

Project Charter

Last revision: 10/19/2009

	Project Name: Project Portfolio Management - Implementation		
	Project Leader: Kris Rasmussen		Project Sponsor: John Urbanick
	Project Completion Date: TBD		
	Team Members		
	APPS – Denise Grinnell, Rick Manuszak		Telecomm/STS – Jim Maat, Craig Roach
	TAC – Susan Cherry		CTS – Scott Thede, Michael Johnson
	ETS – Jim Cook, Sam James		Faculty Advisors – Barbara Ciaramitaro, Sandra Balkema
	Enroll Svs -- TBD		
Customers who will be receiving the Product: Administration, Faculty, Staff & Students			
Stakeholders	Who		Responsibilities
	VP Scoby		Understand and advocate the new process to the P.C.
	CTO & ITS Management		Manage ITS staff/project resources within the portfolio; ensure consistent use of the software by staff
	ITS staff		Use the system as trained
	Applications Steering Committee and Advisory Boards		Understand and support the new process (FAB, EMAT, PAC, FACT)
	Faculty and Staff and select student customers		Use the customer interface to input project requests and use the dashboards to track progress
	Academic Affairs		Understand and support the new process
Business Objectives	Describe the business need: ITS needs to create a project methodology to resolve conflicts in expectations, prioritization, communications, resources, scheduling, training, etc. to improve the implementation of IT projects at FSU.		
Project Objectives	The customer should expect: An improved process for requesting projects, enhancing communications, and delivery of product/services		Measures: (a) ITS staff can enter, store, and access project related data; (b) Customers are able to enter a request on-line; (c) Dissemination of standardized status reports from the database for ongoing monitoring of projects; (d) dashboard of overall project statuses
Deliverables	What		Who
	Update project website to define PM for customers		On-going
	Communication plan		Oct 30 '09
	Refine process for project requests		
	Define stage gates for approval process		
	Refine process for ranking / prioritizing projects		
	Documentation for all forms and process are created and posted		
	Test all processes using the software		
	Dashboards		
	Functioning customized software system		Oct 30 '09
	Training materials and sessions for ITS staff at different levels ?		Nov '09
Budget	Beginning: TBD	Spent:	Available:
Assumptions	<ul style="list-style-type: none"> • PPM software has been selected and purchased by ITS management for one year to pilot. • We will be using a standard PM methodology adapted to our needs, and the software company will help 		

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	<p>us develop this.</p> <ul style="list-style-type: none">• All IT projects (not just APP and ETS) will be entered into the software per the IT Project Definition.• ITS management will support PPM and actively enforce the timely entry of data by their staff.• A process may need to be defined for mini-projects and fast-track projects.				
Final Approval	<table><tr><td data-bbox="332 344 971 380">Project Sponsor:</td><td data-bbox="971 344 1534 380">Date:</td></tr><tr><td data-bbox="332 380 971 428">Project Leader:</td><td data-bbox="971 380 1534 428">Date:</td></tr></table>	Project Sponsor:	Date:	Project Leader:	Date:
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