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Rice PMO Community of Practice

Brief Overview of Project Management

1/30/2019 and 2/1/2019

Purpose:

The purpose of today's brown bag is to hold an interactive discussion on project management and how project management is used in your organization.

Agenda:

- Introductions
- Types of Approved Projects
- Who Manages a Project?
- Benefits of a Project and a PMO
- Project Management Methodologies
- Key Project Management Tools
- Future Topics?

A project is a temporary endeavor designed to produce a unique product, service or result. All projects should go through an assessment and requirements analysis.

An assessment:

- Duration may vary
- Requires resources from more than one OIT department
- Requires engagement from the business
- May require consultants
- Implementation funding not confirmed

- VS -

An implementation project:

- Includes an assessment
- Requires more than 3 months of effort
- Requires resources from more than one OIT department
- Requires engagement from the business
- Will result in process change and/or organizational change
- Is scoped and funded

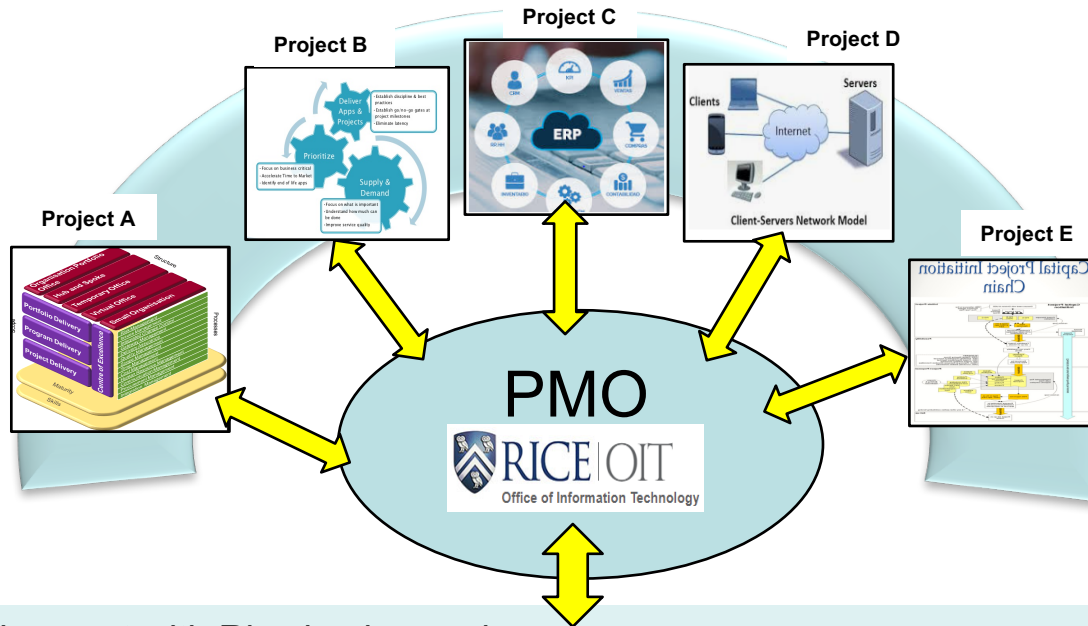
Who Manages a Project?

Below are guidelines for assigning project management. Actual assignment may vary depending on the nature of the project.

	OIT Lead	OIT Manager	Project Manager
Cost	Cost < \$5k	Cost = \$5-50k	Cost = \$50k +
Duration	< 1 month	< 3 months	3+ months
Departmental	OIT-only or OIT + 1 external department	Impacts more than 1 external department	Impacts more than 2 external departments SOW signed for software implementation
Documentation	Knowledge Base Support Ticket if applicable / source	Approved scope, project plan, status reporting, project close	Project methodology deliverables
Reporting	Internal Department Reporting	Departmental Status Reporting Included in OIT project listing	<ul style="list-style-type: none"> PMO Status Reporting ITEC / Board-level / Leadership reporting if required Included in OIT "Projects and Initiatives"



Benefits of a Project and a PMO



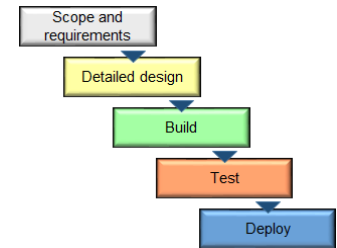
- Alignment with Rice business plan
- Value delivery improve: on time, within scope and budget
- Better governance and control
- Improve resource management
- Reduce risks (Security, integration, change management, etc.)
- Consistent way to manage projects
- Improve collaboration and team work
- Standardized methodologies, processes, tools & techniques
- Centralize repository of knowledge & learning



Even for large projects, many vendors now use a waterfall approach that incorporates Agile concepts, such as speed-to-market, MVP, and iterative cycles.

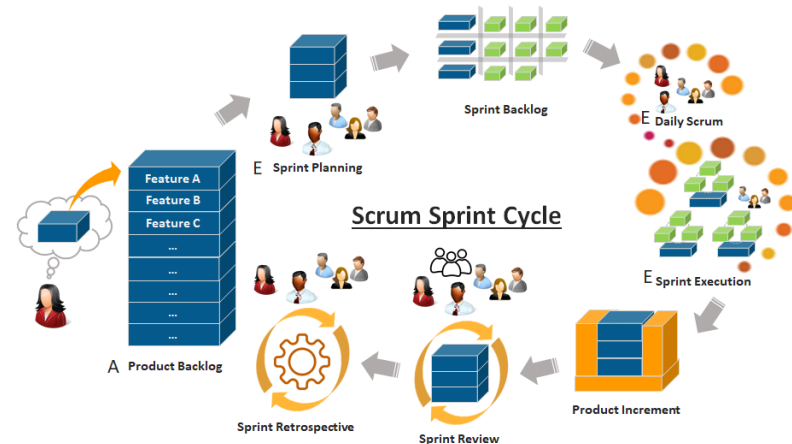
Waterfall

- ✓ Traditional design / build / test / deploy model
- ✓ Released as a finished product
- ✓ Often used for system development with heavy up-front planning and the end product is well defined
- ✓ Broader, more distributed team



Agile

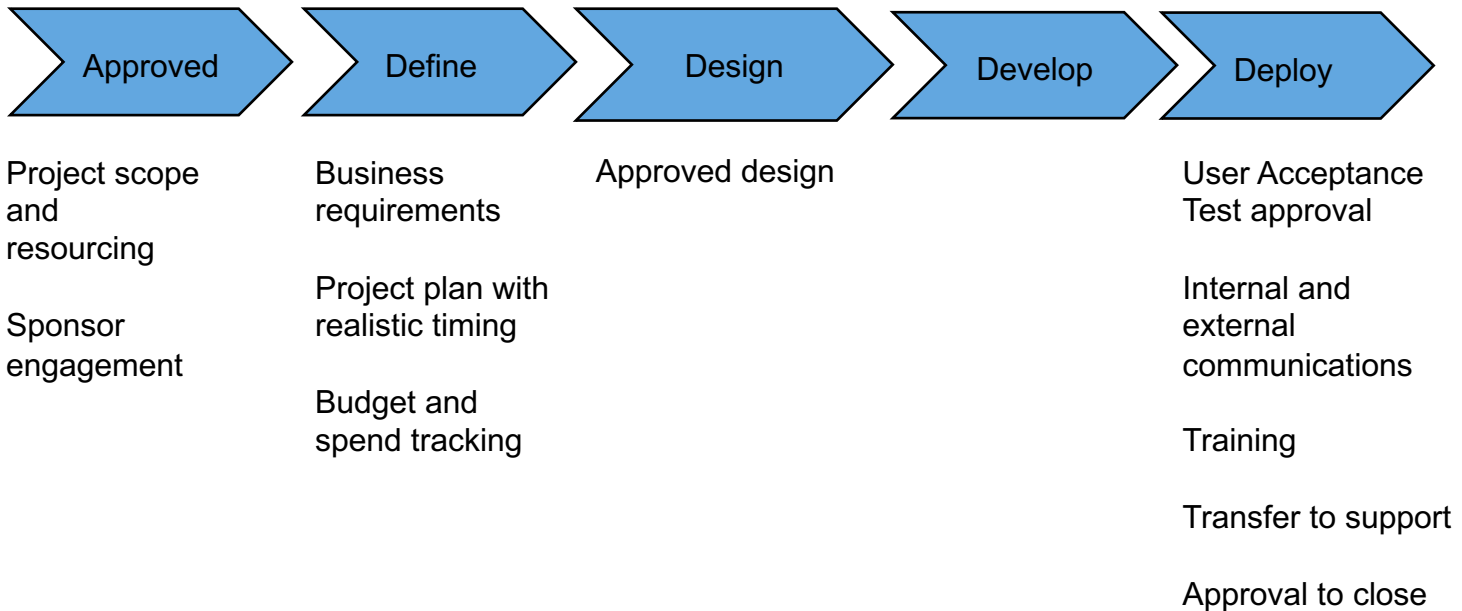
- ✓ Executed as a series of small tasks
- ✓ Iterative development and release cycle
- ✓ Minimum Viable Product (MVP)
- ✓ Often used in software development
- ✓ Vocabulary: Scrum, Sprint, Scrum Master
- ✓ Heavy customer involvement and small dedicated team





Key Project Management Tools

Depending on the complexity of project, you may use different project management tools and require more or less documentation. However, in any project, critical information should be captured at whichever level is appropriate.



For sample templates, you can refer to the PMO blog site: <http://oitpmo.blogs.rice.edu/templates/>



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Future Topics?
