Project Framework

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# Identify and define project roles

## Project leadership

|  |  |
| --- | --- |
| Role | Person |
| Project Sponsor |  |
| Project Manager |  |

Sponsor:

* Ultimately responsible for success of project
* Provides funding and resources
* Approves scope and objectives
* Approves project-level changes
* Obtains agreement for project goals and objectives from key stakeholders
* Sets priorities, resolves conflict, competing interests and conflicting directions

Project Manager:

* Coordinates efforts of project team and external resources
* Expend project resources according to the approved project plan
* Ensures solution meets project objectives and goals
* Analyze the actual performance against the plan
* Provides periodic status reports and information
* Tracks and communicates expenses against project budget
* Coordinates management and technical decisions

## Project team

|  |  |  |
| --- | --- | --- |
| Role | Person | Purpose |
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| --- | --- | --- |
| Sporadic Participation Required | Person | Purpose |
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Team member role:

* Responsibility #1
* Responsibility #2

## Key stakeholders

|  |  |  |
| --- | --- | --- |
| Group | Person | Reason for interest |
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# Project Framework

## Communication

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Objective** | **Format** | **Audience** | **Sent from** | **Frequency** |
| Project update summary | Current status upcoming tasks and open issues | email | Sponsor, project team, stakeholders | PM | Every other week |
| IS Project update | Progress and upcoming tasks | web page/  meeting | Directors, OSU community | PM | Monthly |
| Update Project Team | Planning, task updates, changes, upcoming needs | meeting | Project team |  | Weekly |
| Update Project Sponsor | Progress, changes, escalations | meeting | Project leadership |  | Weekly |
| Project Changes | Changes to scope, schedule, direction | meeting | Project leadership | Sponsor | As needed |
| Vendor Communication | Clarification of needs, requests, changes | email or meeting | Vendor | PM, Software Admin | As needed |

## Project files

Project-specific information will be stored in [Box folder, shared drive, tool…].

Access will be provided to project team, sponsor and key stakeholders. Access to selected documents will be provided to vendor on an as-needed basis.

## Decision making

For decisions with notable impact to project scope, schedule or resources

* Project team to summarize & suggest approach
* Project sponsor will make decision and/or gain necessary approvals
* Change to be communicated to project team, key stakeholders and affected parties

For decisions within the agreed upon scope, schedule and resources

* Project team to discuss and agree upon path forward
* Change to be communicated to project team and other affected parties

For minor decisions regarding appearance, configuration or design

* To be made by project manager or primary technical lead
* Changes to be communicated to affected parties

## Financials

Vendor invoices

* Project manager to review and verify all charges
* Sponsor will approve and pay invoices
* Invoices will be charged to index/account

Project expenses

* Project manager will review and track all expenses against expected expenditures in the project’s budget in an Excel spreadsheet in the project’s Box folder
* Sponsor will approve and pay invoices
* Expenses will be charged to index/account

Additional needs

* Project manager to summarize need for additional funds
* Project sponsor to review and acquire additional funding if appropriate

## Tracking

Major tasks and milestones will be tracked weekly by project manager and selected participants.

* Tool used for tracking project/milestones:
* Tool used for tracking tasks:

## Risk planning

Risk assessment will be performed for the top 1-3 risks and will include:

* Identified risk
* Preventive actions
* Trigger for activating contingency plans
* Contingency actions
* Owner