

PHBA 6/7/11

- 6/17 review summer schedule
FY12 priorities

- 7/12 review task list

- 7/14 sr staff ppt + one pager

- 8/9 review CoP wiki

- 9/20 FY12 kick off

- OCT - roll out every 2 weeks

tools + template PK Priority

- 11/15 new group forms

Other skills: training team?



FY12: HR training

- Roll out/CoP (first half of yr)
- Integration w/ support groups
- Linkages w/ other internal improvements
- Business analysis (2nd half of yr) (resource planning, etc.)

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Added by [Patricia Sheppard](#), last edited by [Patricia Sheppard](#) on Jun 07, 2011 11:44

PMBA Project Plan

- SSSC presentation completed November 17, 2010 [Project Roles and Responsibilities](#)
- Task matrix draft 12/9
- Project review recommendations implemented for Q3 sessions
- Data Management conceptual models and business process mapping resources 1/25
- tool inventory draft completed January [Draft Inventory of Current Available Tools](#)
- 2/15: Finance Project Cost Template
- 2/22: Build agenda for MTS meeting
- 3/1: Project Review feedback, project plan review and discussion with Marilyn
- 3/8: Quarterly Forecast process with Finance
- 3/15: Feedback on Community of Practice proposal [Project Management Community of Practice v2.docx](#)²
- 3/22: No meeting due to department meeting
- 3/29: Task List review
- 4/5: No meeting due to training
- 4/12: review of business case and updates on project reviews
- 4/19: User Interface Design and Development
- 4/26: Task List review
- 5/3: review stakeholder analysis templates
- 5/10: Usability and Accessibility
- 5/17: review scope, project kick off checklists
- 5/24: Task List review
- 5/31: review project kick off checklists and communication plan templates as needed
- 6/7: FY12 discussion and wrap up
- 7/12: review progress on Task List and recruit coaching volunteers
- 7/14: Presentation to Senior Staff (FY11 Year In Review)
- 8/9: review progress on CoP wiki
- 9/20: FY12 Kick Off and CoP Roll Out Plan

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Review time line and deliverables

- We need to prioritize following activities and put into the project time line:
 - Stakeholder Identification and Analysis processes and tools: Wendy, Pat and Anne (draft by 3/22)
 - Requirements Gathering processes: Joanne, Wendy, Karon (draft 5/10)
 - developing & reviewing templates: Lori and Pat (these can be shared and commented on in email as opposed to at a meeting)
 - Sample business case - March
 - Scope template - March
 - Functional Specifications (people need to understand the difference) TABLE for DESIGN phase
 - Project Kick-off Document - April
 - Communications template vs. Status Update (status could be subset of Communications template) - April