**Project Overview –**

**Virtual PMO Services for PJM Students and Alumni**

This project is one I have wanted to do for some time now – in order to move it forward

to our leaders for approval, it would be very helpful to have an integrated plan to share

for decision making – a draft charter/ scope statement and workplan has been created for

this project. The next planning step is to complete the risk work.

**Project Background**

Currently, each faculty within our PJM program shares a number of project management

templates used in their own project management work for use within their courses. The

intent is to collect and share these templates across all sections of a course so that all

students have access to a number of potential templates in that subject area and can then

create their own version of the template that best meets the needs of their assignment

projects. This will also store all templates in one place for easy access – regardless of the

course that one is in it is convenient to locate other templates that might be helpful for the

work in any course.

We also would like to make this available to alumni of the program – to allow them to

benefit from our inventory of templates and also to allow them to contribute templates to

the PJM community. This provides yet another opportunity for industry alignment

and maintains a connection with our esteemed alumni.

This project is still considered to be at the beginning of its efforts. It will be a visible

project within the community– for faculty, current students and alumni.

Work to date – currently, there are many project management templates floating around

our program. There has not been a coordinated effort to locate, vet and store these

templates – nor have we considered if there are gaps in the templates provided.

Work includes understanding the needs of faculty, students and alumni and then creating

a shared repository solution that will meet these needs. At minimum, the project will

identify all available templates from faculty, reviewing these to ensure they are

comprehensive, clear and ready for use and well as to review the inventory of templates

against good practices in project management and the PMBOK - and that there are no

copyright issues with posting on our shared site. Both faculty and students near the end

of the program should be included in the review of the templates.

The shared site tool needs to be selected – this will require understanding the needs of

faculty, students and alumni as well as standards to be followed in the IT constraints.

The site needs to be designed and the templates uploaded.

A process needs to be created and implemented for upkeep on the templates as well as

how additional templates are submitted for consideration, vetted and the site updated.

A plan for transition and sustainment needs to be created and implemented – how will

students and alumni find out about this site? Who do they contact if they have questions

on the site? Who will maintain it? It would seem that setting up an internship or co-op

opportunity for a PJM student to do this work for 3 – 6 months and then transition the

work to another student would be an option.

I have provided preliminary information in the (very rough) draft Scope Document,

below. Preliminary planning has been done – see the overview information below as

well as the attached (separate document) schedule. I have volunteered our PJM

course to build the risk management plan and risk register for this work. This will

finalize the draft plan for the project for project review and approval.

Project Objective/ Success Criteria (Charter):

To design, build and implement a shared repository for project management templates

that will meet the needs of faculty, current students and PJM alumni. In addition, to

create and implement an operating plan for the transition and sustainment of the site.

Assigned Risk Manager (Charter): Members of PJM Course

Sponsor (Charter): PJM Faculty member

Project Scope Description: The work of this project is to create shared repository for

PJM templates that is then implemented within PJM.

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| Work Includes | Work Does Not Include |
| Creation of integrated project plan and  project management of project – biweekly  reporting to begin after Planning approved  through project end | Ongoing maintenance of site |
| Finalized requirements | Training on use of templates |
| Selection of technology |  |
| Collection, refinement and approval of  templates |  |
| Communication to faculty, students and  alumni |  |
| Upload of templates to shared repository |  |
| Job aides for faculty and students prepared/ Integration into courses |  |
| Process for maintaining site with industry  aligned templates |  |
| Process for bringing on co-op/ intern  student to manage site |  |
| Retrospective (Lessons Learned) |  |

Acceptance Criteria

• Faculty, students and alumni are prepared to use site

• Templates are industry aligned and available

• IT is prepared to support the product from a technology perspective

• Processes and site are ready for Fall 2020

Project Exclusions – see out of scope above

Project Constraints

• Schedule – work complete and ready for full implementation Fall Quarter 2020

Project Assumptions:

• The core project team (you) may only devote 50 percent of available effort to this

project

• Other project resources will be negotiated per integrated project plan.

• Hourly pay rate for each team member is $75.00

Major Milestones:

• See project workplan