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# Project Management Community Meeting

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Project Management Center of Excellence  
October 10, 2012



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# Agenda

- Welcome & Announcements
  - Program Presentation
  - IT Project Management Group on Yammer
  - OCIO website updates
  - EPLC Artifact Updates
  - IT PM Training
  - IT PM Training: Nov 13 class -Course Description
  - IT PM Training: Dec 4 class - Course Description
  - IT PM Training: Courses Planned for 2013
  - PMCoE Info and Links
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# Program Presentation

- Speakers

- John Castilia, PMP

- NIH/Center for Information Technology

- CIT HSPD-12 Project Manager

- Topic

- A PM's insights into the CIT/OCIO pilot implementation of HSPD 12 & lessons learned from the project

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# IT Project Management Group on Yammer

- Enterprise Social Media Tool – HHS/NIH
  - Another avenue to collaborate, and exchange ideas & best practices, outside of a structured meeting format
  - URL: [https://www.yammer.com/dep.nih.gov/#/threads/inGroup?type=in\\_group&feedId=978938](https://www.yammer.com/dep.nih.gov/#/threads/inGroup?type=in_group&feedId=978938)
  - You can also find the IT Project Management group, listed in the Groups Directory: <https://www.yammer.com/dep.nih.gov/groups>
  - Managed by OCIO
  - More details & guidance to follow
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# OCIO website updates

- OCIO website – **ocio.nih.gov**
  - Redesigned & enhanced
  - Visual appeal, better navigation, enhanced search capability & state of the art technology
  - Project Management sub-site – more content, more comprehensive look at our PMC activities
  - Launch on October 22
  - Please note: Change in URL for the meeting slides and recordings; will provide the new URL after the site goes live; look for an email from us during October 23-26
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# EPLC Artifact Updates

- HHS EPLC Workgroup
    - Revisions to several EPLC Artifacts, including the Business Case, Alternatives Analysis, Tailoring documents, and Stage Gate Review artifacts will be released to the OPDIVs for review next month. NIH would greatly benefit from your assistance in reviewing and commenting on these documents while they are in draft.
  - Collaborations on Business Case and Alternatives Analysis artifacts in use at NIH
  - If you are interested in helping with the HHS reviews as well as sharing artifacts in use at NIH, please contact Jane Small ([jane.small@nih.gov](mailto:jane.small@nih.gov)).
  - Announcements of ongoing activities will be posted at <https://sps.nihcio.nih.gov/sites/PMCoE/EPLC>
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# IT PM Training

- Courses will be posted on the CIT Training website (<http://training.cit.nih.gov>) under the “Project Management” category once they are available for registration, about 2 - 3 weeks prior to first day of class.
  - Priority is given to Enterprise System and IC identified FAC-P/PM candidates (nominated by ES Program Managers and CIOs).
  - Please feel free to join the waitlist if classes are full when you check the site.
  - Upcoming courses:
    - How to Gather and Document User Requirements (4 days) – November 13-16
    - Quality for Project Managers (3 days) – December 4-6
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# IT PM Training

## How to Gather and Document User Requirements: November 13-16

Requirements management and development are crucial to successful project delivery and organizational change. This increasingly vital function requires that the project team elicit justifiable, verifiable and traceable requirements and manage them through the entire requirements process.

### Course Topics

- Introduction to Requirements Elicitation
  - Establishing Vision, Scope and Quality
  - Modeling at the Enterprise Level
  - Developing the Requirements Work Plan
  - Requirements Elicitation
  - Developing the Business Requirements Document
  - Validating Requirements
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# IT PM Training

## Quality for Project Managers: December 4-6

Quality for Project Managers applies quality principles to project management itself, as well as to the products and services resulting from projects. The course shows you how to integrate quality management concepts with project management program; it presents a five-step model for successfully planning project quality, a five-step model for effectively assuring project quality and a quality-control toolkit.

### Course Topics

- The Quality Movement
  - Planning for Quality
  - Quality Assurance
  - Quality Control
  - Continuous Process Improvement
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# IT PM Training: Courses planned for 2013

- January: Agile Project Management (2 days)
  - February: IT Project Management and Risk Management (5 days)
  - March: Scheduling and Cost Control (4 days)
  - April: How to Gather and Document User Requirements (4 days)
  - May: Leading Complex Projects (3 days)
  - June: Requirements Management (3 days)
  - July: Project Leadership and Communication (3 days)
  - September: Applied Earned Value Management (3 days)
  - October: Foundations of Business Analysis (3 days)
  - December: Systems Integration Project Management (3 days)
  - March and September: EPLC I & EPLC II
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# PMCoE Info and Links

- Join the PMCoE/PM Community
    - Send an email to [listserv@list.nih.gov](mailto:listserv@list.nih.gov) with a blank subject line and include the following in the body:  
subscribe PMCoE-L <your name>
  - Presentation Slides
    - <http://ocio.nih.gov/cio/PMExcellence/presentations.html>
    - EPLC related reference documents and job aids from CDC are available on the same site along with the slides and recording.
  - EPLC
    - <http://sps.nihcio.nih.gov/sites/PMCoE/EPLC>
  - FAC-P/PM
    - <http://sps.nihcio.nih.gov/sites/PMCoE/FAC-PPM>
    - <http://oamp.od.nih.gov/Division/acp/POTTraining/FAC-PPM.asp>
    - To join the list, send an email to [listserv@list.nih.gov](mailto:listserv@list.nih.gov) with a blank subject line and include the following in the body:  
subscribe FAC-PPM-L <your name>
    - Questions? Email [FAC-PPM@nih.gov](mailto:FAC-PPM@nih.gov)
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# Contacts

- For general PMCoE/ PMC (Project Management Community) information, contact:
  - Jane Small, [jane.small@nih.gov](mailto:jane.small@nih.gov), 301-435-2980