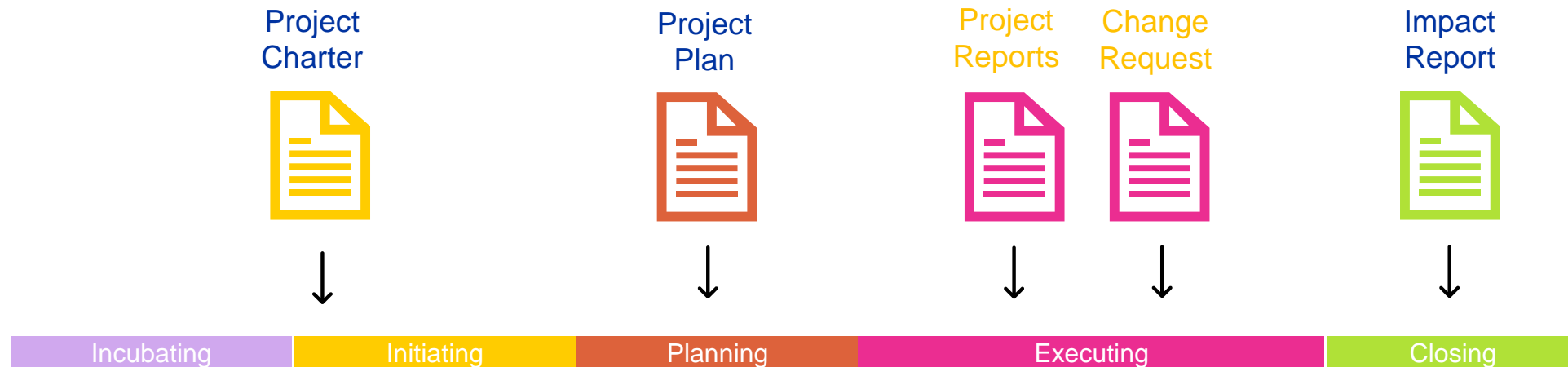


Project Templates

Content

- **Overview of existing project templates**
- **Project Plan Template**
 - Main Milestones and Deliverables
 - Project Plan template – example
- **Next steps**

Overview of existing project templates



Project lifecycle v2.0

<https://it-project-office.web.cern.ch/lifecycle/>
<https://it-project-office.web.cern.ch/templates/>

Project Plan

- Project Plan and Planning tables based on PM2 methodology

Project Plan

- Project Overview
 - Project Summary
 - Project Stakeholders
 - Project Dependencies
- Timing and Costs
 - Timeline
 - Milestones
 - Deliverables
 - Personnel
- Project and Processes
 - Risk Management
 - Communications Management
 - Deliverables Acceptance Management
 - Implementation Management
 - Specific Project Management Rules
 - Conflict Resolution and Escalation
- Project Progress Measurement
 - Project Progress Measuring Approach
 - Project Reports

Project Planning Tables

- Stakeholder Matrix
- Milestones
- Deliverables
- Personnel
- Risks
- Communication Matrix
- Change log

This is the theory, what we believe is ideal to have....
....in practice better to start from a simple document and ask only for relevant information that helps to take decisions and monitor project progress and **work together** on building a more advanced template based on agreed best practices.

Main Milestones and Deliverables

- Why request main milestones and deliverables?

- To help make decisions, to help go / no go decisions, to help track project progress

- Definition of milestone and deliverable

Milestone:

- can be conceptual or tangible
- is a goal point in a project
- significant for the team and management to report progress

Deliverable:

- must be tangible (i.e., a product, a service, a report)
- are instruments to achieve projects objectives
- significant for the team and users/costumers

- What do we need?

Need:

- main milestones and deliverables that represent key points in the project
- give a high-level view
- refer to critical results

Not need:

- small granularity
- task level, i.e., tasks tracked within the team in JIRA or other tools

Project Plan – example

AutoCAD Replacement (CAEC project)

- Objectives: selection, deployment, announcement and transfer over to the new tool

Guidance									
<p>A project milestone is a significant point in a project, program or portfolio. A project deliverable are any unique and verifiable product, result, or capability to perform a service that is produced to complete a process, phase or project.</p>									
ID	Type	Description	To be reviewed by	Due Delivery date	Status	Comments	Type	To be reviewed by	Status
1	Deliverable	AutoCAD Licence approval process in place	User Community	01/01/2023	Not Started		Milestone	Architecture Review Board	Not Started
2	Milestone	AutoCAD licences reduced by 50%	User Community	01/08/2023	Not Started		Deliverable	Change and Release Management Review Board	In Progress
3	Deliverable	Impact assessment of licence reduction	User Community	01/10/2023	Not Started			User Community	Completed
									On Hold
									Canceled

PMO website

Where to download the new template: <https://it-project-office.web.cern.ch/templates/>

For IT Project Managers at CERN

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Templates

For each IT project, the following documents need to be provided for each phase. Once the project is approved by the relevant governance body, a project space will be created in the PMO Sharepoint site, where the project documents will be stored.

Project Charter	Project Plan	Project Reports	Project Impact Report	Change Requests
<ul style="list-style-type: none">Project starting pointFormalises initiationCaptures context/situationDesired OutcomesBasic information about cost, effort, risks and success criteria	<ul style="list-style-type: none">Milestones and Deliverables	<ul style="list-style-type: none">Project PerformanceInformation on scope, schedule, effort/cost, issues, risks	<ul style="list-style-type: none">Project experienceProject performanceLessons learnedRecommendations	<ul style="list-style-type: none">Change description and detailsCurrent and desired situationImpact or risks
	Download Template (v 1.0)	Download Template (v 2.0)	Download Template (v 1.0)	Download Template (v 0.1)

Next steps: Project Plan



For Project Managers:

- **Provide Project Plan** via the simplified template
 - Only main milestones and deliverables
 - You can contact us if you need support and in case of questions
 - Deadline to submit your Project Plan: **2nd March 2023**

For PMO:

- To **collect and analyse the PMs' feedback** after the first interaction preparing the milestones and deliverables
- To **create a Calendar** containing all the main Milestones and Deliverables that will serve us to track the projects and to ask for project reports once agreed with DHO.
 - We propose the calendar to be public to give visibility to the projects

Next steps: Community of practice



For PMO:

- To recap and analyze all the feedback and input provided in the next session (workshop) about the PMs' experience in different aspects of project management such as *Project Schedules, Project Milestones and Deliverables, Risk Management, Cost Management, Communications Plan, and Stakeholder Management*
- To organize the first community of practice meeting
 - To take place after the 2nd of March

For PMs & PMO:

- To work together on understanding how you already manage your project/s, and what information is useful in order to evolve the templates and create a culture of project management.

**Thank you for
your attention**

Q&A