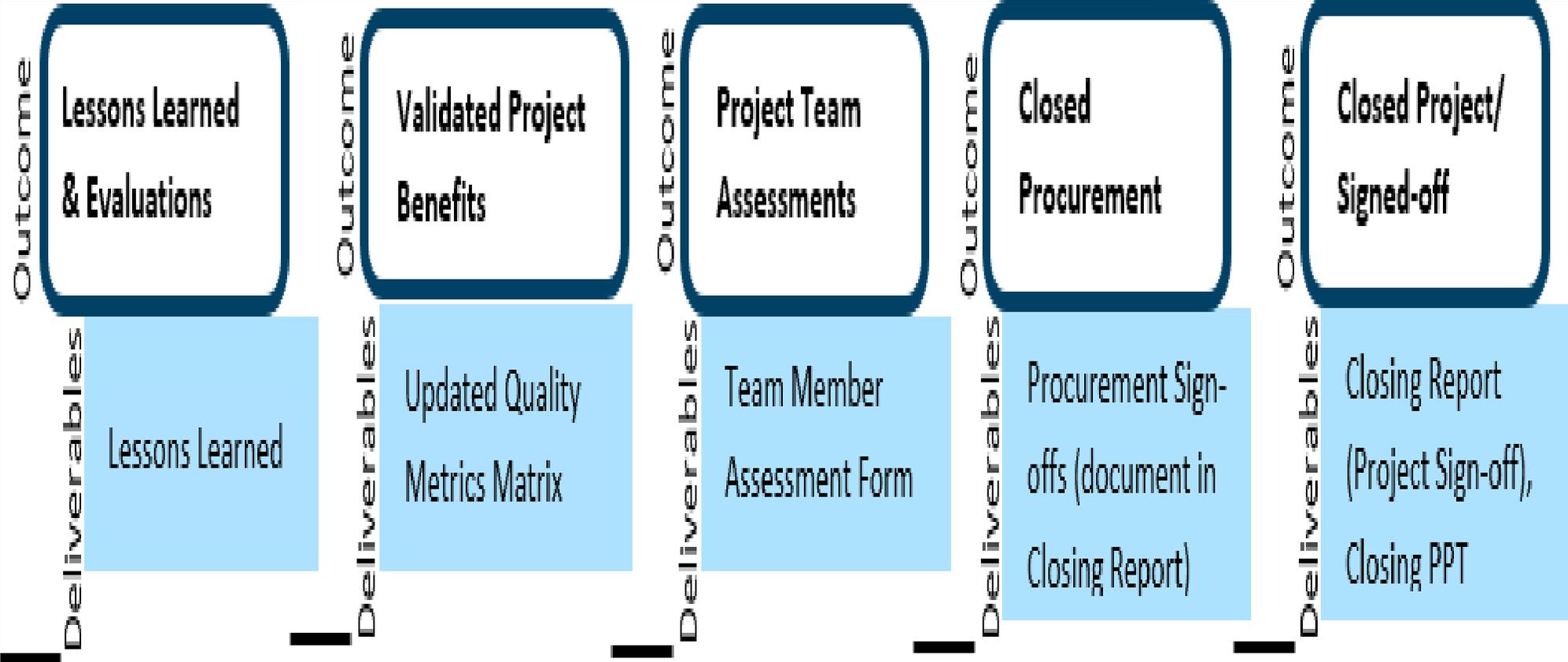
Deliverables

Signed off
Requirements
Traceability Matrix

CLOSE IT!

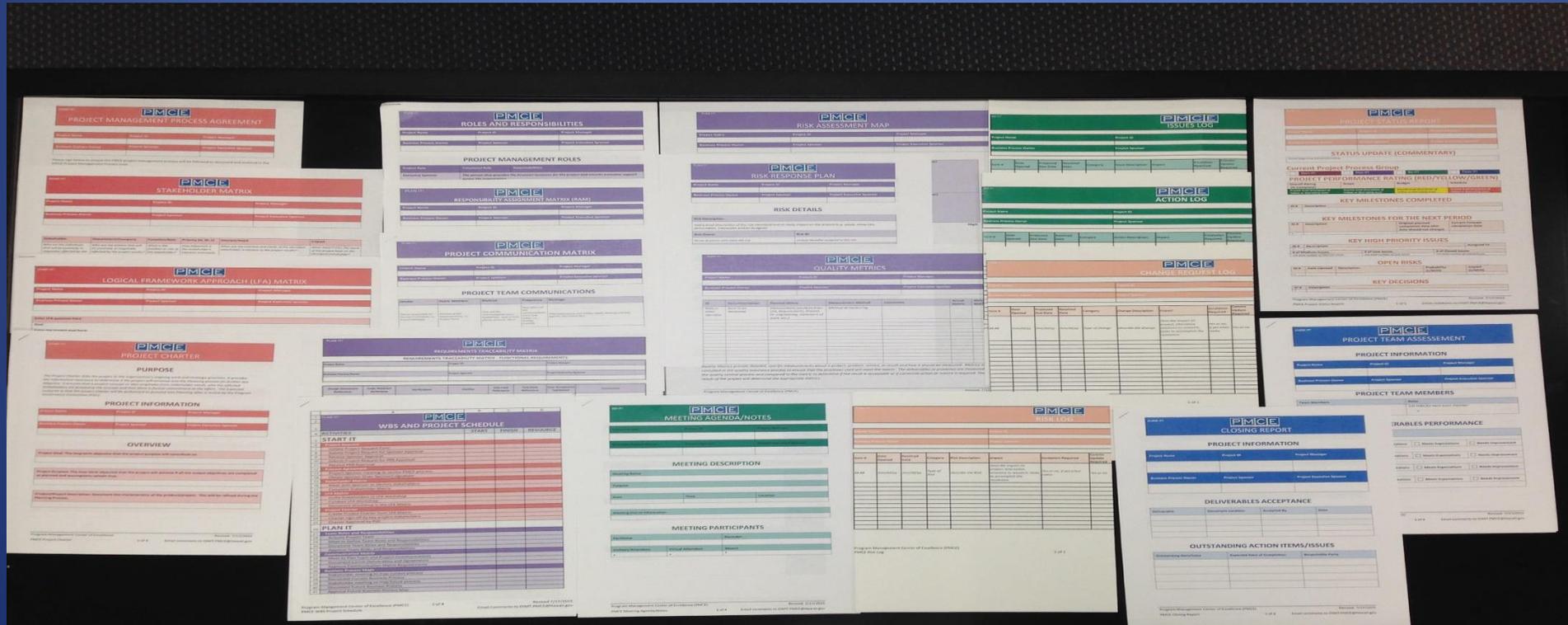
Closing

CLOSE IT



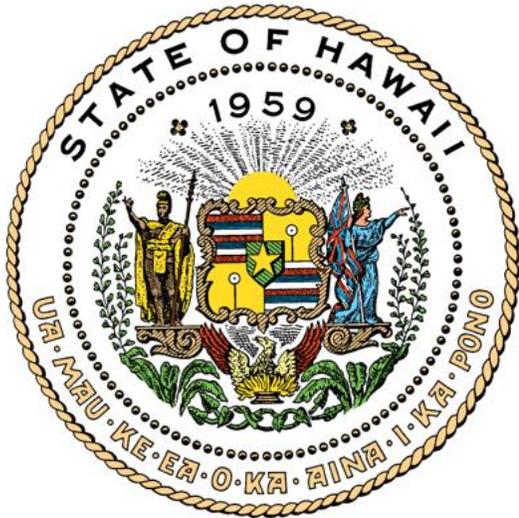
Template creation

- Templates were created to support the activities and deliverables in each process group.



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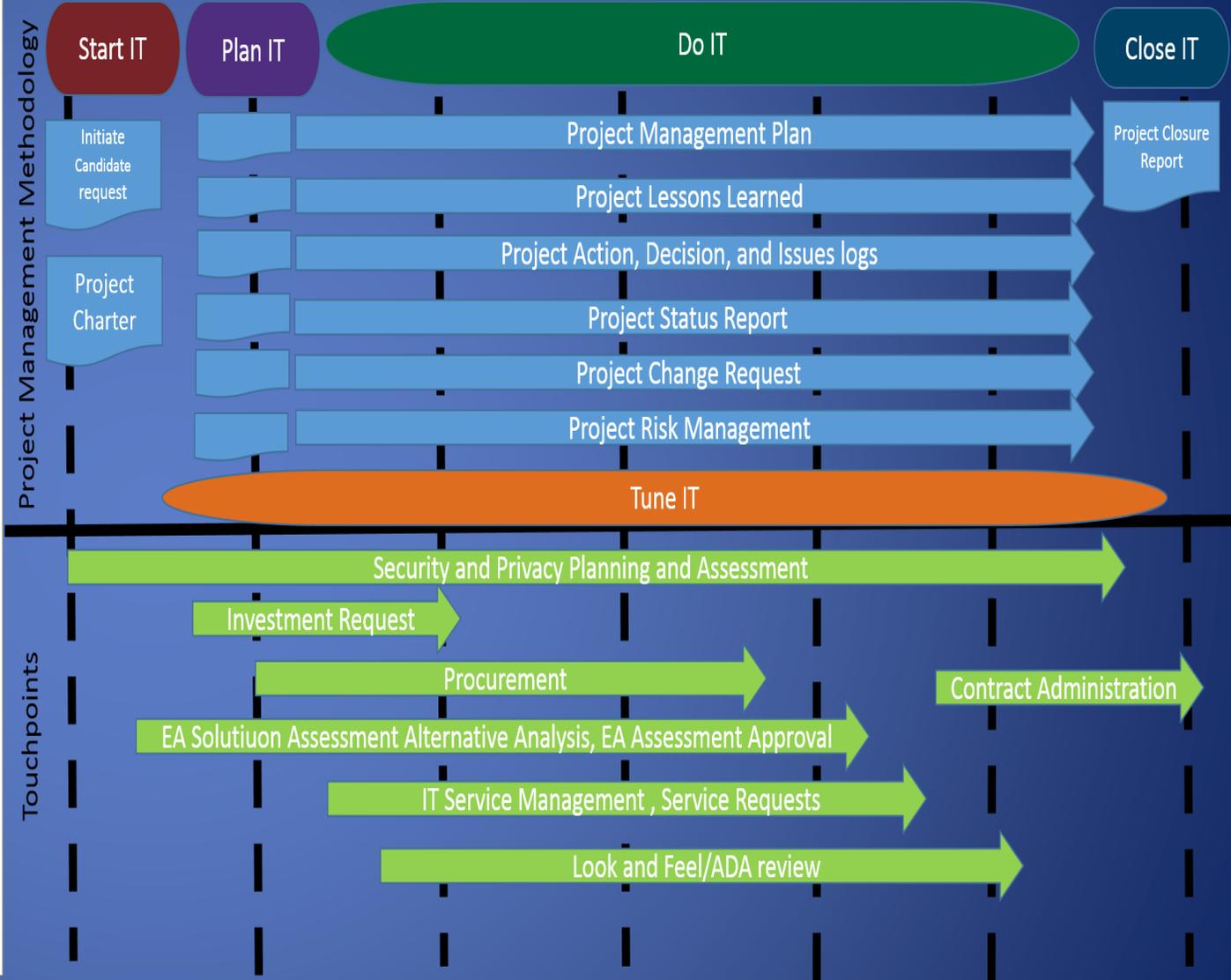
PROGRAM MANAGEMENT CENTER OF EXCELLENCE



STATE OF HAWAI'I

PROJECT MANAGEMENT METHODOLOGY

State of Hawai'i Office of Information Management and Technology



Project Request Form

- SharePoint form
 - Prompts for Basic Project Information
 - 25 Risk assessment questions
 - Product/Project Scope
 - Schedule and Budget
 - Human Resources
 - Business and Organizational Impacts
 - Technology and Performance

Project Initiation Assessment Questionnaire

Welcome to the Quick Project Evaluator. Project risk is a proactive process that can help you identify and manage potential threats to your projects. This simple tool can give you a quick look at the state of risks commonly found in any project. It may also be used to perform a quick evaluation of any project in the Start.IT stage, when the goal is to get insight into risks that might make a proposed project less than desirable.

Project Name:

Project Line of Business:

Program:

Project Department:

Project Description: (What do you want to do?)

Project Justification: (Why do you want to do it?)

Life Cycle:

Project State:

Submitter:

Business Process Owner:

Project Sponsor:

Project Executive Sponsor:

Project Start Date:

Project Request Form Assessment

- The summary page provides an overall risk score which indicates the overall level of risk
- General Guidance reflects the overall level of project risk
- Warnings reflect specific answers in the assessment

Project Score:

Project Risk Assessment Results:

MEDIUM RISK - You should proceed carefully with this project. Discuss any High Risk factors with your team, customers and especially your Sponsor. Make it clear that Risk Factors do exist and steps should be taken to reduce them as soon as possible. A Risk Management Plan and corresponding Risk Register will offer you a means of monitoring and controlling existing and future risk. Keep a record of this assessment for future reference.

Budget Risk:

Schedule Risk:

Deliverables Risk:

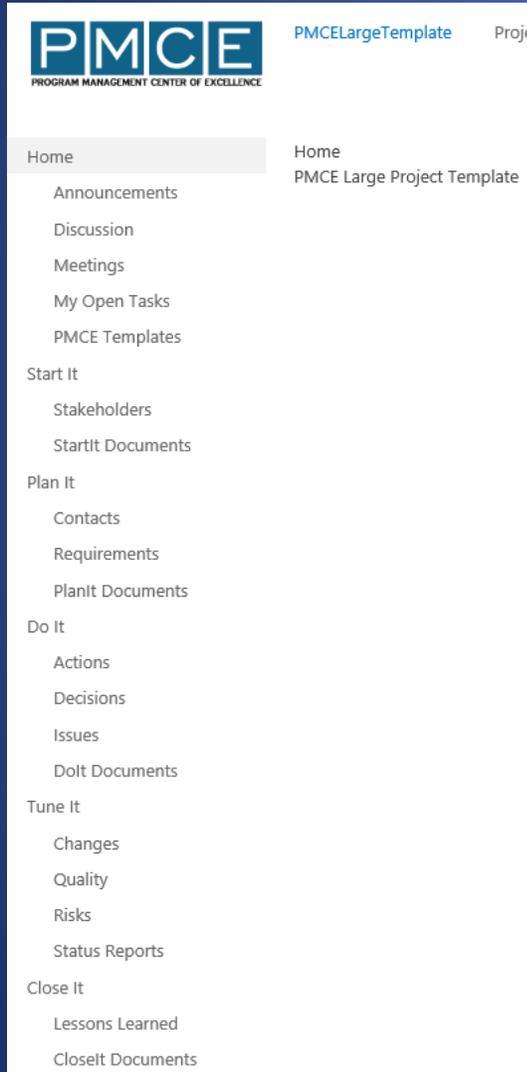
Customer Satisfaction Risk:

Number of Low Risks:

Number of Medium Risks:

Number of High Risks:

SharePoint site Creation



SharePoint Libraries created for

Meetings
Start IT documents
Plan IT documents
Do IT documents
Status Reports
Close IT documents

SharePoint lists and forms created for

Announcements	Decisions
Discussion	Issues
Stakeholders	Change
Contacts	Quality
Requirements	Risk
Actions	Lessons learned

Integration with MS Project Server

Task Name
START IT
Project Request
Process Agreement
Stakeholder Matrix
LFA Matrix
Project Charter
PLAN IT
Team Roles and Responsibilities
Communication Matrix
Work Breakdown Structure (WBS)
Risk Assessment Map
Risk Response Plans
Project Schedule
Project Cost Estimate Worksheet
Responsibility Assignment Matrix (RAM)
Quality Metrics Matrix
Procurement Planning Matrix
Project Funding/Execution Request (Project Plan)
Project PhaseGate Review
DO IT
Enter Project Deliverables from WBS Here
TUNE IT
Document Progress in Project Status Reports
Distribute Project Status Reports to Stakeholders
Perform Change Control Management Activities
Update Change Control Log
Perform Risk Management Activities
Update Risk Log and Risk Response Plans
Perform Quality Control Activities
Complete Deliverables
Complete Requirements
Update Requirements Traceability Matrix
Sign off Completed Deliverables and Requirements
CLOSE IT
Perform Project Closing Activities
Project Closed

Outline view of
starter project plan
template

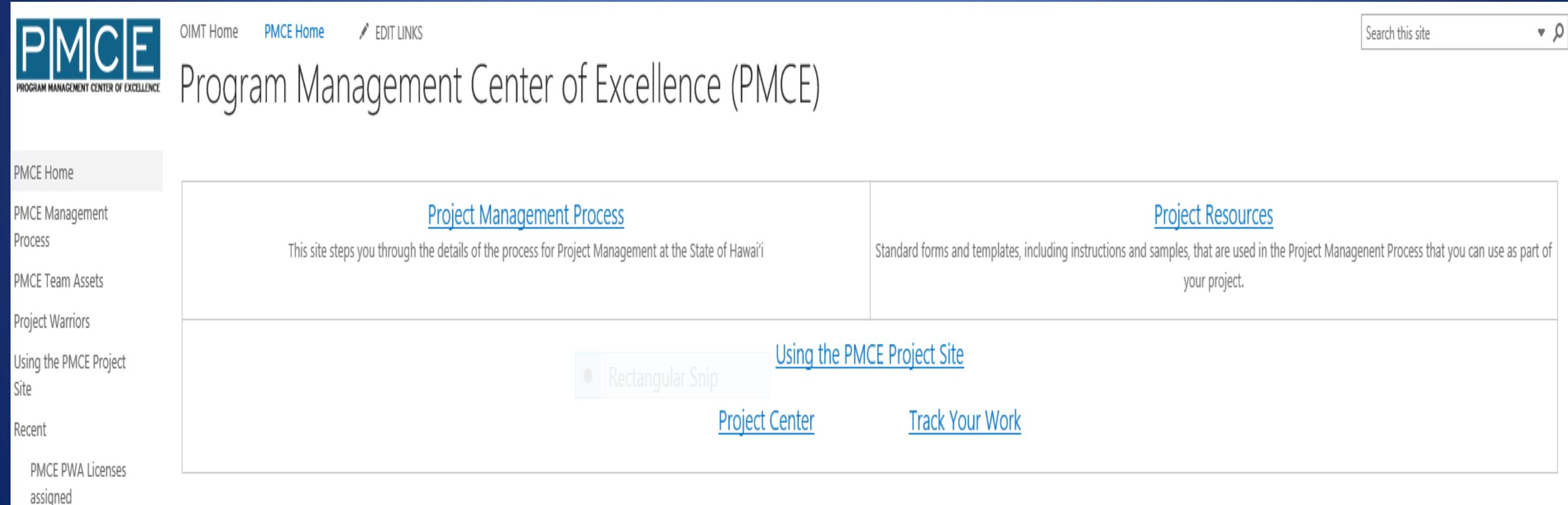
Predecessor and
Successor tasks in
Start IT!, Plan IT!
And Close IT!

Integration with MS Project Server

	Name ↑	ID	Start	Finish	%	Duration	Risk	Cost	Schedule	Scope	Overall	Project Size
	Department: B&F		2/14/2014	2/25/2015	0%	269d						
	SMART-Budget Variance	150010	2/14/2014	2/25/2015	0%	269d						Complex
	Department: DAGS		8/22/2014	12/11/2015		201d						
	Statewide Asset Management-SAM	150014	11/1/2014	2/25/2015	0%	83d						Medium
	UCOA	150012	2/25/2015	2/25/2015	0%	1d						Complex
	Department: DAGS.OIMT		8/22/2014	12/11/2015		201d						
 	BIP Goals and Objectives	150006	3/6/2015	12/11/2015	0%	201d						Medium
	MS 365 Executive Branch Migratio	150011	2/25/2015	2/25/2015	0%	1d						Complex
 	PMCE Process	150001	1/22/2015	4/20/2015	82%	63d						Medium
 	Section 508 Web Accessibility	150005	2/25/2015	4/7/2015	0%	30d						Complex
	Time and Leave System	150002	8/22/2014	9/19/2014	0%	21d						Medium
	TIP 2015 Summer Program	150009	2/25/2015	5/29/2015	0%	68d						Medium
	TIP PMCE Process Pilot	150008	2/11/2015	2/25/2015	0%	11d						Complex
	Department: DHHL		2/25/2015	6/1/2015	0%	69d						
	Mtg Sign-in Testimony WebApp	150003	2/25/2015	6/1/2015	0%	69d						Medium
	Department: DHRD		2/25/2015	5/11/2015	0%	54d						
	Workers Compensation Calculation	150007	2/25/2015	5/11/2015	0%	54d						Complex
	Department: DOH		2/25/2015	4/27/2015	0%	44d						
	Gap Analysis of POINTS and HRMS	150004	2/25/2015	4/27/2015	0%	44d						Complex

Online Project Manager support

PMCE Home Site provides access to PM Resources



The screenshot displays the PMCE Home Site interface. At the top left is the PMCE logo (Program Management Center of Excellence). Navigation links include OIMT Home, PMCE Home, and EDIT LINKS. A search bar is located at the top right. The main content area features a sidebar on the left with links for PMCE Home, PMCE Management Process, PMCE Team Assets, Project Warriors, Using the PMCE Project Site, and Recent. The main content is divided into two columns: 'Project Management Process' (describing the details for Project Management at the State of Hawai'i) and 'Project Resources' (describing standard forms and templates). Below these are links for 'Using the PMCE Project Site', 'Project Center', and 'Track Your Work'. A 'Rectangular Snip' tool is visible over the 'Using the PMCE Project Site' link. At the bottom left, it indicates 'PMCE PWA Licenses assigned'.

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PROGRAM MANAGEMENT CENTER OF EXCELLENCE

OIMT Home [PMCE Home](#) [EDIT LINKS](#)

Search this site

Program Management Center of Excellence (PMCE)

[Project Management Process](#)
This site steps you through the details of the process for Project Management at the State of Hawai'i

[Project Resources](#)
Standard forms and templates, including instructions and samples, that are used in the Project Management Process that you can use as part of your project.

[Using the PMCE Project Site](#)

[Project Center](#) [Track Your Work](#)

PMCE PWA Licenses assigned

Online Project Manager support

Project Management Process steps PM through process map



Plan It!

PLAN the project as a team...

...to identify the right requirements, scope the project clearly and minimize risks. Ensure defined roles and responsibilities, clear stakeholder communication, good estimates, quality metrics, and a solid procurement plan for executive approval

underlined items are links

[More details on Plan It!](#)

[Tune IT videos](#)
[Tune IT presentations](#)

Training Links

Plan it!			Tune It!		
Outcome	Activity	Deliverables	Outcome	Activity	Deliverables
Roles and Responsibilities	Roles and Resp. Meeting	-Roles and Responsibilities -Responsibility Assignment Matrix	Project work Monitored	Monitor and control project work	-Project Status Report
Communication Plan	Communication Session	-Communication Matrix	Change Control	Document change requests	-Change Control Log -Change Control Form
Current and Future Business Processes	Business Process Workshops	-Current future process maps	Risk Control	Document and track risks	-Risk Log -Updated Risk Response plans
Identified Requirements	Requirement Workshops	Requirements Tracability Matrix			

Links

Links

Project Manager Training

- Welcome Packet
- Project Management Methodology Document
- PowerPoint Presentations
- Videos
- Mouse over help
- Brown Bag Sessions
- RoadShow

Mahalo

Alpha

