

# PMCE TIP Summer Session – Planning the Future State

Phase

PMCE Mgt Team	<p>Determine TIP Project Dates                  Recruit Projects to Dep                  Recruit projects with Faculty                  Prepare posting to recruit Interns                  Post at Universities, and with Faculty contacts                  Request posting on DHRD website                  Recruit through community outreach                  Receive Intern Applications from DHRD</p>	<p>Interview Interns                  Select Interns                  Communicate Selection results                  Develop Orientation for Project Sponsors                  Determine orientation logistics (when, where                  Contact List, Invitations, Check-in, etc)                  Orientation for Project Sponsor + Follow-up                  Develop Presentation, Work Schedule, Admin and Handouts for Interns</p>	<p>Conduct Presentation for Interns + Follow-up                  Execute Program – curriculum, feasibility, determination, time line, sch of events                  Contact/confirm Speakers and events                  Logistics (When, where, how, etc.)                  Oversight at Meetings                  Final Presentation – Logistics, Agenda, Speaker,                  photographer, Certificates, Template                  Create Close IT! documents for project</p>
BPO	<p>Create and update project on PMCE website                  Reserve meeting room for weekly TIP mtg (SOT 204)                  Conduct weekly team meeting (wed)                  Mentor interns                  Maintain repository for weekly documents                  Coordinate and communicate weekly requirements to team</p>	<p>Consolidate Final Presentations</p>	
Faculty	<p>Request projects from TIP                  Collect projects from TIP                  Talk to Faculty about intention to use TIP projects                  'Sell' projects to class                  Form student teams based on interest in TIP project                  Attend TIP weekly status meetings</p>	<p>Help teams with PM deliverables for class                  Collect Feedback from Faculty</p>	
Sponsor	<p>Submit project to PMCE                  Receive notification of approval                  Community Outreach to promote project                  Attend Sponsor Orientation                  Sign Project Charter                  Schedule meeting with Interns                  Coordinate project activities</p>	<p>Attend Weekly TIP Status Meetings (2 minimum)                  Review project results                  Sign off on Closing Report (if approved)                  Attend Closing Ceremony                  Post project on Youtube</p>	
PMCE Team	<p>Sign-up for Capstone Class (IS 7300 – Dr Rossi)                  Elect state project in lieu of individual project                  Select PMCE PM Pilot Project                  Meet with PMCE Project Team                  Agree on date and time for weekly meeting                  Prepared and reviewed docs for 5 PM phases                  with PMCE Mgt Team                  Prepared weekly presentation for TIP meeting                  Prepared weekly status Reports</p>	<p>Conducted weekly TIP meeting with all intern teams                  Presented weekly presentations, per schedule                  Mentored interns on PMCE PM Process                  Collected Status Repots and Feedback from Intern Project Teams                  Prepared Feedback Report for PMCE                  Prepared Final Presentation for Closing Ceremony                  Presented Final Presentation</p>	
Interns	<p>Sign-up for PM class                  IS 6020 course requires PM project, including TIP                  Select state project (DOH TB Paperless proj)                  Met with State Sponsor                  Attend weekly TIP meetings                  Submit weekly status report to PMCE Team                  Complete PMCE process docs, weekly, as requested                  Meet with Team to complete project tasks</p>	<p>Prepared Final Presentation                  Attended TIP Closing Ceremony</p>	