

3/2/06 ITTP PM Minutes

Attendees: Aaron Melgares, Dave Klein, Marion Bashista, George Sisson, Lindsay Bass and Ann Berry-Kline

New and Open Action Items

Open

PMs – Send Ann educational topics for PM meetings

Ann – Will ensure a glossary gets incorporated into the web pages.

New

* Marion will contact Shawn with the following questions/follow-up:

- Can he install/implement WebDev as a frontend web interface to nas2 file share?

- Can users link to the 'public' folders on nas2 and see the documents from the its.ucsc.edu web pages?

- Estimated time lag to request adds/deletes of new user access to file share folders.

- Get file share space folder/tree structure along with associated permissions, purpose, etc. for testing by the team.

* Marion will make suggested changes to the Status Report Template and update the PMG/templates website.

* Ann and Marion work with Lisa to see if the public project files can be linked to the web.

* Naomi to get the Feb Support Center Consolidation, Phase 2 status report to Ann and Bill.

* Lindsay to get the Feb Information Worker Rate Model status report to Ann and Larry.

* George to get the Feb Desktop Support status report to Ann and Bill.

* Christi to get the Feb Application Solutions status report to Ann and Pat.

* PMs think about milestones and success criteria that can be added to your project plans to help better gauge project movement through our monthly status reports and ultimately when the project closes. We'll continue this discussion at the next meeting.

Completed

PMs – Send your projects file sharing requirements broken out by short-term and long-term by Wednesday, 2/22.

Ann and Marion– Gather requirements from PMs; research nas2 and basecamp; make a recommendation to team by 3/2.

Ann will ensure that Staff HR is in the loop as negotiations are completed for each staff's transition.

Dave took an action item to research changing the scope of the Storage and Server Consolidation project and come to a resolution.

File Sharing Requirements

Teresa collated all the requirements that were sent in. Marion completed analysis on a couple of collaboration tools plus our own file sharing abilities in ITS. We discussed the pros and cons of each solution. We chose to move forward with ITS file sharing capabilities with some additional investigation needing to happen. We talked about a

structure for the folders and permissions for each of the folders. We will investigate whether or not the public folders can be linked to the web.

Status Report Template

The team reviewed the status report template. Marion will make those changes and update the PMG/templates website.

I'm waiting on status reports from Support Center Consolidation, Phase 2, Desktop Support, Phase 1, Application Solutions and Information Worker Rate Model.

ITTP Planning Meeting agenda

The team renamed the ITTP Planning Meeting to the ITTP, Phase 3 Working Meeting. ITTP, Phase 3 Iron chef was nixed.

The team gave Ann some great feedback on how to structure the meeting given its goals. The goal of the meeting is to synchronize members of the project teams and reinforce project methodology. The team reworked parts of the agenda such that projects (4 of 9) that moved from approved to active can present the

- Problem/opportunity/vision
- Scope of that particular part of the vision
- Approach to achieve the scoped vision
- Deliverables
- Timeline
- Dependencies/issues
- Open discussion

Ann will highlight the other projects movement in the project lifecycle. The project leaders agreed to have monthly status reports completed early so that we can have them available for the meeting (on-line). Projects that are near closing or closing will have an opportunity to present at the next ITTP, Phase Working Meeting on lessons learned.

Success criteria and milestones

Ann asked each of the project managers to begin thinking about how they could add milestones into their plans if they don't have them already to aid in highlighting progress. The status reports will be a helpful communication and information vehicle for team members, managers, senior managers and Larry, in particular, to talk about monthly progress and achievable work-packets.

Open issues

A lack of shared file space – In-progress.

Staff Transition project in general is causing gridlock across the following projects: Support Center Consolidation, Phase 2, Desktop Support and Application Solutions. A layered set of plans are being prepared for SMT to "prime the pump" in the Support Center. Bill will also be hiring temp help in the divisions to help out where staff turnover

is occurring. Bill and Ann will be trying to move the underlying work of the staff transition project along as briskly as humanly possible.

Staff transitions/Server and Storage Consolidation – Staff that are ready to transition that also have server admin/maintenance as part of their job can't fully transition until Storage and Server Consolidation has capacity. Is there a potential interim solution prior to the virtual computing hardware being available? Ann and Dave raised the issue to Mark. Ann to pursue the issue since it's the staff transition project potentially mucking with an existing plan. Bill will talk to Brad about this.