Project Initiation Process

Draft – 12/12/2008

Planning is an important factor in a successful project. The following questions should be answered on the attached form by the TechnoFunc pairs. These forms will be reviewed by the administrative systems steering and/or advisory groups and will aid in prioritization.

DEFINE AND DESCRIBE THE PROJECT

- What is the project?
- Why is it important? What's the motivation (emerging technology, user request, Tri-College need, upgrade, end-of-life, etc.)?
- What is the relationship to other initiatives within I.S., within Bryn Mawr or in anticipation of technology changes in the world?
- What is necessary for success? What people, equipment, resources, time & money are required?
- Who would be involved in what roles (Project Manager, Technical Lead, team members, steering group, testers)? Has the project manager been identified?
- Other assumptions?

SERVICE IMPACT

- What is the current situation and service impact on IS and the community (potential benefits, losses, risks)?
- How high profile is this project? How urgent?
- Is timing important? (need before X, roll out during break, etc.)
- What is the difference in service implementation or effectiveness for different platforms?
- Would training be needed for IS staff or community? How quickly will users adjust?
- What may be Help Desk & DSS impact? Could there be an increase or decrease in requests at the desk or in field?
- How will changes be communicated (articles in theBIT or inside Bryn Mawr, emails, service-updates, etc.)?

IMPLEMENTATION IMPACT

- Will a service outage be required, or a phased transition?
- Is there an implication with TriCo or other consortium?
- What technical issues or impact might we discover?
- Is there a roll-back option if a last-minute problem is discovered?
- What kind of testing or pilot program is recommended?

MAINTENANCE IMPACT

- What are the continuing financial considerations (cost & frequency of updates)?
- What are the continuing personnel considerations within I.S. or elsewhere on campus (who will do the maintenance? who is functional administrator? Backups?)
- What are the community considerations?
- Are there other changes that are needed to make it sustainable?

TIMELINE

- What are the key decision points that will affect the project direction?
- What are the key phases / milestones and their timing (e.g. research, vendor selection, pilot, policy/procedure documentation, training)?

Project Prioritization Process

Draft – 12/12/2008

Prioritization is an important factor in a successful project.

Which projects are summarized and approved by Advisory Group?

How does prioritization between groups happen for the smaller projects?

How often should re-prioritization happen? Who should be involved?

What other questions or factors should be considered in managing the prioritization (and status?) of projects?

Admin Computing Project Initiation Worksheet

Description of Project (to be public): _____

_____

Why is this project important? Describe the benefits of the project.

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What is required? Describe any non-labor resources or issues that need to be addressed for project success (money, quality, etc.).

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Who is required? Describe the people and their roles (**project manager**, technical lead, team members, project sponsor, advisory group).

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Service Impact: who may be affected?, is training required? – for whom?, what is the optimal timing? how will the community know about the change?

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Implementation Impact: what are the expected challenges? What kind of testing or pilot is needed?

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Maintenance: is there ongoing technical and functional effort associated with this change? what is cost & frequency of updates and maintenance (including staffing and training costs)?

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What is the ideal timeline? Sketch out the phases of the project and timing estimates as accurately as possible, on a separate sheet if needed.

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OUTLINE OF TIME COMMITMENT

	I.S. Staff (days of effort)	Functional Staff (days of effort)
Specification developmt		
Research (vendor evaluation, other schools)		
Development / Coding		
Testing (possibly pilot)		
Documentation		
Training		

EVALUATION FACTORS

	Low		Moderate		High
Regulatory/Legal need					
Value to students/donors					
Value to faculty/staff					
Time/money savings					
Strategic Value for BMC					
Benefit / "cost" ratio					
Overall Impact					

Submitted By: _____

Sponsored By: _____

Date Discussed: _____

By authorizing group (steering/advisory): _____