

## ITTP PROJECT MANAGER MEETING

03/16/06

### Agenda for today's meeting

*ITTP Planning meeting agenda*

One last look at the agenda – are you ready?

*DL resource partner table*

Useful information for you? Which project(s) would like to be scheduled for an upcoming DL meeting??

*Review New and Open Action Items*

- \* PMs – Send Ann educational topics for PM meetings
- \* Ann – Will ensure a glossary gets incorporated into the wireframes.
- \* 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.

*Success criteria and milestone placement*

*Project Status*

*Support Center Consolidation, Phase II*

*Service Catalog*

*Application Solution*

*Information Worker*

*Desktop Support*

*Staff Transition*

*Server and Storage Consolidation*

*Change Management Board*

*ITR, Phase 2*

Briefly state goals and objectives of the project

Current activities

Timeline

How far you are into the project

Ahead of/behind/on projected schedule

Issues you face

Within project (example: staff availability, team cohesion)

Outside project (example: dependent outcomes of other projects, processes not in place/not working)

What's coming up (next 2 weeks)

### **Open issues**

A lack of shared file space – I've raised this issue to Mark. He is bringing this to SMT as an issue for all of ITS. This issue is being worked on. Finding out about nas1,2 is a start but not a great not a complete solution.

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 ready. 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.

Staff transitions/Support Center Consolidation/Desktop Support – Support Center needs staff resources in order to deploy the working model. Turnover and the lateness of the staff transition plan are affecting their ability to deploy. Meetings are being held to work through this issue.