

Becker, Rick

From: Walter Weir [wweir@nebraska.edu]
Sent: Monday, October 13, 2008 2:00 PM
To: Weir, Walter; Hand, Gene; Horn, Christy; Golden, Rick; Kirk Langer; Ron Cone; Henderson, Steve; Lopez Urdiales, Lori; Byers, Anne; Winkle, Michael; brenda.decker@cio.ne.gov; Rolfes, Tom; Becker, Rick; Zink, Larry
Subject: University of Nebraska comments on the enterprise project form
Attachments: Project form..pdf

Colleagues,

The University Nebraska would like to make some recommended changes to the NITC Enterprise Project Status Form that was submitted for 30 day public comment.

We believe the Project Review / Project Progress Form is, in its current form, much too detailed a document. We would like to recommend that the following components of the form be adopted to simplify the form:

The first part of the form asks for general information about the project. This information includes the name of the project, the sponsoring agency, contact information, and four key questions related to changes in the scope of work missed target dates any sort of resource constraints and any problems that might require management attention. We think this is needed information and should be retained in the form.

The second part of the form that we believe should be retained is the summary project status component of the form. This part of the form has within it a color legend that is tied to the agency's assessment of overall project status, schedule, budget, scope and quality.

The last part of the form we believe should be retained is the risks management portion where the agency has the opportunity to identify any major risks that might be associated with the project.

We believe this simplified, one page, version of the form is a good starting point for this process. If the NITC Technical Panel is led to believe, based on information contained on the form or from information identified in a discussion at the regular meeting about the project then a more complete form, delving into more details, may be necessary.

We do have some concerns about recommendations being made by the technical panel and even to some degree the NITC that may have implications on signed contracts and agreements that exist between the agency and the implementation provider.

Thank you for your consideration

Walter

10/14/2008

Project Status Form

General Information			
Project Name			Date
Sponsoring Agency			
Contact	Phone	Email	Employer
Project Manager	Phone	Email	Employer
Key Questions			Explanation (if Yes)
1. Has the project scope of work changed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2. Will upcoming target dates be missed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. Does the project team have resource constraints? <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Are there problems or concerns that require stakeholder or top management attention? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Summary Project Status						
Based on the color legend below, indicate green, yellow, or red for the reporting periods of each item. Any item classified as red or yellow requires an explanation in the comment boxes that follow this section. Additional priority items can be added to the list for status reporting.						
Select one color in each of the Reporting Period columns to indicate your best assessment of:	Last Reporting Period [MM/DD/YYYY]			This Reporting Period [MM/DD/YYYY]		
1. Overall Project Status	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
2. Schedule	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
3. Budget (capital, overall project hours)	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
4. Scope	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
5. Quality	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
Color Legend						
	Red	Project has significant risk to baseline cost, schedule, or project deliverables. Current status requires immediate escalation and management involvement. "Probable that item will NOT meet dates with acceptable quality without changes to schedule, resources, and/or scope".				
	Yellow	Project has a current or potential risk to baseline cost, schedule, or project deliverables. Project Manager will manage risks based on risk mitigation planning. "Good probability item will meet dates and acceptable quality. Schedule, resource, or scope changes may be needed".				
	Green	Project has no significant risk to baseline cost, schedule, or project deliverables. "Strong probability project will meet dates and acceptable quality".				

Risks Management			
Major Risk Events	High Medium Low	Risk Mitigation	Mitigation Responsible Party