2/2/06 ITTP PM Minutes  
Attendees: Ann Berry-Kline, Aaron Melgares, Naomi Gunther, Lindsay Bass, Dave Klein, Christi Bengard  

New and Open Action Items  
PMs – Send Ann educational topics for PM meetings  
Ann – Set up shared file structure on nas2.  
Ann – Talk to Heather, Bruce, Janine, and George about producing monthly project status reports.  
Ann and Christi – Meet to talk about the possibilities of the PMG website.  
Ann – Contact Bruce and Heather to see if they want to coordinate status for Town Hall.  
Ann – Will ensure a glossary gets incorporated into the wireframes.  

Lindsay talked about what is happening with Information Worker Rate Model. She will be sending a revised charter to Larry and Mark later this week. The project is on a fast track since the model must be determined or ready? by 3/1.  

Each project manager will produce a project monthly status report at a minimum. The ITTP PMs should be included on the distribution if you are currently completing monthlies. Ann will produce one for the Program. The first project status reports are due to Ann on or before 3/1. We will walk through the project status report experience at the 3/2 ITTP PM meeting. Ann will talk to Heather, Bruce, George and Janine about their project monthly status reports.  

The team talked a bit about styles and that auto update should be turned off in the templates. I talked to Bonita about this after the meeting. Marion will turn off auto update in the templates. Bonita is checking to see if this will have any adverse affects when the template is brought into your own environment.  

The team talked about shared file space. Ann stated that there is space on nas2 for people in ITS. We talked about the structure and permissions. Ann will talk to Craig and Shawn about what would be best for us. After the meeting, Ann talked to Marion about what is being set up for PMG. The two structures may be connected. PMG will meet to talk about this.  

The team talked about the set up on nas2 as a very short term solution until the wireframes can be built and installed on the PMG website. Ann and Christi will meet to talk about the project. The website would be a medium term solution. Christi stated that she will not have a server ready until early March. Ann stated that later this year, the team along with other PMs, will begin defining requirements for a large scale project management tool. Christi talked briefly about the 3 different types of project management collaboration tools. Lindsay also talked about the need for a glossary on the website. Ann will ensure this gets incorporated into the wireframes.
Four members of the team are giving status at the Town Hall next week. Aaron has 30 minutes. Naomi wants 5 minutes for status and Ann would like 5-10. Ann will contact Heather and Bruce to see if they want to coordinate our status.

Ann handed out views from merlin of ITTP and ITTP3 with all the projects. There was no detail past the project level unless the project is broken out into phases. It’s one view to show where we are at with ITTP however it doesn’t tell a very detailed story. It is a very high level view.

The team talked at great length about the difference between problem and incident management and the role of the broker in each case. SMT is defining the role of the broker at this time and it was determined that the framework (roles, responsibilities/duties) of this function is like that of the Change Management Board or Change Advisory Committee. Ann will talk to Mark about work being done at the SMT level and if this isn’t better suited as a project.

**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.

**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. This issue is being worked on. Finding out about nas1,2 is a start but not a great not a complete solution.

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.

Staff transitions/Support Center – Support Center needs staff resources in order to deploy the working model. Turnover and the lateness of the staff transition plan are affecting their ability to deploy. Meetings are being held to work through this issue.

**Upcoming agenda items**
2/16 meeting (Mel will join us)
ITTP Planning meeting agenda
Success criteria and milestone placement
Project Status

3/2 meeting
The project status report experience.

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