

Project Management Processes

Project Management Support Group – Develop a charter and operational guidelines for a group dedicated to promoting the practice of project management within IS&T.

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Method – Self-selected members of the Project Management Focus Group along with other interested individuals met on May 7th, 2010 to discuss options and develop operating guidelines for an internal IS&T group that would focus on best practice, tips & tools, and brainstorming solutions for practicing project managers. Once the resulting charter had been drafted, the participants reviewed the draft and provided feedback.

Outcome – Following a round of feedback, the attached Project Management Support Group Charter was updated and approved. The first meeting of this group is targeted to take place in June.

Project Management Support Group

Team Mission
This group is responsible for bringing together IS&T staff working in the field of project management with the intent to share ideas and experiences around PM Best Practice
Goals & Expectations
<p>During monthly meetings, this group will:</p> <ul style="list-style-type: none"> • Share best practices around project management • Share knowledge and use of common tools • Develop a library of project management guidelines including recommended project documentation/artifacts, and the expectations for the role of project manager within IS&T • Develop recommendations for a PM methodology for use within IS&T and advise on methodology changes based on new IS&T-wide processes and procedures • Provide recommendations on how to build acceptance and use of established PM methodology and guidelines • Brainstorm solutions for issues around current project within IS&T
Roles & Responsibilities
<p>Meeting Facilitator (currently Darlene Fladager) will be responsible for scheduling the meetings, arranging for the room and any necessary equipment, and facilitating the discussion.</p> <p>Note Taker (TBD) will be responsible for capturing notes during the meeting and making those notes electronically available to IS&T.</p> <p>Presenter(s), when scheduled, will be responsible for delivering content relevant to the specified topic.</p> <p>Attendees will be responsible for participating in the group discussions, sharing experiences with the group and bringing ideas back to their work and project teams.</p>
Operating Guidelines
<p>Meetings will be held once a month for 90 minutes. Agendas should fluctuate between a themed discussion or featured speaker, a working session to address a particular issue, and project presentations where selected PMs present their current project. Each agenda should include specific meeting objectives.</p> <p>Ground rules will be established during the first meeting along with the name of the group.</p> <p>Notes from the meetings will be made available to IS&T.</p>
Resources & Authority
Not applicable
Approvals
Not applicable