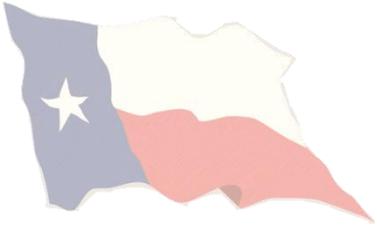


The background of the slide is a stylized, wavy representation of the Texas state flag. It features a blue vertical stripe on the left with a white five-pointed star, a white horizontal stripe in the middle, and a red horizontal stripe on the bottom right. The colors are muted and the edges are soft and wavy.

Tips and Tools for Effective Business Project Delivery

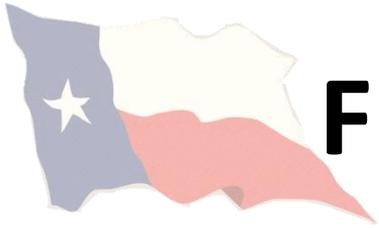
Jessica Iselt, DPS

Wendy Mazzurana, DIR



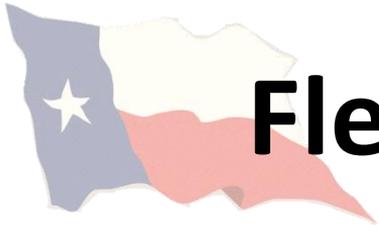
Agenda

- ▶ Fundamental Processes
- ▶ Flexibility of Project Approach
- ▶ Effective Communications
- ▶ Examples of Tools
- ▶ Additional Tips



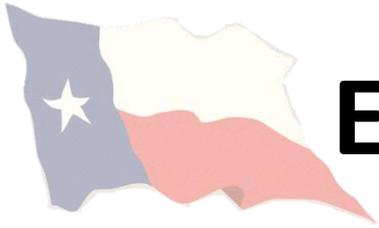
Fundamental Processes

- ▶ Initiate
- ▶ Plan
- ▶ Execute
- ▶ Monitor
- ▶ Close



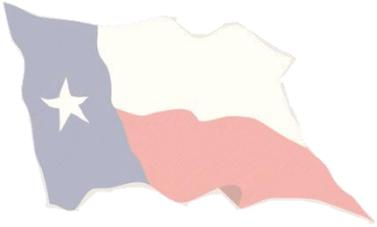
Flexibility of Project Approach

- ▶ Triple Constraint
- ▶ Waterfall vs. Agile

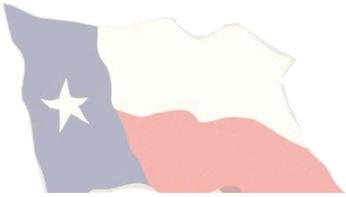


Effective Communications

- ▶ Communications Plan
- ▶ Software and Tools



EXAMPLES OF TOOLS

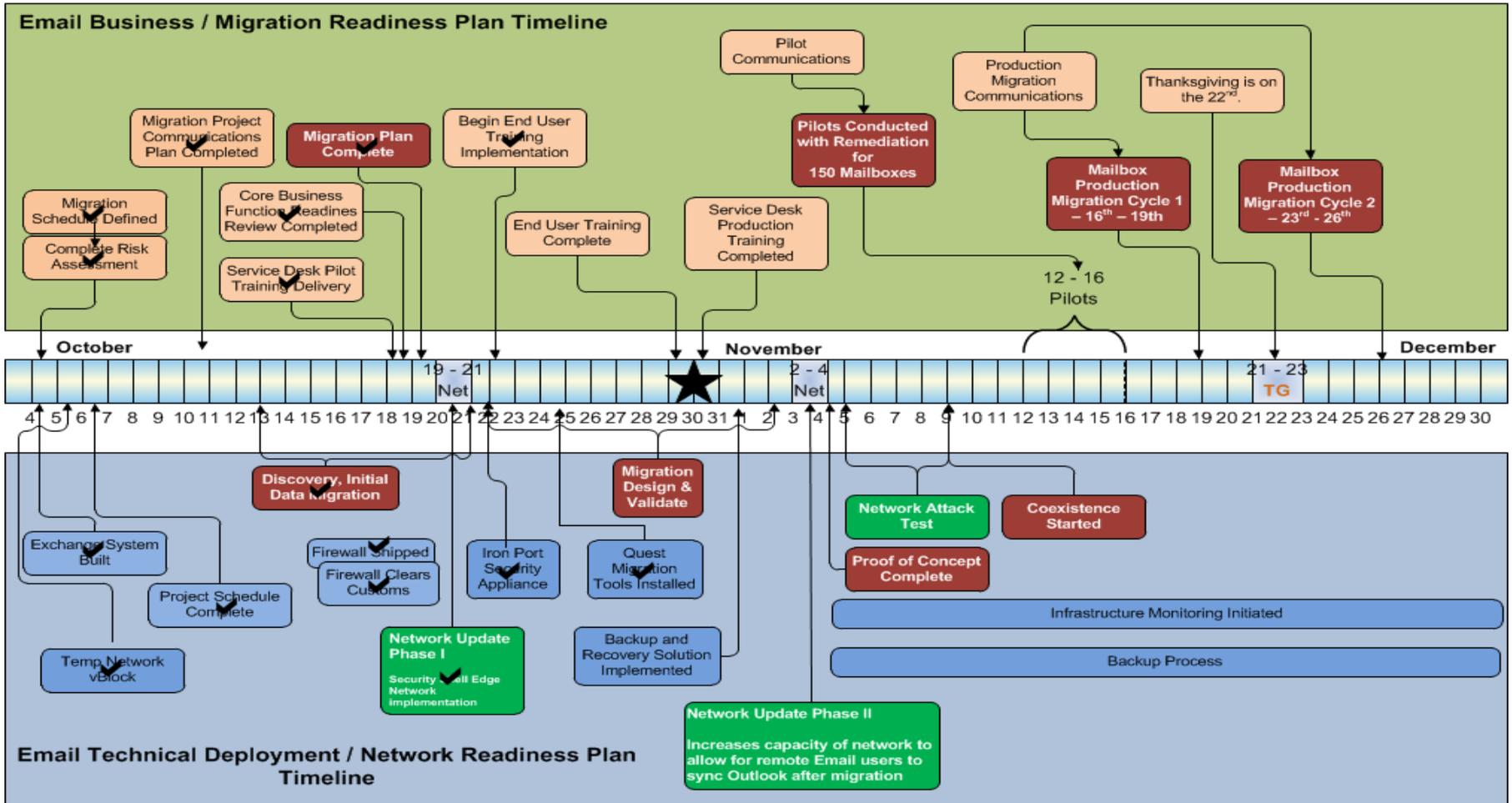


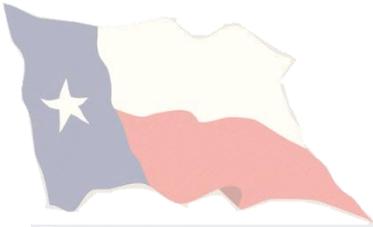
DIR Sample

October 2012

Email Migration Milestone Timeline

- █ Business Plan
- █ Deployment Plan
- █ Migration Plan
- █ Network Plan





DIR Project Register

Project Registers V1.2.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 10, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

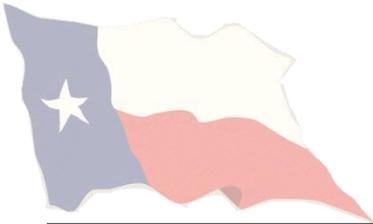
Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Item	Description	Action	Status	Owner	Priority	Date Opened	Due Date	Date Closed	Updates/Comments
1									
2									
3	Document all project and project team action items.								
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									

Ready | Actions | Changes & Decisions | Communication Plan | Deliverables | Team | Issues | Risks | Notes



DIR Project Status Report

PPMO Active Projects

Week Ending 6/7/13

Project	STATUS * w Trend	Notes
DIR Connect Expo -- Pre-Planning	Yellow ↓	Spring 2014 event -- developed solution for overall event organization 4/23; high level topics for event agenda scheduled for 6/20.
DCS Office 365	Green -	9 customer projects complete; 5 customer planning -- 3 w completion dates in Q2; 2 customers in queue.
June Project Management Workshop for Agencies	Green -	Workshop 6/18 co-hosted by DPS, DIR and Project Delivery Framework team. Customer numbers: 86 total registrants = 74 delivered staff. The IT Track has 59 registrants and the Project Track as 27 registrants.
DCS NIPS Monitoring Implementation	Green -	The project team is performing the scoping and profile tuning concurrently. This allows us to refine the NIPS profile and reduce the number of positive alerts prior to Go Live. The G... (truncated)
Data Normalization	Green -	Identified committee members for Data Normalization Committee.

DCS NIPS Monitoring Implementation

Status Report

Project Manager – Wendy Mazzurana

Week Ending: 05/24/2013

Project Status  *Red = Milestone missed. Yellow = Milestone in jeopardy. Green = Milestones on target. Blue = complete. Purple = on hold.*

Project Start Date	03/1/13	Project Completion Date	07/15/13	Project Type	DIR Administration
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Brief Project Description

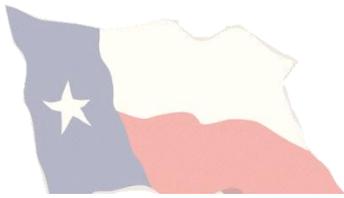
- DIR is in the process of implementing a Network Intrusion Prevention System (NIPS) within the Austin and San Angelo Data Centers (ADC and SDC). This system will monitor and block traffic for all agencies hosted in that environment. DIR has signed a contract with AT&T to build the profiles for the NIPS solution and monitor the traffic. DIR PPMO will facilitate the overall project management and facilitate the implementation of the solution.

Brief Summary of Current Status and Additional Information (Accomplishments, Project Details, Relevant Information that falls outside of noted categories)

- Critical issues documented below caused delays in AT&T completing its key tasks. The issues are resolved and AT&T is actively working to complete its tasks. The Xerox, AT&T and Cappemini teams meet twice weekly to work through any new issues and concerns.
- **Go Live date is 6/24/13.**
- High-level timeline of upcoming events:
 - Soak Period – 5/13-5/31. Allowing three weeks to run the NIPS in learning mode to identify tuning needs.
 - Initial Profile Tuning – 5/16-6/17. Profile tuning will be an ongoing operational task.
 - Briefing with DCS AMs/SRs – 5/20. Discuss timeline, communications, and exception process with Jeff Amato's team
 - ISO Monthly Meeting – 5/30. Cappemini will present the Go Live date to the ISOs.
 - DCS Portal Announcements – Tentative target dates 5/30 and 6/17.
 - Go Live – 6/24.

Key Milestones

(Completed milestones shaded in blue)



DPS Project Status Report Example



Data on slide is for example purposes only and does not reflect real data

Sample Project A

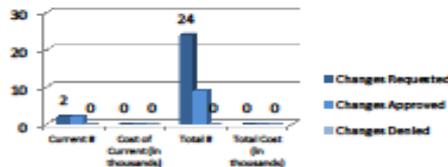
Tier: 1 Program: Provide Essential Services
 Project Sponsor: Jane Doe
 Program Manager: Melanie Weise

Project Start Date: 11/05/2012 - Project Completion Date: 08/31/2013

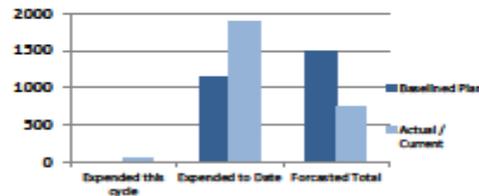
Period Ending: 04/30/2013	Overall Project Health: Red	Schedule	Resources	Budget	Scope			
Project Description: The Texas Department of Public Safety shall issue State of Texas ID cards through Agency X and complete the programming required to establish an electronic process to facilitate this in accordance with House Bill xxxxx.	Overview of Current Status: 1. The Procurement of the requested Secure Auth licenses was processed. 2. IT is working with the vendor to create a SOW for the training and services part of the Procurement in order to complete the architecture and workflow for external users.	Prior	Current	Prior	Current	Prior	Current	
		●	●	●	●	●	●	●
		Milestone/Task		Target Completion	Prior Status	Current Status		
		Setup QA and Prod Environments		04/26/2013	●	●		
		Finalize DPS internal technology design docs		05/13/2013	●	●		
		Finalize security tool procurement to complete external security flow		05/24/2013	●	●		

Top Issues	Mitigation Strategy	Executive Support Needed
Estimated cost for this project will exceed the budget provided by Agency X.	Notify project sponsor and 3PMO program manager of the additional expense and begin the process of locating additional funding.	AD Jane Doe and the Program Manager have been engaged.
DPS FPS Project award is a constraint. Agency X is awaiting the award to determine what compatible HW and SW to purchase and install before our DPS developed application and be fully tested and deployed.	Escalate contract award or persuade Agency X to purchase alternative equipment which meets the specifications and requirements provided and accepted in the Business Requirements Document.	AD Doe and AD Smith engaged and aware of need for contract escalation or alternate equipment specs.
The deadline for standing up the QA and Production environments has been missed. The network and security SME have had a change in architectural design and will need more time to develop the new design. There is a 3/2 meeting scheduled.	Allocate necessary resources to meet, discuss and design an agreeable solution for the network, security, development and testing teams.	Need IT DAD support to present resource options for decision on how to secure resources to resolve this issue.

Change Requests



Resource Utilization



Budget

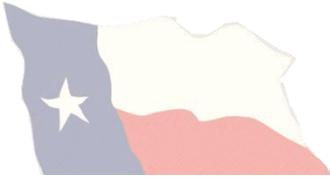
Actual funds dedicated for this project: **\$133,000**
 Estimated cost of the project: **\$302,600**

	Expenses	Balance
Previous expenditures	\$18,728	\$114,272
Expended this cycle	\$13,873	\$100,399
Projected expenditures	\$269,999	\$-169,600

*Increase from \$133k to \$302k due to revised estimates from IT developers and QA

Project Directly Supports Agency Goals

Combat Terrorism and Crime	Enhance Public Safety	Strengthen Statewide Emergency Management	Provide Essential Services	Infrastructure	Human Capital
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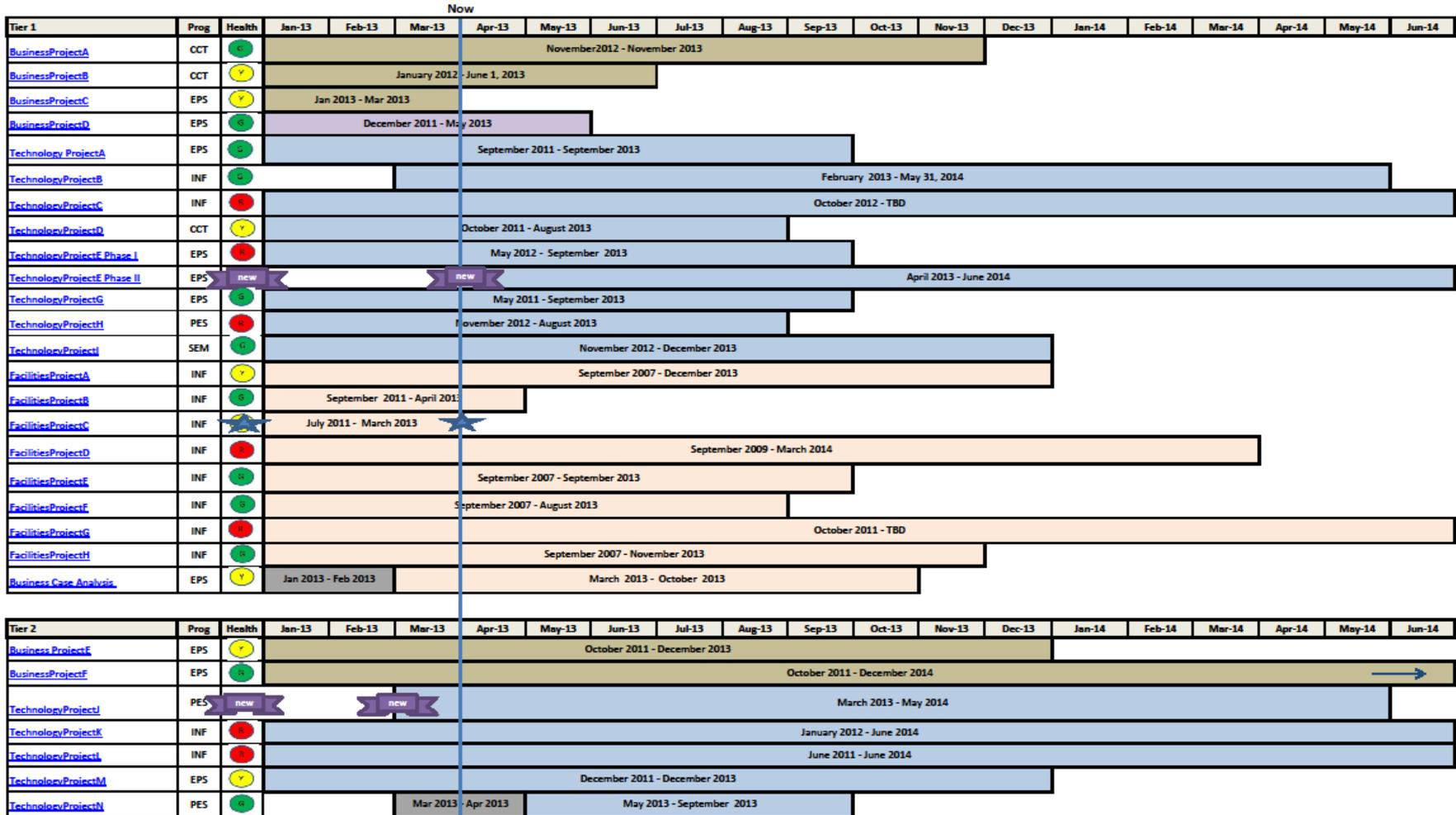


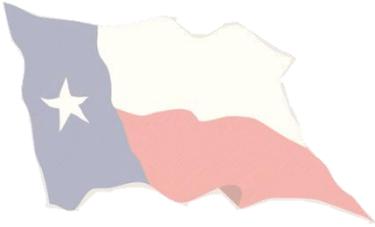
DPS Project Roadmap Example

Internal Use Only

EXAMPLE Enterprise Projects Roadmap as of April 8, 2013 EXAMPLE

2013.04.09.02





DPS Project Roadmap Example

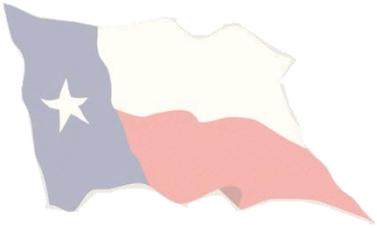
Internal Use Only

EXAMPLE Enterprise Projects Roadmap as of April 8, 2013 EXAMPLE

2013.03.10.01

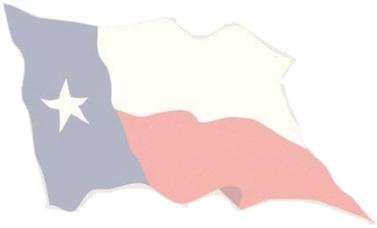
		Projects Below The Line																		
TIER 1	Prog	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	
Below the Line Project A	EPS				█															
Below the Line Project B	EPS				█															
Below the Line Project C	CCT						█													
Below the Line Project D	INF				█	█														
Below the Line Project E	INF							█												
TIER 2	Prog	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	
Below the Line Project F	PES					█														
Below the Line Project G	PES								█											
Below the Line Project H	PES									█										
Below the Line Project I	INF											█								
Below the Line Project J	PES								█											
TIER 3	Prog	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	
Below the Line Project K	PES																			
Below the Line Project L	INF																			
Below the Line Project M	PES																			
Below the Line Project N	PES																			
Below the Line Project O	PES																			
Below the Line Project P	HC																			
Below the Line Project Q	CCT																			
Below the Line Project R	SEM																			
Below the Line Project S	SEM																			

Now

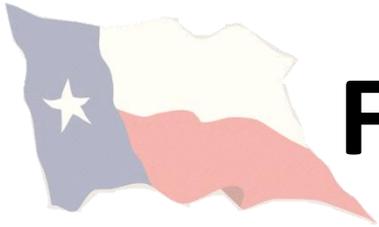


Additional Tips

- ▶ Accountability
- ▶ Visibility
- ▶ Sponsorship
- ▶ Project Management Techniques
- ▶ Project Document Repository



QUESTIONS?



For More Information

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Deputy Assistant Director, Policy & Planning

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Senior Project Manager, Program & Portfolio Management Office (PPMO)

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