Project Management Community Meeting

Project Management Center of Excellence
March 12, 2013

Agenda

- Welcome & announcements
- EPLC Update
- IT PM Training
- IT PM Training: Courses Planned for 2013
- Brown Bag Sessions
- April Meeting
- Redesigned and improved PM website
- PMCoE Info and Links
- Program Presentation

EPLC Update

- The revised HHS EPLC Artifacts have been posted to the NIH EPLC SharePoint site. Click on "EPLC Artifacts" in the right hand column to access the artifact sets.

- Revisions were made to the following artifacts: Business Needs Statement, Business Case with Alternatives Analysis, Project Process Agreement, Issue Management, and Stage Gate Review template and guide.

- The next phase may include providing additional collaborative job aids on tailoring and Agile activities, High Level Design Review documents, more streamlined Stage Gate Review artifacts, and more resources on Business Cases. If you have any suggestions for documents that would be helpful to your IC, please contact Jane Small (jane.small@nih.gov).

IT PM Training

- All CIT training registrations are now managed by the HHS Learning Management System (LMS)

- Dates are subject to change; they are listed on CIT training website

- When classes are open to registration, the CIT website will provide a link to the LMS course page

- Individuals must be able to log in to LMS in order to register

- When you sign up for a course, you will be placed on the wait list first. Once your registration is confirmed, you will receive a status change notification from the LMS.

- Priority is given to Enterprise System and IC identified FAC-P/PM candidates (nominated by ES Program Managers and CIOs).

- IT PM courses are for employees only

- EPLC I, II are open to employees and contractors.

- April courses will introduce EPLC V2.0

IT PM Training: Courses planned for 2013

- 04/23: EPLC-I (1d) – open for registration
- 04/24: EPLC-II (1d) – open for registration
- 05/06 Scheduling and Cost Control (4d)
- 05/21: How to Gather and Document User Requirements (4d)
- 06/03: Leading Complex Projects (3d)
- 06/25: Requirements Management (3d)
- 07/23: Project Leadership and Communication (3d)
- 09/23: EPLC-I
- 09/24: EPLC-II
- 09/25: Applied Earned Value Management (3D)
- 10/29: Foundations of Business Analysis (3d)
- 12/03: System Integration Project Management (3d)

Brown Bag Sessions

- Brown Bag sessions give NIH project managers an opportunity to share your experiences and insights with other community members. These sessions are very informal; you can bring visual aids, slides, etc., or just verbally share your insights! Either way, we are interested in hearing about the project management work in your IC.

- If you want to participate in these sessions and/or have suggestions and ideas for Brown Bag topics please email: mangala.manivannan@nih.gov and jane.small@nih.gov

Tools Brown Bag Session

- ## Project/ Portfolio Management Tools
  - Tell us about the tools that you use for managing projects (and portfolio of projects); why you selected these tools, how useful they are, and what you'd like to change about them.

- Tuesday, April 30, 2013; 11:30 a.m. to 12:30 p.m.

- Fernwood, 3E02

April Presentation

- Date
  - Tuesday, April 9, 2013

- Topic
  - Project Planning & Reporting

- Speakers
  - Ken Bergman, PMP & Brittany Miller
    - NETE Solutions

Project Management Website

- Redesigned and improved OCIO website

- Main Project Management Section

- Project Management Community sub-section

PM Community Info and Links

- Join the PM Community Listserv
  - Send an email to listserv@list.nih.gov with a blank subject line and include the following in the body: subscribe PMCoE-L <your name>
- Join the IT Project Management Group on NIH Yammer
  - Sign up at yammer.com with your "First name.Last name@nih.gov" address; you'll find the IT Project Management Group in the Groups Directory

- PMC Presentation Slides

- EPLC

- FAC-P/PM
  - PMCoE - FAC-PPM
  - OAMP - FAC-PPM
  - To join the list, send an email to 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

Contacts

- For general Project Management Community information, contact:
  - Jane Small, jane.small@nih.gov, 301-435-2980
  - Mangala Manivannan, mangala.manivannan@nih.gov , 301-435-6120

Program Presentation

- Speaker
  - Cate Gregory
    - Consultant, Trusted Advisor Associates, LLC.

- Topic
  - Trust & Influence: What every PM should know