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# IT P3M and Delivery@Griffith University

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Project Management Office

Information Services



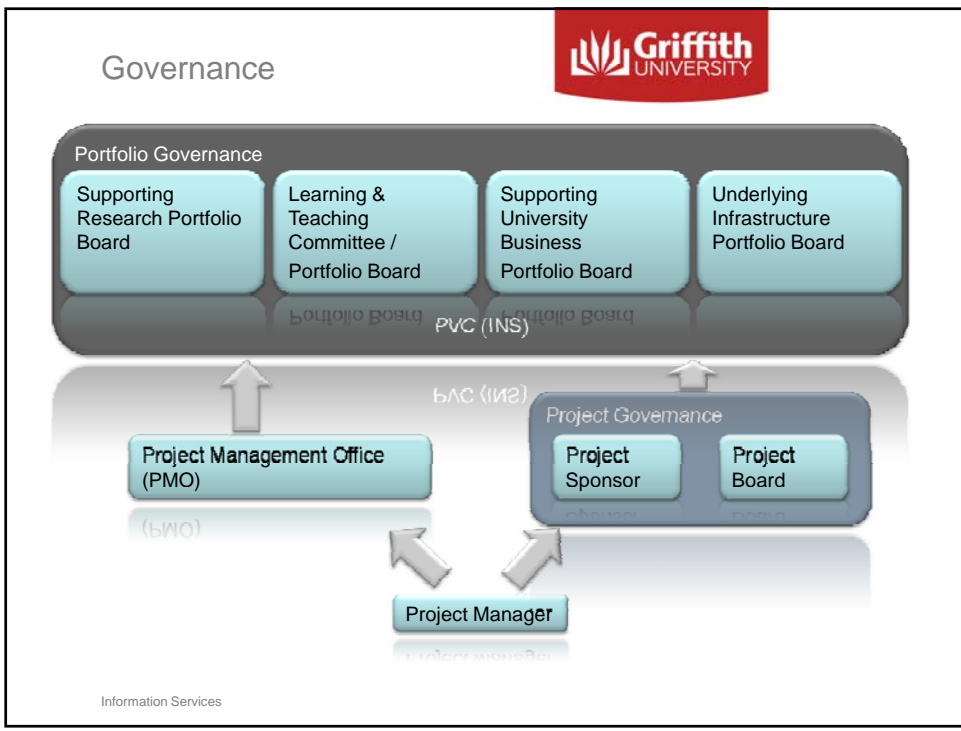
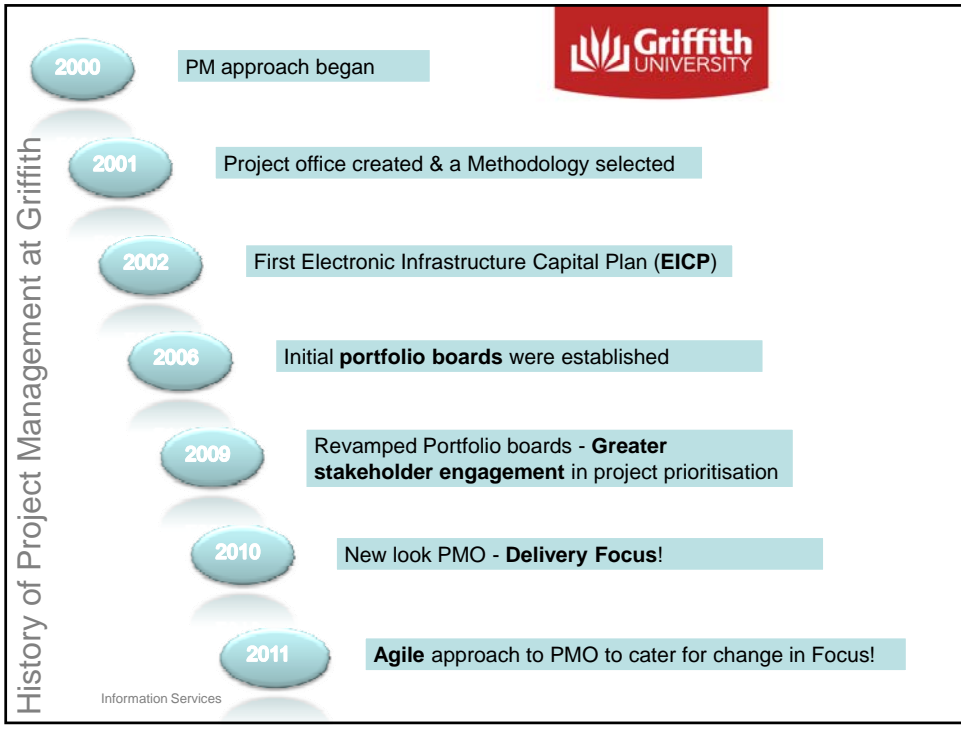
## Content

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1. The Project Management Journey
2. Governance & Framework
3. Challenges & Opportunities
4. Methodology and Tools
5. Questions



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## Portfolio boards terms of reference

- Strategic Alignment
- Prioritisation of projects
- Monitoring performance
- Providing guidance on Risk and Issues

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## Project Management Office

*Objective: Manage and administer the delivery of the project portfolio*



### **Responsibilities**

- Framework & Tools
- Projects are delivered to agreed budgets, timeframes and scope
- Cross project issues and risks management
- Projects are aligned with Information architecture
- Project resource management
- Metrics and performance reporting

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## Project Management Office Focus



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- Recent focus has been on **Project Delivery**
- Current Trends/Focus:
  - » Identifying and managing project benefits becoming important
  - » Alternate methods of efficient project delivery also becoming important ...



Going forward...

**“PMO needs to be agile unit to focus on Changing Organisational Priorities!”**

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## Challenges & Opportunities

- Perception management
- Expectation management
- Levels of engagement
- Benefits realisation
- Continuous improvements

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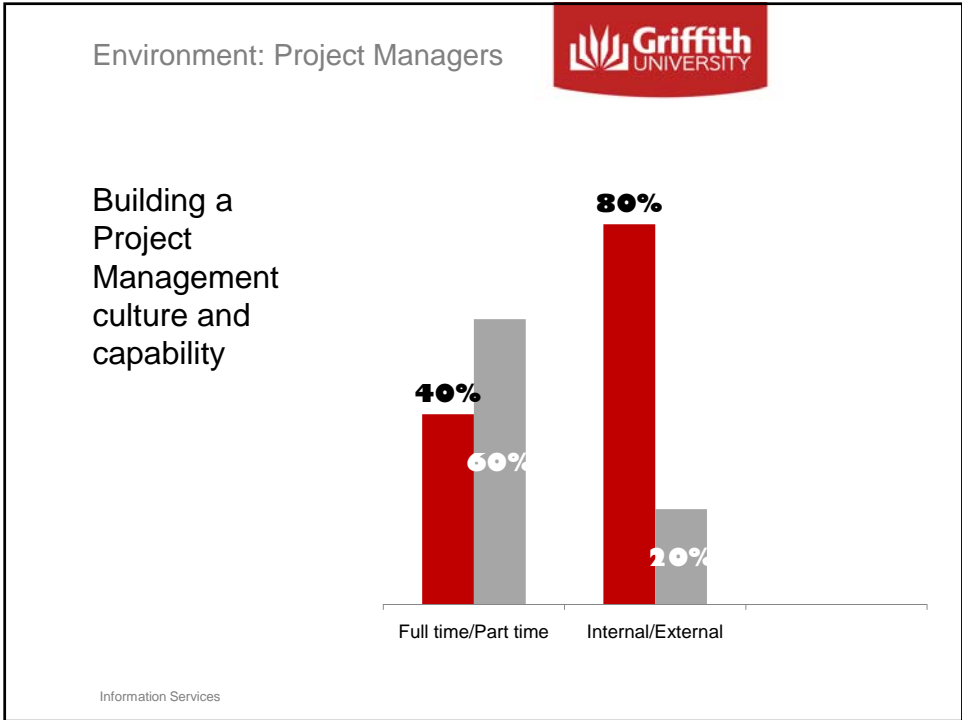
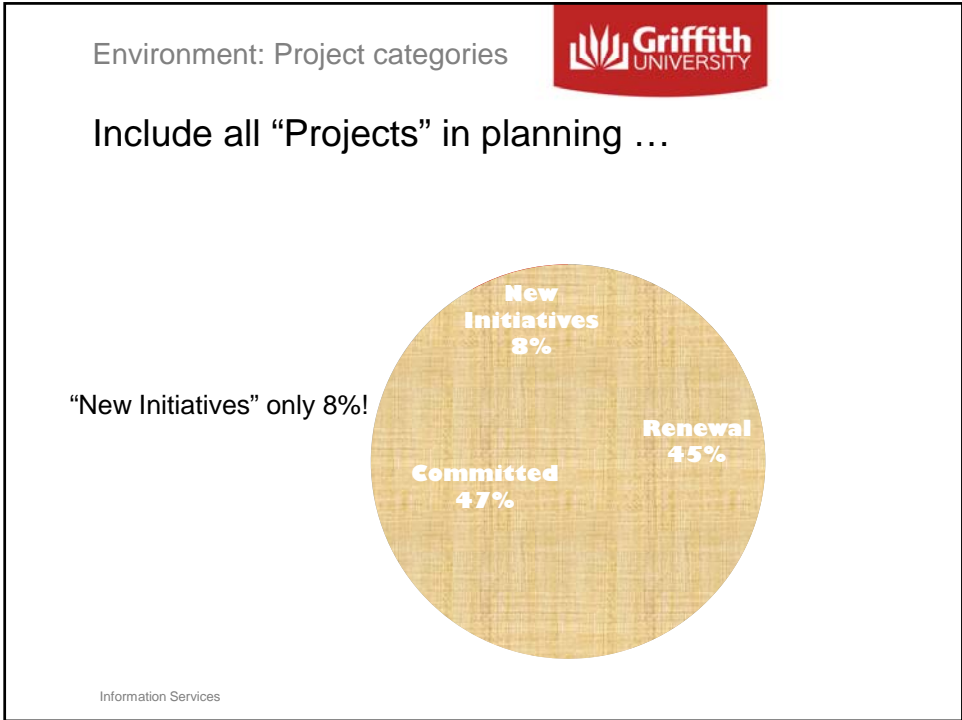
## Project Methodology and Tools in a Changing Delivery Environment


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Key changes

Our Project Environment

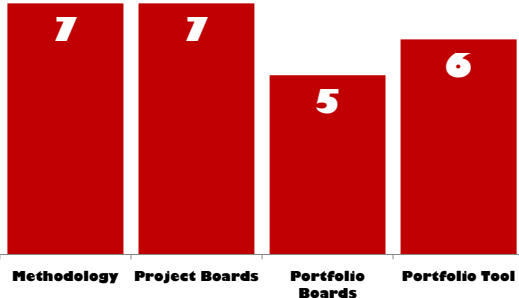
Strategies to adapt to these changes



Environment: Mature Structures 


Building solid foundations and time to mature.

**Years since implemented**

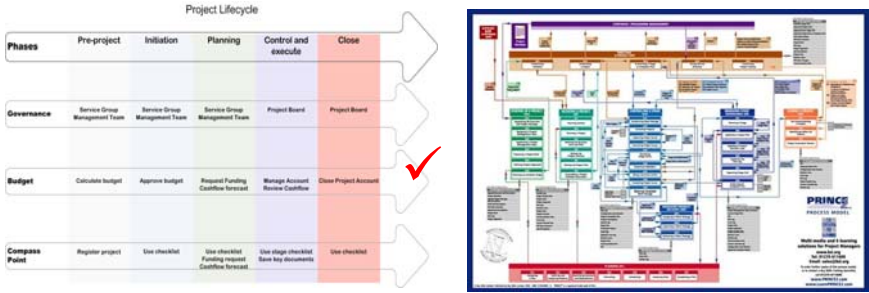


Category	Years since implemented
Methodology	7
Project Boards	7
Portfolio Boards	5
Portfolio Tool	6

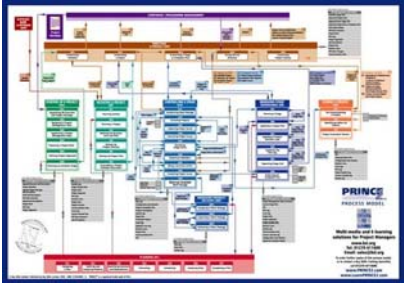
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Adaptability: Methodology 

Flexible and scalable based on project risk  
Scope for agile techniques (for appropriate projects)




Phases	Pre-project	Initiation	Planning	Control and execute	Close
Governance	Service Group Management Team	Service Group Management Team	Service Group Management Team	Project Board	Project Board
Budget	Calculate budget	Approve budget	Prepare Funding Certificate forecast	Manage Account Review Certificate	Close Project Account
Compass Point	Register project	Use checklist	Use checklist Funding request Certificate forecast	Use stage checklist Save key documents	Use checklist



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Adaptability: Governance



**MATURE** Portfolio Board processes


**ENGAGED** business representatives

Cross **MEMBERSHIP** of Portfolio, Project and Operational

Project Management Office **COORDINATION**

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Adaptability: Project Portfolio Tool



Close Edit New Estimate New Stage New Ad-hoc Direction Planning Data Entry Refresh Cash Flow Data Entry New Status Update

	EICP ID: 0750 *1) Project ID: 214439 Title: Internet Access Service replacement	Funded by the Capital Plan	Summary Status: ( Over Budget ) Project Phase: Pre-Project, Initiation, Planning, Control & Execute, Closed Project Status: Authorised to proceed to Control & Execute
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General Info | Financial Info | Milestones | Pre-Project | Initiation & Planning | Authorising a Stage | Status | Ad-hoc Direction | Closure | History

**Marketing Title:** NetCheck replacement  
**Project File Directory:** C:\msd\ITS-Projects\IPB Projects\_Advised Replacement  
**Description:** This project is being undertaken to replace the out-dated hardware and Internet access management service including billing software. This opportunity has enabled us to exam the Internet Access service model that has been used in the University for several years. The project will also implement a self service portal for greater customer service and transparency.

**Program Board:** Underlying Infrastructure  
**ECF Reporting Category:** Underlying Infrastructure, **Sub-category:** Network

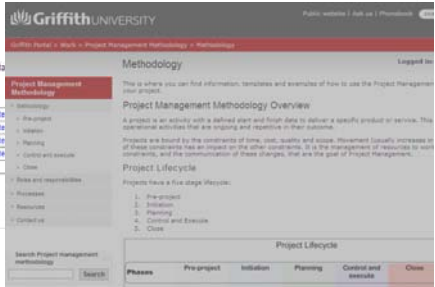
Project Board Members:		Business Rep		User Rep		Supplier Rep	
Internal	Naveen Sharma/Staff/Griffith	Rodney Topor/Staff/Griffith	Sanja Todor/Staff/Griffith	John Scullen/Staff/Griffith	Peter Kurtz/Staff/Griffith		

**Project Board Chair:** Naveen Sharma/Staff/Griffith  
**Project Board Chair Position:** Naveen Sharma/Staff/Griffith  
**Project Sponsor:** Bruce Callow/Staff/Griffith  
**Project Sponsor Position:** Bruce Callow/Staff/Griffith  
**Project Manager:** Praboda Jayawardena/Staff/Griffith  
**Project Administrator:** Cristy Evans/Staff/Griffith, Carolina James/Staff/Griffith, Andrew Heap/Staff/Griffith

**Project Category:** Infrastructure Renewal

<b>Start Date - Initial Baseline Estimate:</b>	03/05/2010	Original date
<b>Actual Start Date:</b>	03/05/2010	Original date
<b>End Date - Initial Baseline Estimate:</b>	28/01/2011	Original date
<b>End Date - Latest Estimated:</b>	31/07/2011	Original date
<b>Actual End Date:</b>		

**Project Issue:**  
 Project Problem:





## Adaptability: Project Planning Tools



The collage displays three distinct project management tools:

- Top Left:** A Gantt chart showing project tasks with their durations and dependencies.
- Top Right:** An 'INS Project Budget Worksheet' spreadsheet with columns for years (2010, 2011, 2012) and a 'Budget' column. It lists various cost categories such as 'Advertising & Promotion', 'Consultancy', and 'Equipment & Furniture'.
- Bottom Left:** A 'Risk assessment' form from Griffith University. It includes sections for 'Project Risk Level Calculator' and 'Risk assessment' with multiple-choice questions about project complexity, team size, and strategic importance.
- Bottom Right:** A detailed spreadsheet showing resource allocation and costs across different project phases.

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## Challenges



Replacing our Project Portfolio Tool

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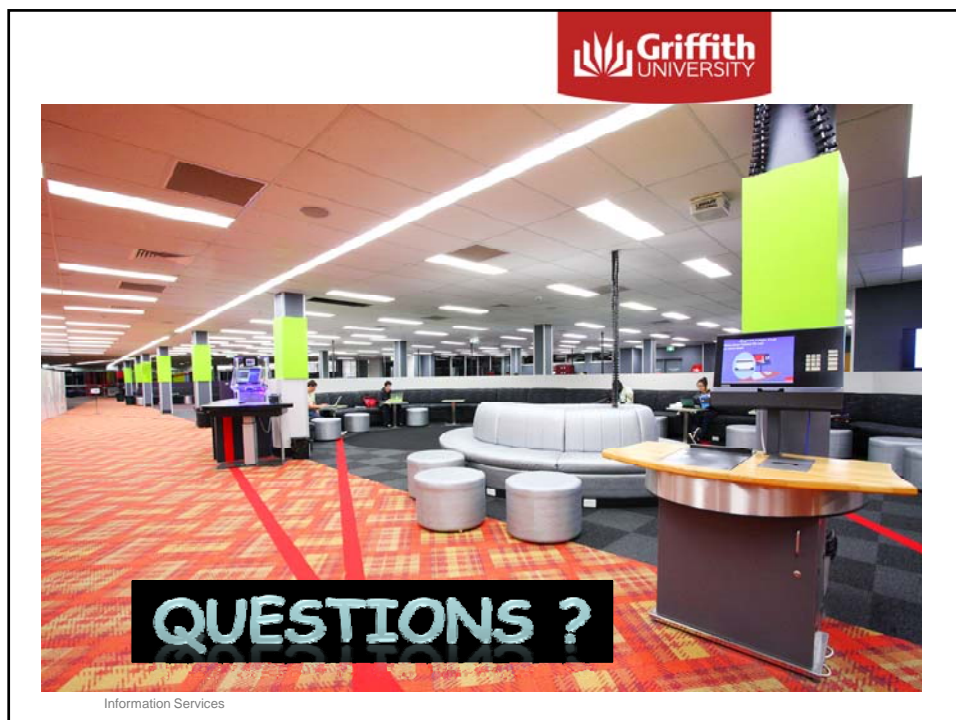
Greater granularity required by senior management!

Time recording

Cost recovery processing

Resource tracking

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