



PROJECT/PORTFOLIO MANAGEMENT TOOLS



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April 30th, 2013



PM Tools

Templates

- Meeting minutes
- EPLC documents

MS Project

- Project plan/Gantt charts (detailed)

Communication

MS Visio

- Visual timeline - Executive reports
- Business process diagrams

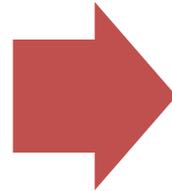
SharePoint

- Document repository
- Issue tracking
- Knowledge base

Project Example

Migration of [NINR public facing Website](#)

MS Content
Management
System (MS CMS
2002)



Drupal (version 7)

Templates: EPLC documents

- CDC Unified Process**
- Management Guide
 - Practices
 - Templates
 - Checklists
 - Processes
 - Document Library
 - Newsletter
 - Contact UP

UP Hot Spot

A good plan today is better than a perfect plan tomorrow. - U

Templates

As of October 01, 2010 Practices, Te
If you have questions or require add

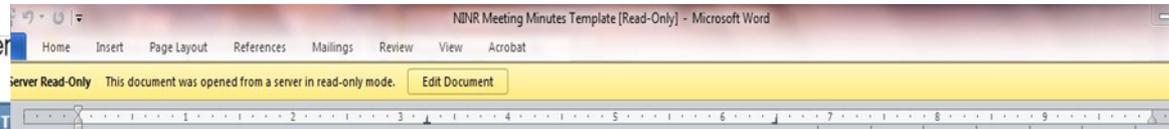
CDC UP Templates are standardized project management documents, cus commonly used in such a document, the template for use on their project. sophisticated already available to the

Socialize the CDC Unified Process



- Document Name**
- Acquisition Strategy *
 - Annual Operational Analysis *
 - Business Case *
 - Business Case LITE
 - Business Impact Analysis
 - Business Need Statement
 - Capacity Planning

Certification and Accreditation Process Templates	Risk	As Needed
Change Management Log	Integration	As Needed
Change Management Plan	Quality	Concept
Change Management Plan LITE	Quality	Concept
Change Request Form Example	Quality	As Needed



Meeting Minutes

Subject		Date	
Facilitator		Time	
Location		Scribe	
Attendees			

Key Points Discussed			Resulting Actions		
No.	Topic	Highlights/ DECISIONS	Action Item(s)	Owner	Due Date
OLD BUSINESS					
New Business					
1					

MS Project: Detailed schedule/Gantt charts

MigrationTimeline [Read-Only] - Microsoft P

Gantt Chart Tools

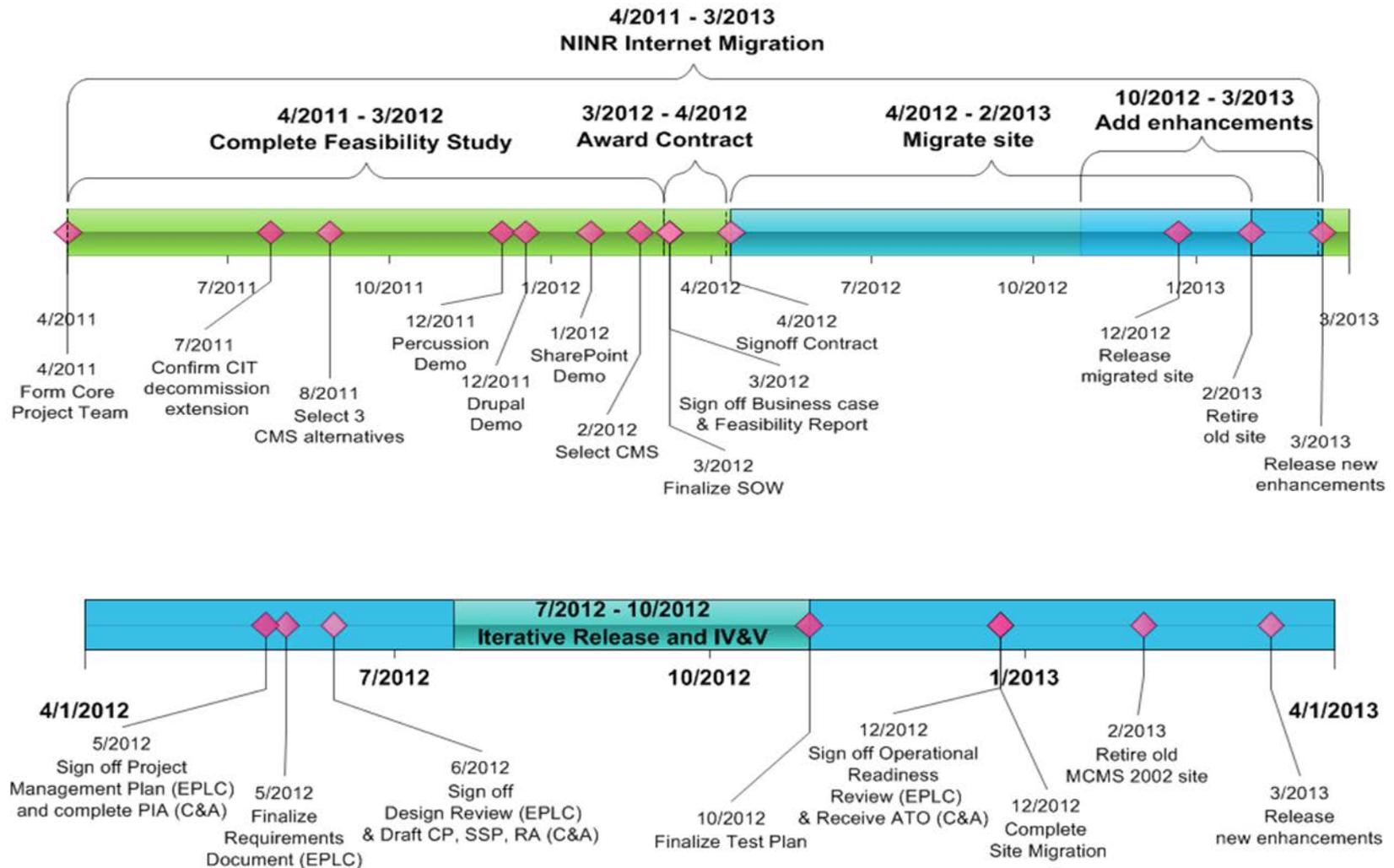
File Task Resource Project View Acrobat Format

Gantt Chart View Paste Clipboard Arial 8 0% 25% 50% 75% 100% Mark on Track Manually Schedule Auto Schedule

	Task Name	Duration	Start
1	NINR Internet Migration	511 days?	Fri 4/1/11
2	Complete Feasibility Study	246 days?	Fri 4/1/11
3	Form Core Project Team	0 days	Fri 4/1/11
4	Contact NIH lcs to identify their CM platform	45 days?	Fri 4/1/11
5	Contact CIT to extend MS CMS 2002 decommission date	45 days?	Fri 5/6/11
6	Confirm CIT decommission extension	0 days	Fri 7/29/11
7	Identify CMS alternatives for NINR	49 days?	Mon 5/2/11
8	Select 3 CMS alternatives	0 days	Thu 9/1/11
9	Attend Percussion demonstrations	0 days	Wed 12/7/11
10	Attend Drupal demonstration	0 days	Tue 12/20/11
11	Attend SharePoint demonstration	0 days	Thu 1/26/12
12	Analyze each CMS alternative	171 days?	Wed 6/8/11
13	Finalize Business case and Feasibility report	17 days	Thu 2/2/12
14	Select CMS	0 days	Fri 2/24/12
15	Sign off Business case and Feasibility Report	0 days	Fri 3/9/12
16	Award Contract	25 days	Fri 3/9/12
17	Finalize ARC form	0 days	Fri 3/9/12
18	Finalize Statement of Work	0 days	Fri 3/9/12
19	Submit RFP	5 days	Mon 3/12/12
20	Complete proposal review	10 days	Mon 3/19/12
21	Signoff Contract	0 days	Fri 4/13/12
22	Migrate public facing internet site	213 days?	Mon 4/16/12

Gantt Chart

MS Visio: Visual timeline - Executive reports



SharePoint: Document repository

Current Projects

Type	Name	Modified
	Business Case	11/26/2012 12:10 PM
	Feasibility	11/26/2012 12:06 PM
	Meeting Minutes	3/6/2012 8:42 AM
	Migration Phase II	11/26/2012 12:15 PM
	Presentations	11/26/2012 12:13 PM
	Proposals	5/9/2012 2:36 PM

Documents

Type	Name	Modified
	Aggregator	2/20/2013 3:24 PM
	Content Entry	12/4/2012 7:41 AM
	EPLC	6/22/2012 3:36 PM
	High Res Photos for NINR Homepage	11/15/2012 8:21 AM
	Meeting Agenda and Minutes	6/22/2012 3:36 PM
	Release Notes	10/9/2012 2:02 PM
	Requirements	10/9/2012 2:01 PM
	Site Inventory Materials	6/22/2012 3:49 PM
	Drupal_Admin_Tasks	12/20/2012 11:27 AM
	NINR Migration Process	1/14/2013 3:07 PM
	NINR_Drupal_Guide_20121119	11/20/2012 7:23 AM
	NINR_Drupal_Guide_20121204	12/4/2012 2:31 PM
	NINR_Drupal_Guide_20121228	12/28/2012 11:50 AM
	NINR_Drupal_Guide_20130001	1/1/2013 9:15 AM

SharePoint: User Testing

The image displays a SharePoint User Acceptance Test (UAT) interface. On the left, a 'User Acceptance Test - New Item' dialog box is open, featuring a ribbon with 'Edit' selected. The ribbon includes 'Save', 'Cancel', 'Paste', 'Copy', 'Attach File', and 'Spelling' options. Below the ribbon, there are fields for 'Page Numbers *', 'Issue Categories' (with checkboxes for Spelling, Content, Image, Navigation, Broken link, and Other), a rich text editor for 'Description', and a 'Status (for technical use only)' field. 'Save' and 'Cancel' buttons are at the bottom of the dialog.

In the background, a 'User Acceptance Test - 33' window shows a list of test results. The list includes an 'Alert Me' button, an 'Actions' column, and a table of test items. The first item is '33' with a description: '5. Broken link; 5. Other'. The description text reads: 'The Bread Crumbs link for 'Training Opportunities (Intramural)' does not work. The link leads to <https://www-test.ninr.nih.gov/training/training-opportunities-intramural> instead of <https://www-test.ninr.nih.gov/training/trainingopportunitiesintramural>. Also, when the font is set at the maximum size the color scheme for the header 'SGI Application Period Opens January 14, 2013!' on the right of the page is incorrect (see attached). These apply to IE, Firefox, and Chrome.'

Below the description, the status is 'CR and assigned' and the attachment is 'NINR website header.PNG'. A 'Close' button is visible to the right of the description. At the bottom of the window, there is a footer with contact information for National Institutes of Health and the USA.gov logo.

SharePoint: Issue Log

Issue Tracking - Back to top link doesn't work

View

Edit Item Alert Me Delete Item Close

Manage Close

Title	Back to top link doesn't work
Attachments	
Assigned To	Nguyen, Vi (NIH/NCI) [C]
Notification Contact	Mohale, Archana (NIH/NINR) [E]
Priority	(1) Critical
Description of Incident	The link "Back to top" doesn't take user to the top of the page.
URLs Impacted	https://www-test.ninr.nih.gov/researchandfunding/dea/oep/ninresearchmechfile#content-maincontent
Issue Status	Closed
Comments	<p>Nguyen, Vi (NIH/NCI) [C] 1/16/2013 4:25:41 PM This has been fixed and confirmed. Closing out the issue now.</p> <p>Mohale, Archana (NIH/NINR) [E] 1/10/2013 2:27:21 PM] Vi, Back to top on this page is not working.</p> <p>We would like the "back to top" to take user to the top of the "page" instead of "content" so that the navigation bar and logo etc. shows. This should be standard</p>

NINR's new mobile-friendly site

The image displays the National Institute of Nursing Research (NINR) website on three different devices: a desktop monitor, an iPad, and a smartphone. The desktop view shows a full-width layout with a navigation bar (Home, Research & Funding, Training, News), a search bar, and a main content area featuring a large portrait of Patricia A. Knebel, Deputy Director, and a list of research highlights. The iPad and smartphone views show the website's responsive design, with the navigation bar and search bar adapted to fit the smaller screens. The smartphone view highlights a news item: "NINR WELCOMES NEW DEPUTY DIRECTOR".

NATIONAL INSTITUTE OF NURSING RESEARCH
NATIONAL INSTITUTES OF HEALTH | DEPARTMENT OF HEALTH AND HUMAN SERVICES

Home Research & Funding Training News

RESEARCH HIGHLIGHTS

- Decreasing bloodstream infection rates in the ICU
- Symptoms impact quality of life for HIV-positive individuals
- Identifying new mothers at risk for postpartum depression
- Higher stress, poorer health for grandmothers who help with childcare

QUICK LINKS

- For the Press
- News and Notes
- NINR FAQ
- NINR Job Opportunities
- NINR's Role in the American Recovery and Reinvestment Act of 2009

WHAT IS NURSING RESEARCH?

Nursing research develops knowledge to:

- Build the scientific foundation for clinical practice
- Prevent disease and disability
- Manage and eliminate symptoms caused by illness
- Enhance end-of-life and palliative care

LEARN MORE ABOUT

RESEARCH & FUNDING NEWS & INFORMATION

NINR WELCOMES NEW DEPUTY DIRECTOR

NINR is pleased to welcome its new Deputy Director, Dr. Patricia A. Knebel, who is currently serving as the Deputy Director for Preparedness and Response, Office of the Assistant Secretary for Preparedness and Response (ASPR), U.S. Department of Health and Human Services. Read more.

Patricia A. Knebel, M.D., M.P.H., is currently the Deputy Director for Preparedness and Response, Office of the Assistant Secretary for Preparedness and Response (ASPR), U.S. Department of Health and Human Services. She is also a Professor of Emergency Medicine at the University of Michigan and a past President of the American Society for Disaster Medicine and Emergency Services (ASDMESS).

Future Plans/Needs

Leverage SharePoint

- Create business needs/project request form
- Generate tailored EPLC documents
- Develop dashboards for project status

NIH-wide knowledge base site

- Share PM tools used at NIH ICs
- List software and hardware selected for varied range of projects

Useful sites

- [NIH Project Management site](#)
- [CDC Lite PM Templates](#)
- [NIH Technology Brick](#)
- [Content Management System Comparison](#)
- [HHS Digital Communications; Policies, Guidelines and Standards](#)
- [Government knowledge base](#)