ITTP PROJECT MANAGER MEETINGS

**Agenda for today’s meeting**
Discuss and finalize mission statement
Discuss and finalize goals and objectives
Discuss and finalize frequency, length of meetings
Discuss and finalize time commitment to complete the goals and objectives of the mission
Discuss where/how project plans and related information is kept until PMG website is up and running.
Discuss how project meeting minutes, status, and issues/risks are disseminated.
Discuss how issues/risks are escalated.

**Mission Statement**

To create and manage to successful completion a high-level plan that includes all identified projects within the IT Transformation Program.

**Projects Included**

*Approved*
Information Worker Rate Model
Information Technology Review
Desktop Support
Staff Transition Plan
Change Management Board
Support Center (Currently talked about as T3)

*Active*
Support Center, Phase II
Service Catalog
Application Solutions

*Closed*
Support Center Phase I

Other projects may be added as the IT transformation Program unfolds

**Goals and Objectives**

To create a high level plan for projects within ITTP
    Standardize plans (start, end, milestones, etc)
    Use technology to merge plans (work toward meaningful use of ms project or merlin to create a high level plan)
To pilot role out of project/program/portfolio methodology where possible
To communicate project status, issues, and risks regularly. Mitigate and/or resolve redundancies, resource issues, etc
To create success and completion criteria for each project.