

**FY11 Q4 Project Reviews
April 27th and 28th, 2011
W92-106 Back Bay A&B**

Project Review Goals

- To provide senior leadership an overview of IS&T's portfolio of work
- To provide status updates on individual projects with a focus on issues and risks
- To promote an environment of collaboration and transparency within IS&T

Projects Being Reviewed

Candidates for review were discussed by senior staff and prioritized. In general, the projects being reviewed meet one or more of the following criteria:

- Documented in the IS&T FY11 Operational Plan
- Increase in scope
- Increase in budget
- Increase in time line
- High visibility/high impact
- New work

The Project Review Team

IS&T extended senior staff will be present at the reviews.

Project managers are encouraged to bring managers, team members and project supporters for their individual presentations. FBCs will also attend for the project presentations in their respective areas.

Project Review Process

Project Managers will have 15 minutes to present their project to the Project Review Team

The discussion should include:

- A brief overview of the project's description
- Key milestones and dates
- Risks and issues that will impact the project's success, and
- Status of how the project is progressing in terms of project scope, project timeline and budget

To support the discussion, all projects will have an updated project snapshot from Daptiv. In addition, all software development funded projects are included in the attached financial summary, which contains the budget, actuals and forecast for all software development funded projects. GIB funded projects did not require financials.

The Project Review Sessions

The project reviews will be conducted during 2 1/2-day sessions in W92-106 Back Bay A&B. All participants are asked to refrain from using electronic devices during the reviews unless absolutely necessary.

The proposed schedule is as follows:

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Wednesday April 27, 2011			
W92-106 Back Bay A&B			
Lunch	All	12:00	20 minutes
Welcome	Marilyn Smith and Pat Sheppard	12:20	10 minutes
Q3 Project Review Action Item Updates	Pat Sheppard	12:30	15 minutes
AS: Global Template Proof of Concept	Siobhan Cunningham	12:45	15 minutes
AS: Request For Payment 1.1	Robert Casey	1:00	15 minutes
AS: Enterprise Learning Phase II Implementation	Quintin Smith	1:15	15 minutes
Break	All	1:30	15 minutes
AS: Hourly Student Appointment Automation Project -Discovery	Karon McCollin	1:45	15 minutes
AS: Appointment Process Redesign 2.0	Shridhar Kulkarni	2:00	15 minutes
CS: Concurrent Licensing with Keyserver Phase II	Jonathan Hunt	2:15	15 minutes
DM: Reporting & Forecasting Tool (Raft) - Phase II	Amon Horne	2:30	15 minutes
Break	All	2:45	15 minutes
ES: Online Registration - Pilot Release	Lakshmi Thanga-Raja	3:00	15 minutes
ES: Electronic Transcript Implementation	Madge Lewis	3:15	15 minutes
ES: Scheduling Analysis	Lori Singer	3:30	15 minutes
ES: Digitizing Forms and Petitions Assessment	Zahida Taher/Lori Singer	3:45	15 minutes
Wrap Up	Marilyn Smith and Pat Sheppard	4:00	15 minutes

Thursday April 28, 2011			
W92-106 Back Bay A&B			
Lunch	All	12:00	20 minutes
Welcome	Marilyn Smith and Pat Sheppard	12:20	10 minutes
AS: Pension Admin Change	Frank Quern	12:30	15 minutes
OI: Virtual Desktop	Garry Zacheiss	12:45	15 minutes
OI: Server Virtualization Projects (DW, MITSIS...)	Garry Zacheiss	1:00	15 minutes
OI: Remedy Change Management PoC	Garry Zacheiss	1:15	15 minutes
Break	All	1:30	15 minutes
OI: Critical Network Security Controls	Paul Acosta and Tim McGovern	1:45	15 minutes
OI: Ubiquitous Indoor Coverage of Mobile/Cellular Services	Taeminn Song	2:00	15 minutes
OI: Identity Lifecycle Management Discovery	Taeminn Song	2:15	15 minutes
OI: Unity Transition	Dennis Baron	2:30	15 minutes
Break	All	2:45	15 minutes
SE: IS&T Website Redesign and Service Catalog	Rich Murphy	3:00	15 minutes
SE: Mobile Interfaces to Stellar	Justin Anderson	3:15	15 minutes
SE: DAPER Systems Integration	Jeff Reed/ Myra Hope Eskridge	3:30	15 minutes
Wrap Up	Marilyn Smith and Pat Sheppard	3:45	15 minutes

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Project Review Follow Up

Minutes from the project reviews will be documented and communicated out. The minutes will include accomplishments, themes and action items. Project managers are responsible for action items generated at the reviews, with status reports half way through the following quarter. Any status updates will be reviewed at the beginning of the next quarterly reviews.