ITTP PROJECT MANAGER MEETINGS

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.

<table>
<thead>
<tr>
<th>Projects Included</th>
<th>Project Name</th>
<th>Project Leader</th>
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<tbody>
<tr>
<td>Approved</td>
<td>Information Worker Rate Model</td>
<td>Lindsay Bass</td>
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<td></td>
<td>Desktop Support</td>
<td>George Sisson</td>
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<td></td>
<td>Staff Transition Plan</td>
<td>Ann Berry-Kline</td>
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<td></td>
<td>Change Management Board</td>
<td>Janine Roeth (interim)</td>
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<td></td>
<td>Support Center (T3)</td>
<td>Naomi Gunther</td>
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<tr>
<td>Active</td>
<td>Support Center, Phase II</td>
<td>Naomi Gunther</td>
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<td></td>
<td>Information Technology Review</td>
<td>Bruce Horn/Heather</td>
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<td>Meitz-Egli</td>
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<td></td>
<td>Server and Storage Consolidation</td>
<td>Dave Klein</td>
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<td></td>
<td>Service Catalog</td>
<td>Aaron Melgares</td>
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<td></td>
<td>Application Solutions</td>
<td>Christi Bengard</td>
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<tr>
<td>Closed</td>
<td>Support Center, Phase I</td>
<td>Warren Mikawa</td>
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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.

Open issues
A lack of shared file space – I’ve raised this issue to Mark. He is bringing this to SMT as an issue for all of ITS.

Staff transitions/Server and Storage Consolidation – Staff that are ready to transition that also have server admin/maintenance as part of their job can’t fully transition until Storage and Server Consolidation has capacity. Is there a potential interim solution prior to the virtual computing hardware being ready. Ann and Dave raised the issue to Mark. Ann to pursue the issue since it’s the staff transition project potentially mucking with an existing plan.

News/Announcements
The next Project Management Class is scheduled for March 21, 22, 24 from 8:00-12:00. The class material, templates, toolkit are being updated to compliment one another.

**Agenda for today’s meeting**

Review action items:

- **Completed** - Aaron – Send status report without styles to Ann.
  - Marion replaced the multi-style status report with the single-style status report.
- **Completed** - Ann – Talk to Mark about an ITTP project status report and frequency.
  - Minimum of monthly; produce more frequent if necessary.
- **Completed** - Ann – Talk to PMG about style issues in templates and how to mitigate.
  - Bonita will rework the charter with fewer styles. I’ve also asked Bonita to come to one of our meetings to educate us on style usage.
- **Completed** - Ann – Send wire frames to PMs to review and enhance. Done Attached to the minutes email
- **Open** - PMs – Review and enhance wire frames by next meeting. Make recommendation if this is the way to proceed with short-term project data sharing.
- **Open** - PMs – Send Ann educational topics for PM meetings.
- **In-Progress** - Ann – Talk to Mark/Pat/Janine about temporarily using space on supremo.
- **Open** - PMs – Talk to your sponsor about status report frequency; notify Ann of the frequency.
- **In-Progress** -Ann – Get survey schedule from Beth or Lindsay. Propagate to the team.
  - I’ve asked Beth and Lindsay for a schedule. Lindsay will send to me or bring to the meeting.

Discuss how project meeting minutes, status, and issues/risks are disseminated.
Discuss how issues/risks are escalated. Issue and risk log.
Four of us are giving status updates at the next Town Hall. Should we coordinate our status’? If so, let’s take that off-line.
How to communicate about ITTP and the projects within Merlin schedule
  - The perfect fractal (do we want to use this and if so, we need to name it something better)
Project Status

**Upcoming agenda items**

2/16 meeting (Mel will join us)
Success criteria and milestone placement
ITTP Planning meeting agenda

3/2

3/16 – Final preparations for 3/20 ITTP Planning meeting