Welcome to the ITS PMO!
Start a new IT Project

WELCOME TO THE ITS PORTFOLIO MANAGEMENT OFFICE
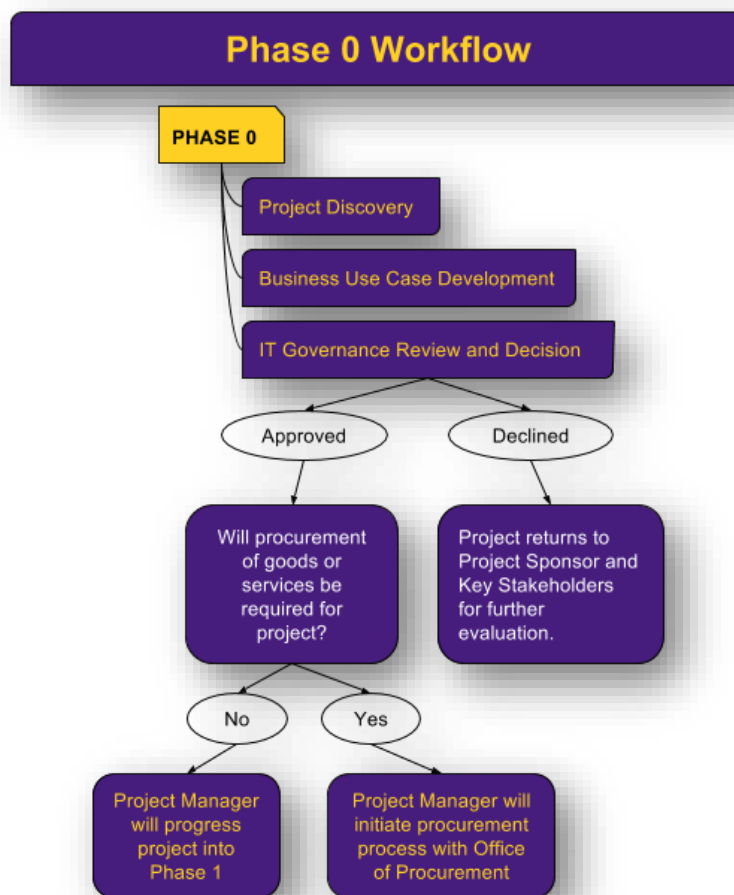
What is the PMO Office?

Information Technology Services (ITS) has recently developed a Portfolio Management Office aimed to provide consistent, effective, and efficient management of the full ITS Project Portfolio.

For the projects the PMO Office manages, the PMO Office provides management services like timeline management, task management, and vendor management, just to name a few.

Phase 0 – Overview

When starting a project with the PMO Office, the project first starts with a Phase 0. First your project will be assigned a dedicated Project Manager. Once assigned, your Project Manager ushers the Project Sponsor and Key Stakeholders through the project discovery, business use case development, and presentation to IT Governance.

Below is an overview of the Phase 0 Workflow.

During this process, the Project Manager and the PMO Office help the Project Sponsor and Key Stakeholders:

- Frame the project's goals and objectives
- Develop the Business Use Case
- Develop a Cost Benefit Analysis
- Prepare the project for IT Governance Review
- And if applicable, help transition the project into an IT Project for the full project management services offered by the PMO Office

Phase 0 Process – Detailed View

After reading this welcome packet and completing the Basic Project Information portion of the Project Initiation Form below, the assigned Project Manager will start the Phase 0 process.

1. Project Initiation Meeting
   a. The Project Manager, Project Sponsor, and Key Stakeholders will schedule a meeting to discuss and discover:
      i. The current business pain points necessitating this project
      ii. The goals of the new project
      iii. If any solution has been discovered to satisfy this project
      iv. Project impact (i.e. completing the remainder of the form below)
   b. The Project Manager will help map out a desired timeline for the Phase 0 process.
   c. The Project Manager will introduce the Project Sponsor and Key Stakeholders to the Business Use Case template that will be used for the Phase 0 documentation.
   d. The Project Manager in accord with the Project Sponsor and Key Stakeholders will determine if the project necessitates review and approval by an ITS team member (i.e. security, networking, or infrastructure assessment). When applicable, the Project Manager will facilitate the ITS resources' time and input into the project assessment.
2. Business Use Case Development
   a. The development of this documentation will be led by the Project Sponsor and Key Stakeholders with guidance from the PMO.
   b. After the Initiation Meeting, the Project Sponsor and Key Stakeholders will be given the Business Use Case Template to start development.
   c. After the document is roughly 50% written, or when aid is needed, the Project Manager will schedule a consulting meeting with the Project Sponsor and Key Stakeholders to review the document progress and provide any guidance or help where needed.
   d. The Project Manager will provide up to three consulting meetings with the Project Sponsor and Key Stakeholders to help develop and complete the Business Use Case.
   e. If it has been determined the project necessitates review and approval by an ITS team member, the Project manager will facilitate identification of the ITS resource and engagement in the assessment as necessary.
3. IT Governance Preparation
   a. Once the Business Use Case document is completed, the Project Manager will get the project on the docket for the next available IT Governance meeting.
   b. The Project Manager will help prepare the project for presentation before IT Governance providing the council with impact analysis and pre-reads ahead of the meeting.
   c. The Project Manager will also help prepare the Project Sponsor and Key Stakeholders for the meeting and presentation of their project.
4. IT Governance Review
   a. After IT Governance reviews the project, they will approve or decline the project.
   b. If the project is declined, the Project Manager will help the Project Sponsor and Key Stakeholders regroup and possibly revise the Business Use Case to align more with IT Governance expectations and University Strategic Goals.
   c. If the project is approved, the Project Manager will help the Project Sponsor and Key Stakeholders transition the project into its next steps – procurement or implementation.

PROJECT INITIATION FORM

Before reaching out to the PMO Office with your new IT Project request, please fill out at least 50% of the following form. This will help prepare you with the information the PMO will want to discuss with you about your project, and it will also help the PMO get your project onboarded into a management system and ready for full discovery.

Basic Project Information

Please have this section completely filled out before scheduling a first meeting with the PMO office.

Project Name	
Project Description	
Priority	*Please select one:* • High • Medium / High • Medium • Medium / Low • Low **Selected**
Budget	$
Planned Start Date	
Planned Finish Date	
Campuses Impacted	*Select all that apply:* • LSU AM • LSU AG • LSU PBRC • LSU S • LSU A • LSU E • LSU HSC NO • LSU HSC S • LSU HSC D **Selected**
IT Function Involved	*To the best of your ability, select the IT functions to which this project applies.* *Select all that apply:*

	• Application • Network • Security • Infrastructure • Data • User Support **Selected**
Expected Go-Live Date	
Business Unit Impacted	*To the best of your ability, select the University Business Units that will be impacted or involved in this project.* *Select all that apply:* • Academic Affairs • Athletics • Enrollment Management • Finance and Administration • Research • Strategic Communications • Student Affairs • University Administration **Selected**
Business Objective	
Business Sponsor	
Strategic Alignment	*Select the University Strategic Goals to which this project aligns.* *Select all that apply:* • Advancing Arts & Culture • Bridging the Coast, Energy, & Environment • Fostering Research & Catalyzing Economic Development • Improving Health & Wellbeing • Transforming Education • Developing Leaders • Encouraging Career Excellence & Enrichment • Establishing a Culture of Service & Operational Excellence • Supporting Student Success **Selected**

More Detailed Project Information / Impact Analysis

For this section, please come prepared to discuss the different questions and have an idea of how these questions should be answered based on cursory research preformed.

Systems Impacted	*Select the option that reflects the level of integration required with other university systems (i.e. Directory, Treasurer's System, Workday, etc.).* *Please select one:* • Low – 1 Internal System • Medium / Low – 1 External System • Medium > 1 Internal System • Medium / High > 1 External System • High – Significant % of Systems **Selected** |
Campuses Impacted	*Select the option that reflects the number of campuses that will be impacted by this project (your department only = "Low"; enterprise./ multi-campus = "High").* *Please select one:* • Low – 1 Campus • Medium – Multiple Campuses • High – Enterprise Wide **Selected** |
Compliance	*Select the option that reflects the level of compliance that is related to this project. For example, if this project is necessary to comply with a federal regulation, choose "High".* *Please select one:* • Low – Not Required • Medium – Company Policy • High – Regulatory **Selected** |
Conformity to Standards	*Select the option that reflects the level that this project will confirm to established university standards. If new policies will need to be executed, choose "High".* *Please select one:* • Low – Conforms to Current Standards • Medium – Conforms with Exceptions • High – Requires New Standards **Selected** |
Cost Savings	*Select the option that reflects the level of cost savings that may occur as a result of this project.* *Please select one:* • Low < $100k • Medium / Low $101k - $250k • Medium - $251k - $500k • Medium / High - $501k – $1M • High > $1M

	Selected
Cost of Project	*Select the option that reflects the cost of this project. Include costs of the product, implementation services, additional staff, and other resources.* *Please select one:* • Low < $50k • Medium / Low $51k - $100k • Medium - $100k - $250k • Medium / High - $251k – $1M • High > $1M **Selected**
Duration	*Select the option that reflects the amount of time expected to complete the project from start to finish.* *Please select one:* • Low – 15 – 30 Days • Medium / Low – 31 – 60 Days • Medium – 61 – 90 Days • Medium / High – 91 – 120 Days • High > 120 Days **Selected**
Annual Revenue Increase	*Select the option that reflects the level of revenue increase that may occur as a result of this project.* *Please select one:* • Low < $100k • Medium / Low $101k - $250k • Medium - $251k - $500k • Medium / High - $501k – $1M • High > $1M **Selected**
Resource Hours Needed for Project	*Select the option that reflects the level of total hours spent to complete the project from start to finish.* *Please select one:* • Low < 160 hours • Medium / Low – 161 – 500 hours • Medium – 500 – 1000 hours • Medium / High – 1001 – 5000 hours • High > 5000 hours **Selected**

Internal Experience on Similar Project(s)	*Select the option that reflects whether prior experience with a like project exists at the university. If this project is the first of its kind, choose "High".* *Please select one:* • High – Multiple Prior Projects • Medium – Limited Experience • Low – Never Done this Before **Selected**
Alignment Score	*Select the number of University strategic objectives your project will align with.* *Please select one:* • No Strategic Impacts • Aligns with 1 Objective • Aligns with 2 Objectives • Aligns with 3 Objectives • Aligns with Most Objectives **Selected**

SUBMIT FORM TO

When the Project Sponsor and Key Stakeholders are 50% complete with the form above and ready to schedule an Initial Meeting with the PMO, you can reach out to pmo@lsu.edu.