

# Project Overview Statement

## Phase 1 - Executive Summary

### Section I - PROJECT INFORMATION - (To be completed by Sponsor)

<b>Date Requested:</b>	9-1-2008		
<b>Project Title:</b>	Microsoft Project Portfolio Server Implementation		
<b>Project Requestor :</b>	Marlene Gomez		
<b>Requestor Department:</b>	Information Technology		
<b>Executive Sponsor:</b>	Patti Barney	<b>Signature:</b>	
<b>User area Leader(s):</b>	Marlene Gomez		
<b>Project ID:</b>	220	<b>Fiscal Year:</b>	2008-2009
<b>Date Required:</b>	6/30/2009	<b>Last Updated:</b>	4/20/2009
<b>Mandated / Required:</b>	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Accreditation <input checked="" type="checkbox"/> Other		
<b>Justification:</b>	Replace Project management system in Access database		

### Section II - PROJECT BUSINESS CASE (To be completed by Sponsor)

Project Overview
<p>&lt;Describe the current Business Process, the purpose of the project, <u>and</u> the existing problem(s) intended to be solved by this initiative.&gt;</p> <p>The Project Management process used in managing Information Technology (IT) projects at Broward College consists of entering project requests in a project application developed in-house using Microsoft Access database. This is a manual and cumbersome process which provides limited features. The application assigns a project ID number, and captures the project name, status, date, and other pertinent information found on the Project Overview Statement. Also, this application provides customized project reports based on multiple criteria, including a weight and ranking process to prioritize projects based on the College's Strategic Initiatives. A summary of all IT project information is available on the employee Intranet project WEB site <a href="http://www.broward.edu/informationtechnology/AboutUs/StrategicPlan/page834.html">http://www.broward.edu/informationtechnology/AboutUs/StrategicPlan/page834.html</a> The Web site project information is entered manually and updated by the Web team part-time staff.</p> <p>The Project Management Office is seeking a solution to replace the in-house project application to automate and enforce project portfolio management within IT based on established governance process. The new solution should be easy to use and easy to learn with greater flexibility in creating, managing, prioritizing, and reporting statistics on multiple projects across the IT organization. The new project management software should be able to export and import data to/from MS Project, Access, SharePoint and SAS database and integrate with MS Outlook Exchange.</p>
Business Goals
<p>&lt;Describe the business goals to be achieved by this initiative.&gt;</p> <ol style="list-style-type: none"> <li>1) Provide a reliable and automated project management solution for efficient project planning and project scheduling to maximize resources and get the right work done.</li> <li>2) Objectively select and prioritize IT projects that best align with the College's strategic initiatives</li> <li>3) Measure performance of projects by providing dashboard reports and developing business cases</li> </ol>

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### Success Factors

<Describe Criteria for success of the project such as management support necessary, staffing resources needed, students participation, reports to be generated, etc>

1. Management support to get buy-in from user community and alignment with Strategic objectives
2. IT staff support to foster collaboration among team members
3. Integration with MS Outlook, SAS, and Access database

### Section III - HIGH LEVEL REQUIREMENTS - To be completed by Sponsor & IT Director(s)

### Initial Budget Estimate and Fiscal Impact

<Provide estimate of expected cost (**one-time, re-occurring**), cost factors, and / or components >

<Provide other project needs such hardware, software, network, and training. Issues known, but not included elsewhere in this document>

1. Internal training – no cost

### Impact (Please check one)

- High  
 Medium  
 Low  
 None

### Constraints

<Provide any limiting factor which will delay the completion of this initiative >

- Scope** – <unclear information on what must be done to complete the initiative and the size of the project>  
 **Time** – <scheduling issues that affect the critical path and delivery date>  
 **Cost** – <lack of adequate budget for the initiative and reoccurring costs such as software licensing fees>  
 **Technological / Environmental** – <new technology or operating environment and project staff members lack knowledge>  
 **Resource** – <lack of adequate resources, equipment, software, and space>  
 **Functionality** - <lack of ease of use or lack required functions>  
 **Other**

### Dependencies

<Provide situations and components such as other projects and staffing required / linked to build or deploy this initiative>

The migration to a new software product will depend on:

1. The availability of IT technical resources to implement the new system
2. Integration with MS Outlook email system, Access database, SharePoint, and SAS database.
3. IT staff buy-in to use the project management application
4. Application Performance and scalability

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Risks
<Describe uncontrollable factors and potential barriers such as security, organizational, vendor, etc. that could affect project completion> Funding
Effort and Cost Estimates for User area
There will be some internal training required for IT staff and Information Analysts Total # of personnel hours _____40_____
<u>Information Analysts are:</u> Liliam Brito, Rana Hutson, Tiandra Johnson, Dania Rodriguez, Lisa Rubin, and Carrie Tuell

### Section IV - PROJECT CRITERIA – Criteria table to be completed by sponsor and IT Director(s)

Criteria	HIGH	MEDIUM	LOW	N/A
Significantly improves student success			X	
Improves customer service or transforms a business practice (increase productivity/time saving)	X			
Aligns with college-wide strategic initiative		X		
Helps meets state, federal, accrediting or other mandate requirements (identify mandate)				X
Provides Business information for decision making		X		
Quick Win (accomplish in short time frame) with a high probability of success		X		
Affects a large number of stakeholders (define stakeholders: students, business, employees, etc.)			X	
Financial Impact (saves money, earns money,			X	
Increases enrollment/retention (reduces attrition)				x
Impact if not accomplished				
Overlap with another project			X	
Supporting information for "Date Required"				
Consortium project				X

### Section V - EFFORT AND COST ESTIMATES FROM IT GROUP (To be completed by CAB members)

<b>IT Lead:</b>	Marlene Gomez	
<b>IT Area(s):</b>	Project Management Office	
<b>IT Area</b>	<b>Hours</b>	<b>Justification</b>
Application Integration	20	Provide assistance with software installation
Applications	8	Acceptance testing



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IT Area	Hours	Justification
Business Intelligence	N/A	
Customer Service	N/A	
Network / Telecom / Security	15	Provide ports, Firewall
Software Development	15	Provide Employee Intranet link
Systems / Campus Technology	40	Capacity Planning, Backups, etc.
Web Services	N/A	
Outside contractor(s)		
End User	40	To train IT staff and Information Analysts
<b>TOTAL</b>	<b>138</b>	

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*Reviews and approval in accordance with governance policy and facilitated by PMO*

**Signatures:**

CAB Member	Date	CAB Member	Date
CAB Member	Date	CAB Member	Date
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**Section VI - PROJECT CRITERIA** - Criteria scores to be filled in by Technology Advisory Committee (TAC)

Criteria Ranking	Score* (5=High 1=Low)
<b>Critical To Quality</b> Service for Customers (Students and Others) in support of a consistent, quality learning environment for students.	.....
Generates <b>Enrollment or Revenue</b> by enhancing access to the College and taking advantage of Public/Private relationships	.....
Improves <b>Academic or Learning Outcomes</b> by removing barriers to success and enhancing student achievement.	.....
Results in a <b>Cost Reduction</b> by maximizing resource utilization and allocation through enhanced systems and processes.	.....
Responds to <b>Regulatory Compliance</b> ensuring workforce opportunity and diversity, as well as compliance to external performance measures.	.....
Enables <b>Technology Infrastructure</b> (enhancing ability to deliver services) enhancing the ability of IT to facilitate the delivery of services to students and staff.	.....
Results in a Positive <b>"Net Value"</b> (Benefit – Cost) resulting in the conservation and allocation of resources that is both beneficial and equitable to the community.	.....

**Section VII - REVIEW BY TECHNOLOGY ADVISORY COMMITTEE (TAC)**

Project Priority # \_\_\_\_\_ Recommended  Required  Incomplete

**Project alignment with Strategic Technology Initiative(s) – Please check all that apply**

- 1. Provide a high performing, reliable and secure infrastructure that provides anywhere, anytime access to college services.
- 2. Improve operational efficiency and communication through automation.
- 3. Expand & enhance teaching and learning through the use of technology.
- 4. Establish leadership and development programs that will create a new generation of tech-savvy leaders at every level and showcase technology excellence.
- 5. Expand reporting, data collection and research efforts to include data modeling and performance measurement.
- 6. Maintain and encourage creative technology partnerships that realize cost efficiency through diversity, innovation and collaboration.

**Project alignment with College’s Strategic Priorities –**

- 1. Student Success
- 2. Access and Penetration
- 3. Entrepreneurial Partnerships
- 4. Quality Improvement and Community Image



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**TAC Member Signatures:**

_____	_____	_____	_____	_____	_____
TAC Member	Date	TAC Member	Date	TAC Member	Date
_____	_____	_____	_____	_____	_____
TAC Member	Date	TAC Member	Date	TAC Member	Date
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TAC Member	Date	TAC Member	Date	TAC Member	Date
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TAC Member	Date	TAC Member	Date	TAC Member	Date
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TAC Member	Date	TAC Member	Date	TAC Member	Date
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TAC Member	Date	TAC Member	Date	TAC Member	Date

**Notes:**