ITTP PROJECT MANAGER MEETINGS

Agenda for today’s meeting
Actions from last week
1. Investigate project collaboration software – Ann

Discuss how project meeting minutes, status, and issues/risks are disseminated.
Discuss where/how project plans and related information is kept until PMG website is up and running.
Discuss how issues/risks are escalated. Issue and risk log.
   Presentation of doneness
Success criteria
3/20 ITTP Planning meeting agenda - topics

Mission Statement

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

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.
To aid in planning quarterly planning meetings.