

Project Manager Discussion
August 22, 2007

We are beginning to replace our case management system. This is, obviously, a significant endeavor, including costs and timelines larger than most projects we have ever contemplated.

As such, the success of the project is much more likely if we can acquire project management skills and apply them consistently to the project throughout the life of the project. In an effort to acquire those skills, I suggest we contract with a project manager/project management firm early on in this project – within the next few months.

The project manager would be responsible for the day-to-day oversight of the project. They would be responsible for ensuring the tasks are documented and completed in a timely fashion.

Some of the tasks that will occur over the next 12 months include forming a governance model, assigning internal responsibilities, determining scope of an RFP, capture requirements for the RFP, write and release the RFP, evaluate the vendors, select a vendor, negotiate a contract, and begin the work effort (including a high-level analysis and design to create a firm, fixed price budget for the implementation effort).

Beginning in September 2007 and through vendor selection and vendor contract signing, a project manager would perform the following services (likely part time effort):

Work with Court teams to capture requirements for RFP.

Develop a Business Case, Project Charter, and Project Startup Report

Author the RFP.

Release the RFP.

Respond to questions from potential vendors regarding the RFP.

Review and analyze vendor proposals.

Contact references, as appropriate.

Coordinate onsite vendor presentations, as appropriate.

Provide input to the operations committee to assist in the selection of a vendor to provide the solution.

Develop a project plan with budget, schedule, deliverables, milestones, and scope.

Negotiate contract with selected vendor.

Communicate with the court committees.

Prepare ITD required reports, i.e., quarterly project status report.

Prepare for project initiation.

Once a project plan has been accepted and the project activities begin, the project manager, in cooperation with the selected vendor and the operations committee, will be responsible for the following (likely full time effort):

Refine project plan to include:

Scope Management Plan

Acceptance Management Plan

Schedule Management Plan
Implementation and Transition Plan
Budget Management Plan
Quality Management Plan
Human Resources Management Plan
Communications Management Plan
Issues Management Plan
Procurement Management Plan
Risk Management Plan.
Manage the day-to-day activities.
Prepare weekly, monthly, and quarterly status reports.
Create a documentation repository.
Manage project changes to cost, schedule, scope, or quality.
Manage project human resources.
Manage project risks.
Manage project procurements.
Perform a Post Implementation Review and develop a Project Closeout Report.
Deliver presentations and project updates as needed.
Assist with arranging and scheduling personnel for meetings, requirements gathering, design discussions, and testing sessions.
Facilitate at scheduled meetings, technical sessions and status updates.
Help resolve project concerns and escalate issues as needed.