

projektura.org PMO Methodology Mapping Reference Guide

| METHODOLOGY SUMMARY | | INITIATE | PLAN | IMPLEMENT | CONTROL | CLOSE |
|---------------------|--|---|--|---|---|--|
| PMO | <ul style="list-style-type: none"> Non project type specific project management methodology Can be used for varying levels of project complexity Aligned to PMI project life cycle | Description <ul style="list-style-type: none"> Understand what the business problem is and what you are trying to accomplish with this project. Identify boundaries (scope) of the project, the overall approach to the project and the project team Gain approval on Project Charter | <ul style="list-style-type: none"> Design and Plan the project and deliverables. Finalize scope, resources and timeline in accordance with priorities identified in the trade off matrix. Gain approval on overall Project Plan | <ul style="list-style-type: none"> Create all content, tools and processes for project launch Create implementation and support plans that are needed to complete the project. Gain approval to implement / launch project. | <ul style="list-style-type: none"> Compliance of deliverables to stated project requirements Transfer ownership to steady state owner | <ul style="list-style-type: none"> Acceptance of deliverables Lessons learned Release Project Resources |
| | | Deliverables <ul style="list-style-type: none"> Project Charter | <ul style="list-style-type: none"> Project Plan RACI Communication Plan Issues and Risk Log Status Report Plan Approval Presentation | <ul style="list-style-type: none"> Change Request Form Change Request Log Go Live Checklist Go Live Approval Presentation | <ul style="list-style-type: none"> Transition Document | <ul style="list-style-type: none"> Post Mortem Template Project Survey |
| MS Employee Coach | <ul style="list-style-type: none"> Non project type specific project management methodology based on PMI Additional Tools Project Management Skills Development w/ links to MS Training MS Competencies for Project Managers | Description <ul style="list-style-type: none"> Feasibility & Scoping Determine whether the idea warrants effort and resources to analyze further. Define project objectives and parameters | <ul style="list-style-type: none"> Planning Design and Plan the project and deliverables and get it approved. | <ul style="list-style-type: none"> Implementation Control Changes, Monitor and Report Progress, Communicate and Maintain Sponsorship, Build transition plan to close project, reallocate team and provide ongoing support of what you are building | <ul style="list-style-type: none"> Close - Out Transition from project to program team. Document lessons learned. | |
| | | Skills / Deliverables <ul style="list-style-type: none"> Precision Questioning Project Definition Document SMART goal Checklist Priority Tradeoff Matrix Setting Solution Objectives | <ul style="list-style-type: none"> Defining Problems Brainstorming Planning Worksheet Work Breakdown Structure Delegating Risk Assessment & Managing Dependencies | <ul style="list-style-type: none"> When Projects start to fall behind Conflict Management Project out of Control Checklist Running a meeting | <ul style="list-style-type: none"> Project Post-Mortem Worksheet | |
| MSF | <ul style="list-style-type: none"> MSF offers guidance in how to organize people and projects to plan, build, and deploy successful IT solutions | Description <ul style="list-style-type: none"> Envision To create a high-level view of the project's goals, constraints, and solution | <ul style="list-style-type: none"> Planning To create the solution architecture and design, project plans, and schedules. | <ul style="list-style-type: none"> Developing To complete the features, components, and other elements described in the specifications | <ul style="list-style-type: none"> Stabilize To improve solution quality to meet acceptance criteria for release to production | <ul style="list-style-type: none"> Deploy Place solution into a production environment Transfer of solution from to the operations team Approval project completion |
| | | Deliverables <ul style="list-style-type: none"> Vision Scope Document Project Structure Document Initial Risk Assessment Project Charter | <ul style="list-style-type: none"> Functional Specifications, Master project plan Master project Schedule | <ul style="list-style-type: none"> Solution code, Build images Training materials, Documentation Deployment & Operational processes Support and troubleshooting Marketing materials | <ul style="list-style-type: none"> Pilot review Source code and executables Scripts and installation documentation End-user help and training materials Operations documentation Release notes, Testing and bug reports | <ul style="list-style-type: none"> Operations and support information systems Repository of all versions of documents, load sets, configurations, scripts, and code Project closeout report |
| SDLC | <ul style="list-style-type: none"> Methodology used by Business Unit IT groups in MS Based on MSF Specifically for Software Development | Description <ul style="list-style-type: none"> Envision Creating a high-level view of the project's goals and constraints, can serve as an early form of planning;. | <ul style="list-style-type: none"> Planning The bulk of the planning for the project is completed. Completion of the functional specification, the technical design process, and prepares work plans, cost estimates, and schedules. | <ul style="list-style-type: none"> Developing Building of solution components The infrastructure is developed and all roles are active in building and testing deliverables | <ul style="list-style-type: none"> Stabilize Testing emphasizing usage and operation under realistic environmental conditions & UAT. Resolving and triaging (prioritizing) bugs . | <ul style="list-style-type: none"> Deploy Place solution into a production environment Transfer of solution from to the operations team Approval project completion |
| | | Deliverables <ul style="list-style-type: none"> Vision/Scope Business Requirements Pre-Baseline Plan Pre-Baseline Presentation | <ul style="list-style-type: none"> Functional Specification Technical Specification Master Test Plan UAT Plan Training Plan Baseline Plan & Presentation | <ul style="list-style-type: none"> Unit-Tested Code Build Scripts System Test Scripts | <ul style="list-style-type: none"> Pilot review, Code and executables Scripts and installation documentation End-user help and training materials Operations documentation Release notes, Testing and bug reports | <ul style="list-style-type: none"> Operations and support information systems Repository of documents, load sets, configurations, scripts, and code Project closeout report |
| Six Sigma | <ul style="list-style-type: none"> Six Sigma is a problem solving methodology It focuses on driving defects out of the product and/or services provided to our customers as well as the processes used to create these product and services. | Description <ul style="list-style-type: none"> Define Project Selection, Project Charter, Critical to Customer (CTC) needs, High level process map. | <ul style="list-style-type: none"> Measure and Analyze Key output variables (metrics or Y's), Possible causes of defects (S'x), Data collection and presentation plan, current performance, Internal / external benchmarking, Key causes (vital few) of defects / variation | <ul style="list-style-type: none"> Improve Improvement strategy, prioritize solutions, Tested and measured solutions, Final Solutions | <ul style="list-style-type: none"> Control Lock in the results (control plan), Mistake proofing, control points, monitoring plan, financial impact of the project | |
| | | Deliverables <ul style="list-style-type: none"> Critical to Customer trees Project Charter Project Plan template Voice of the customer Workflow mapping | <ul style="list-style-type: none"> Benchmarking Brainstorming Cause - Effect Diagrams, Data presentation (Histogram, line graphs, pareto chart, Bar graphs, Pie charts) Surveys | <ul style="list-style-type: none"> Improvement Strategy, Priority Matrices | <ul style="list-style-type: none"> Failure mode and effects | |