

Notes

3:00 to 4:00 pm

09/01/2015

Hub 272

Members Attending: Blanchard, Cromer, Frey, Kirmse, Lander, Mian, Olson (Chair), Robinson, Sallot

Others Attending: Burdette, Capehart, Easley, Haynes, Livoti, Madey, Miller, Tran

I. New Business

- **Project Management Office** Troy Haynes
 - See presentation slide-deck, attached
- **Director of Enterprise Infrastructure Services search** Azfar Mian
 - Search committee has scheduled on-campus interviews
 - Most of the SIAC attendees have multiple options to participate; including a lunch-hour meeting with each candidate; Exchange Calendar invitations have been sent.
 - 3 main areas of focus for the position
 - Competency
 - Team – Ability to be a Team Member
 - University Citizen
 - Information has been posted on the search web-site, including resumes:
[\[http://www.it.ufl.edu/vp-cio-office/search-committee-for-the-director-of-enterprise-infrastructure-services/\]](http://www.it.ufl.edu/vp-cio-office/search-committee-for-the-director-of-enterprise-infrastructure-services/)
 - They are not planning for the candidates to do a formal 'presentation,' per se, just Q&A
- **IAM Coming Attractions** Warren Curry
 - Warren not available; Olson passed along a preview of what Warren will talk about when he's able to attend (planned for next SIAC meeting)
 - Upgrade to Shibboleth 3 coming; MLK day is target for upgrade
 - Testing will be available via parallel/test systems, to be announced
 - Will build in capability for multi-factor, but don't expect immediate implementation/availability
 - The 'Replatforming' of the UF Registry (move it off the mainframe) will be a part of this work
 - The IAM team is also rewriting password-change front-end; current one is vulnerable to attacks
 - Auto-Provisioning is in progress, but there are still some wrinkles to hammer out.
 - One-Drive for Business autopropvisioning is already working, but email autopropvisioning continues to present problems
 - No time-line is available
- **Campus-wide GitHub Implementation** Chris Easley
 - GitHub is a version-control & code repository system
 - Have been looking to implement within UFIT, and received expressions of interest from other campus IT groups

- Would allow diverse groups on campus to share code, and fork as necessary
- Includes granular access control, discussion boards
- There are already various Git and Git-like installations around campus, and this would offer consolidation. No cost-savings expected to UFIT, because UFIT probably won't charge for this <speculation, not official decision>.
 - Lander: Everyone who wants it has it.
 - Easley: But that is purely local.
 - Lander: And that is exactly what these folks want/need (local)
 - Git is one tool in a suite of tools these people are using; but unless we're replacing the whole suite, there's probably not much attraction for them to migrate to central.
 - Livoti: What does it matter where the tool runs, as long as it runs? They can still get the same use/value from it whether it's central or local.
 - Easley: Even if smaller communities are already adequately served, this has potential to serve a larger community, with common needs & interest
- This will be a topic at the next IT@UF meeting, to assess interest
 - Lander: Suggests a public Qualtrics survey
 - Frey: Finding out who the current users are, and what features they would like (that they don't have) would be good
 - Easley: We'll probably do a survey if IT@UF expresses interest
- **Update on the new low cost storage tier** **Chris Easley**
 - Thanks to Dan Cromer & IFAS, EI&O has been able to get the cost down to \$7/TB/month, via economy-of-scale.
 - Hope to have on the floor in the next 2-3 weeks
 - Working with various customers on planning for their usage of the service
 - If any committee members are interested let Chris know
 - Not high-performance; mostly intended for bulk storage (e.g. video-surveillance is one known use-case)
 - Current "Gold-Silver-Bronze" storage offerings will still be available, at current pricing
 - The new storage can do replication, snapshot, off-site (Atlanta) copies; additional charges apply.
 - E.g., if you replicate data at both SSRB and UFDC/East Campus, you'll be charged the full \$7/TB/month for each copy.

II. Next Meeting

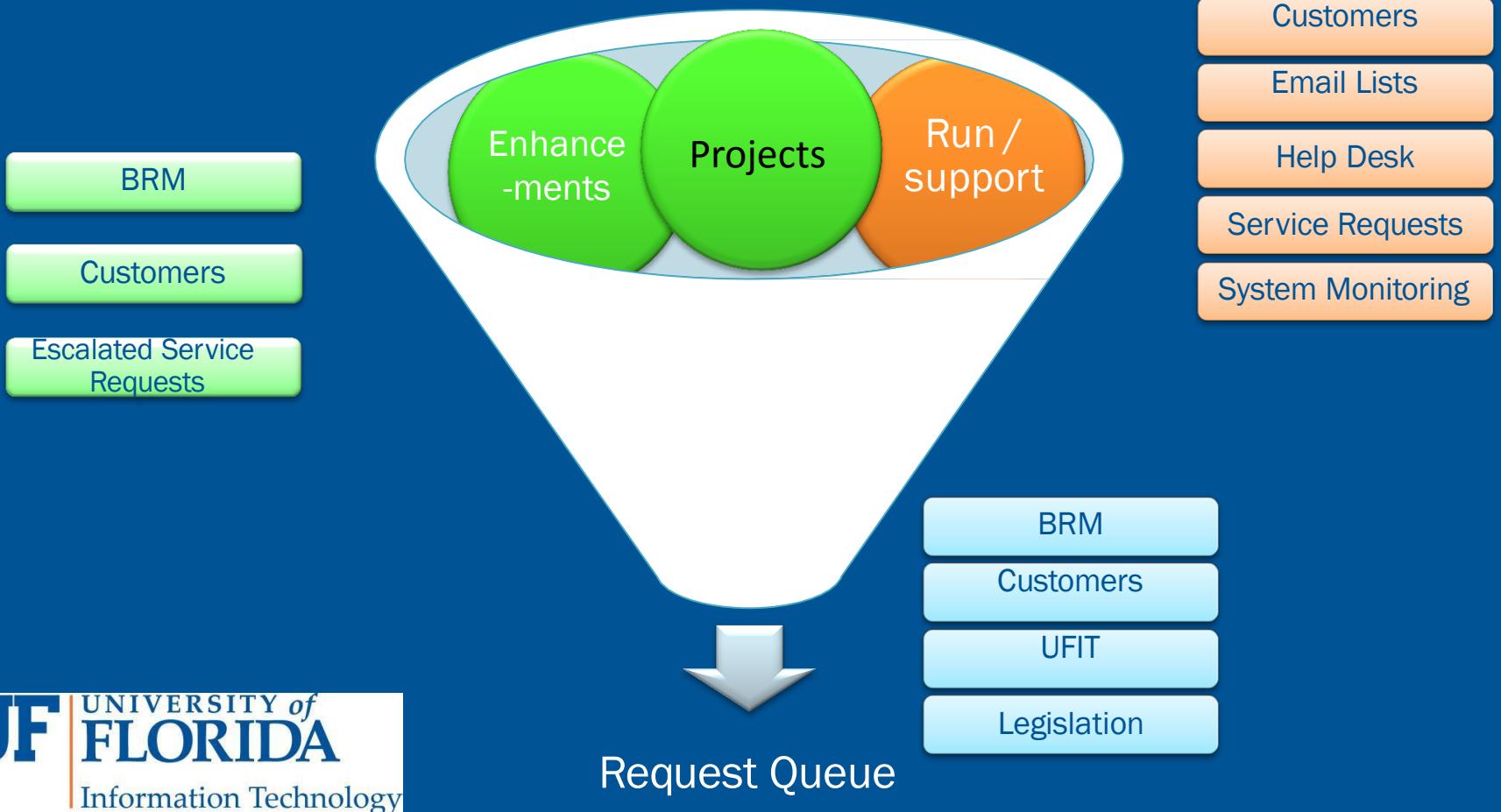
- The 1st Tuesday of each month from 3:00pm to 4:00pm – Oct. 6th in Hub 272

III. Additional Information

- UF IT Governance Home: <http://www.it.ufl.edu/governance/>
- Shared Infrastructure Advisory Committee (SIAC) website: <https://connect.ufl.edu/it/SIAC/>

UFIT PROJECT MANAGEMENT

UFIT Handles Requests from Many Channels



Project Selection



Project Classes

- Core
- Efficiency
- Growth
- Innovation

What is a Project?

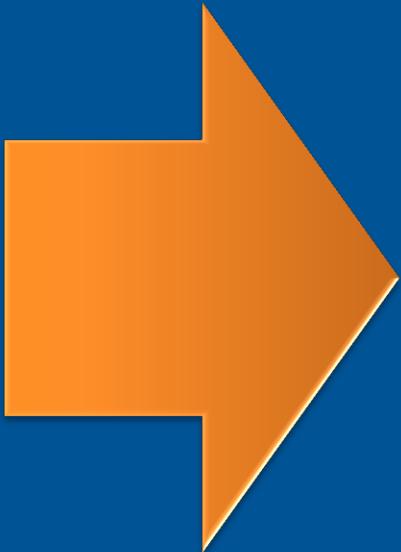


UFIT also uses additional criteria to help establish a project by assessing the associated work effort in resource hours.

Should a set of tasks take more than 80 hours of work effort, then this establishes the tasks as a project.

Projects

- Temporary
- Unique
- Attains objective



Operations

- On-going
- Repetitive
- Sustains business



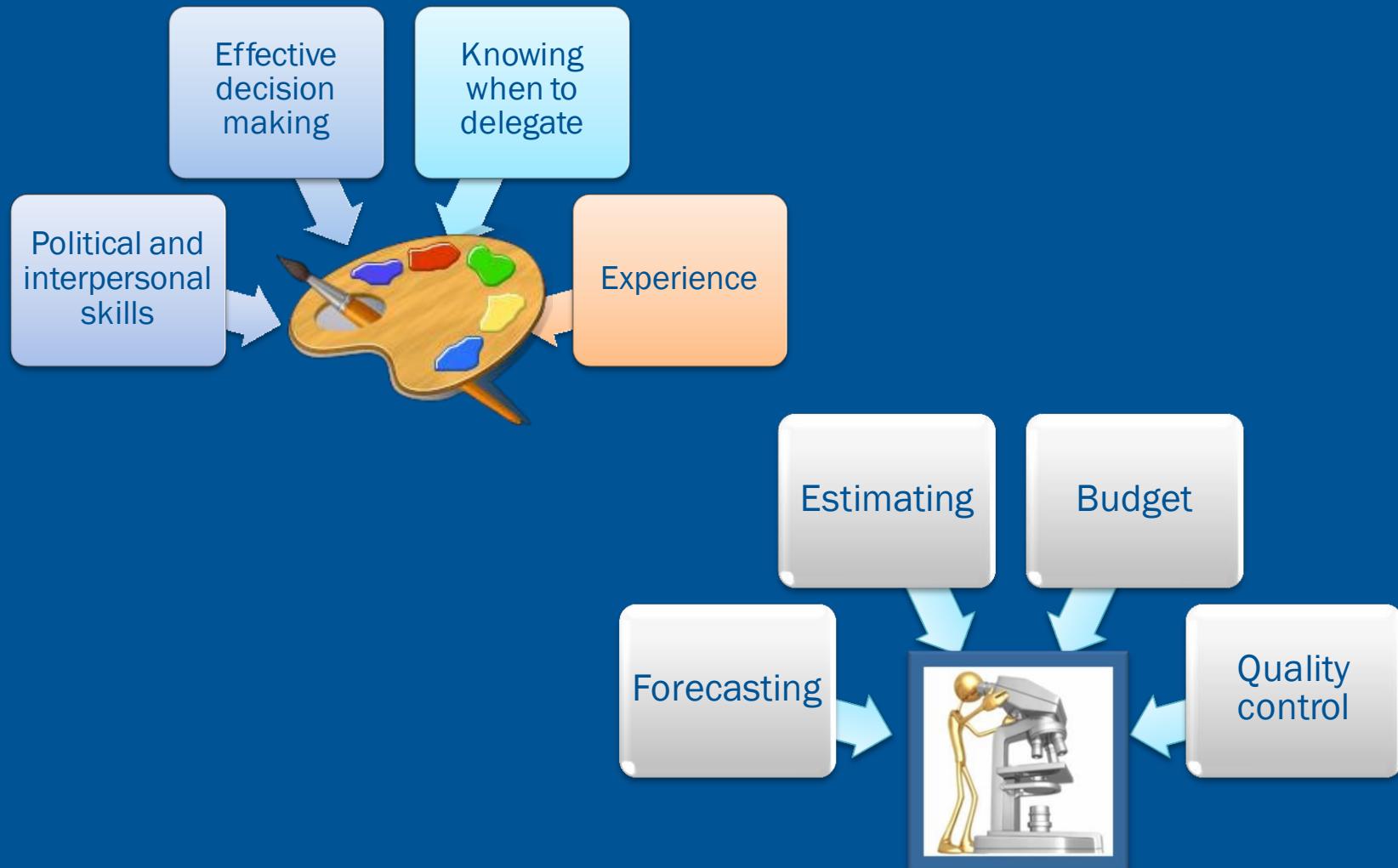
What Drives Success?

- All agree on project goals
- Clear responsibilities
- Effective communication
- Controlled scope
- Management support
- Consistent methodology



- Consistent deployment of strategic initiatives
- Familiarity with similar terminology
- Better definition of expectations
- Ease of managing multiple projects
- Ability to leverage previous work

Art or Science?



Triple Constraint Theory



Roles and Responsibilities

Strategic

Provides strategic oversight of project portfolio and enables project success

Steering Committee

Steering Committee

Has strategic responsibility for success of specific projects

Sponsor

Stakeholders

Project Manager

Tactical

Has tactical responsibility for success of the project

Project Team Member

Project Team Member

Project Team Member

Responsible for task completion

Strategic

Provides strategic oversight of project portfolio and enables project success

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Responsible for task completion

Act

Plan

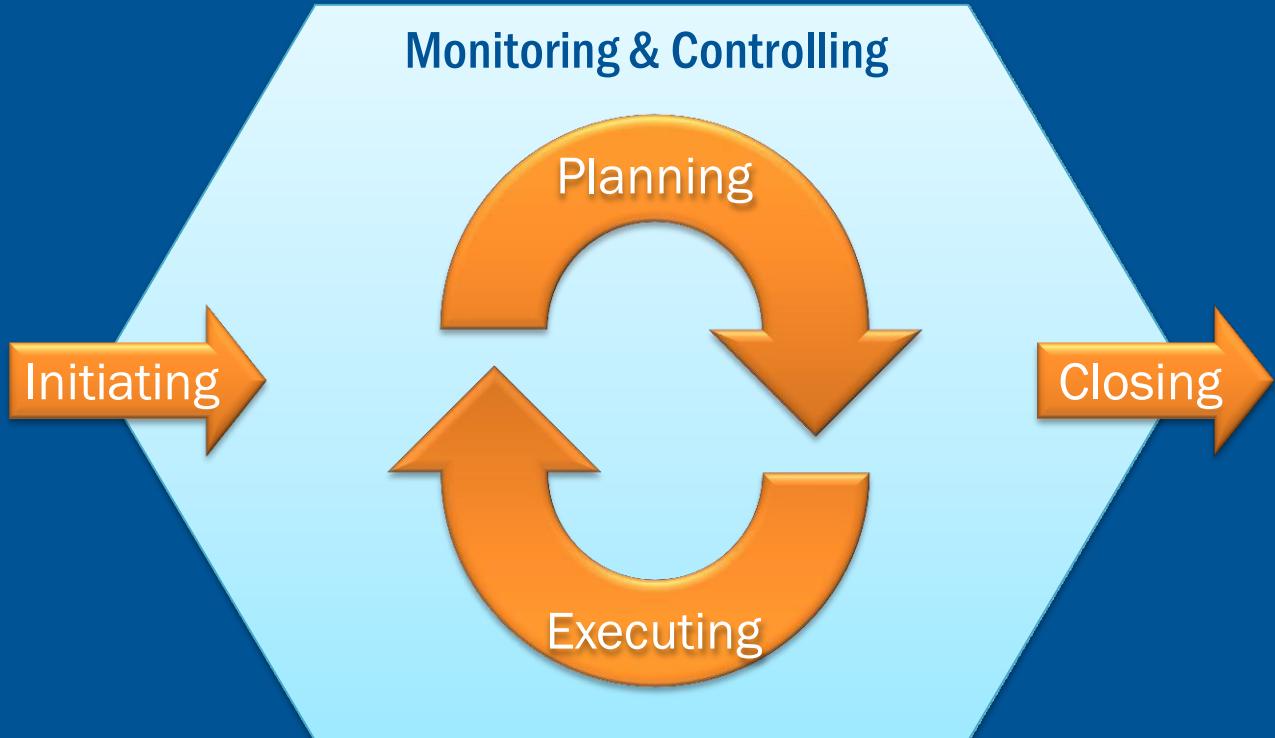
Check

Do

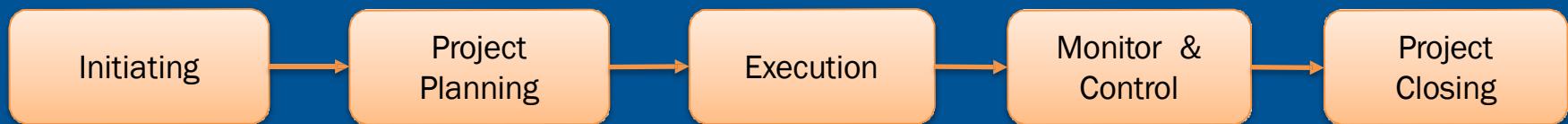


The Initiate, Plan, Execute, and Close (IPEC) methodology is designed to meet the needs of all UFIT and our customers as we engage in project work.

Process Groups



Life Cycle



Understand what to build	Understand how to build it	Build it	Evaluate and adjust	Validate solution
<ul style="list-style-type: none"> • Vision • Business case • Project selection • Define stakeholders • High level requirements • Communicate 	<ul style="list-style-type: none"> • Scope definition • Detailed requirements • Requirements management plan • Baseline architecture • Project tasks and timelines • Communication, Quality, and Risk plans 	<ul style="list-style-type: none"> • Task execution • Detailed design • Development • Component acquisition • Manage team • Manage risks • Communicate 	<ul style="list-style-type: none"> • Testing • Change control • Monitor progress and report status • Quality assurance • Manage risks • Communicate 	<ul style="list-style-type: none"> • Testing • Client sign-off • Lessons learned • Transition to operations • Administrative closure • Communicate

PMI: Succeed or Fail?

Failure Point	Process Group	Time for Success
90%	Initiate	10%
	Plan	15%
	Execute	60%
	Monitor & Control	
	Close	15%

“A review of most failed project problems indicates that the disasters were well-planned to happen from the start. The seeds of problems are laid down early. Initial planning is the most vital part of a project.”

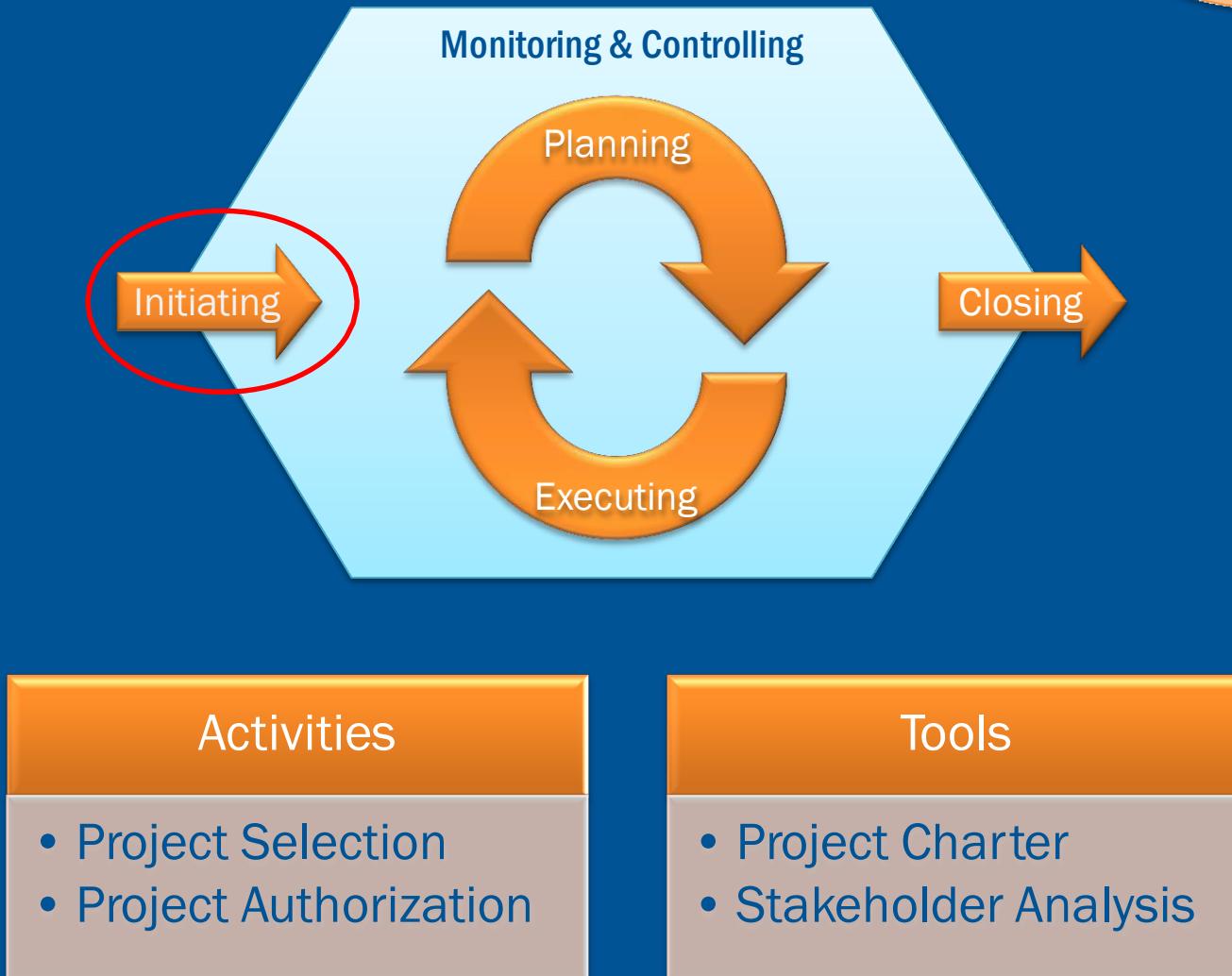
From: One Hundred Rules for NASA Project Managers

NASA Rule #15

Initiating a Project



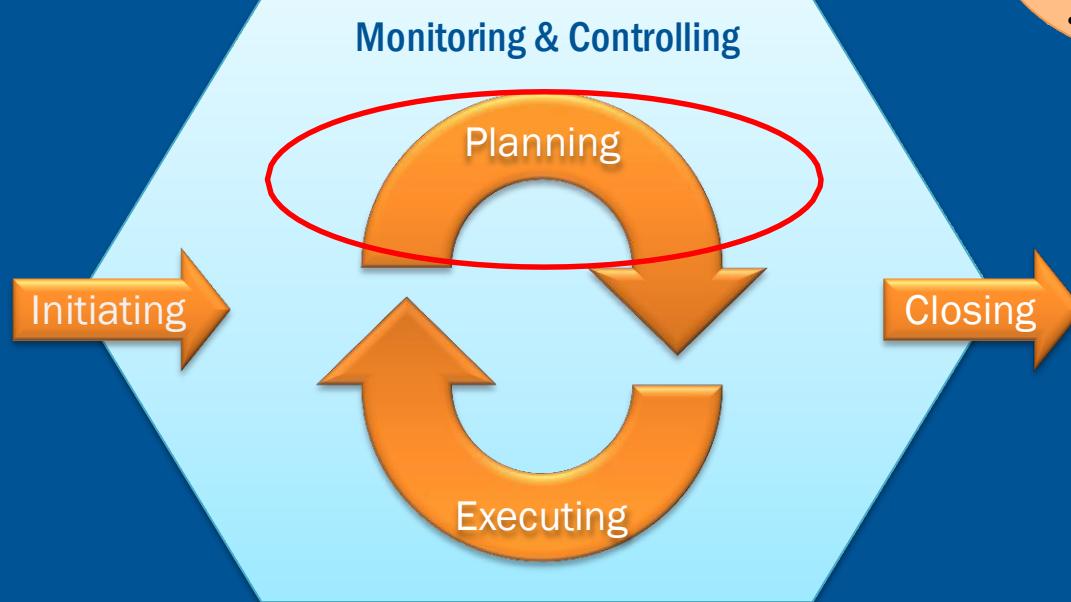
- Proposal
- Business Case
- Project Charter



Project Planning



- Project Scope
- Refined Requirements
- Staffing Profile
- Project Strategy
- Work Plan



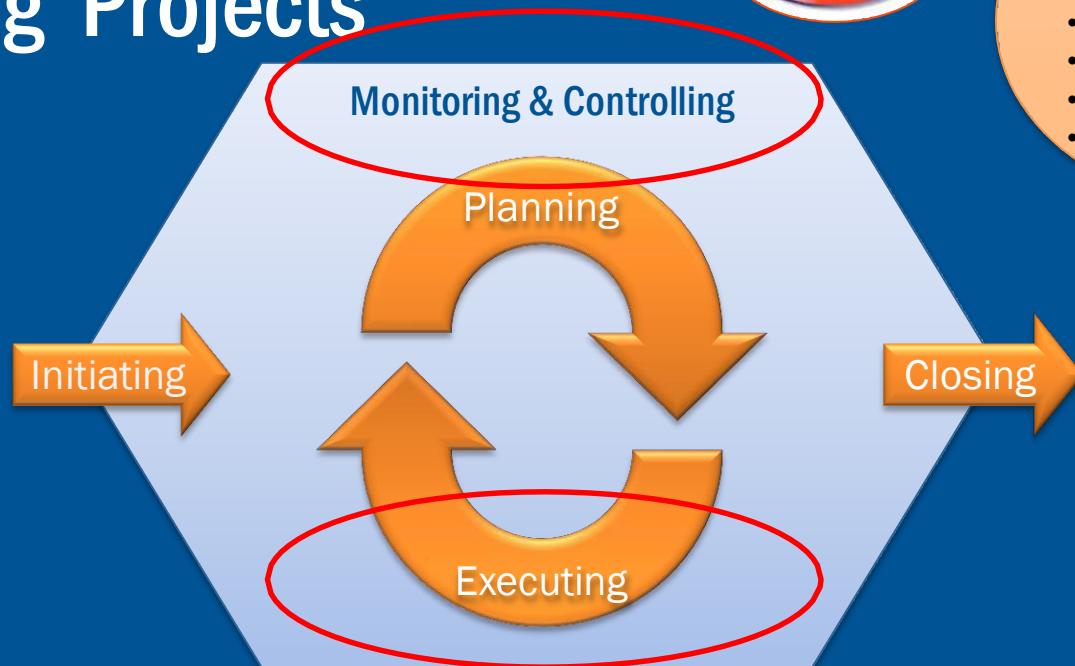
Activities

- Define scope
- Create Work Breakdown Structure
- Identify tasks and interdependencies
- Estimate activity duration and resources
- Finalize and distribute project plan

Tools

- Statement of Work
- Work Breakdown Structure
- Estimating Techniques
- Network Diagram
- Critical Path
- Resource Spreadsheet

Managing Projects



- Project Artifacts
- Status Reports
- Issue Management
- Testing Strategy
- Deployment Plan
- Training Plan
- Stakeholder Signoff

Activities	Tools
<ul style="list-style-type: none">• Direct, manage, monitor and control project work• Manage and control stakeholder engagement	<ul style="list-style-type: none">• Status Reports• Change Management

Monitor and Control Tasks

Slippage in critical path tasks

Other tasks

- Behind schedule
- Completed, but deliverable not met
- Ahead of schedule

Meet scheduled targets

- When was the task started?
- How much is completed?
- What work is left to be done?
- What's needed to get it done?
- What problems might arise?
- How does this impact other tasks?

Reviews

Budget

- Current and/or forecasted variance
- Reasons for variance
- Expenditure timing

Risk

- Monitor planned risks
- Identify new risks
- Execute risk plans and evaluate plan effectiveness

Strategy

- Validate with strategic plan
- Use formal change management process

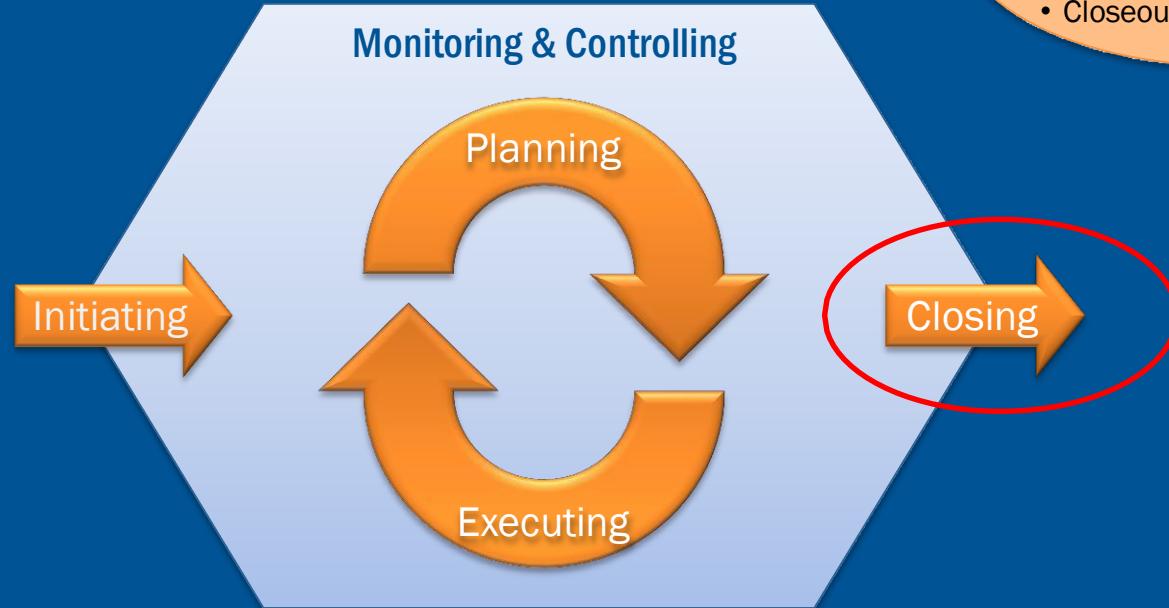
Quality

- Monitor results for compliance with quality
- Feeds change and management plans

Closing Projects



- Stakeholder Acceptance
- Production Control Acceptance
- Lessons Learned
- Closeout Report



Activities

- Transition activities
- Create archives
- Validate completion
- Leverage efforts
- Celebrate

Tools

- Archival Documents
- Closure Report
- Lessons Learned

Lessons Learned Analysis

- Business Units

- Customer Satisfaction
- Business Opportunity

- Processes

- Functional Support
- Methodology
- Executive Support

- Deliverables

- Time
- Cost
- Quality



What did we do right?



What did we do wrong?



What future recommendations can be made?



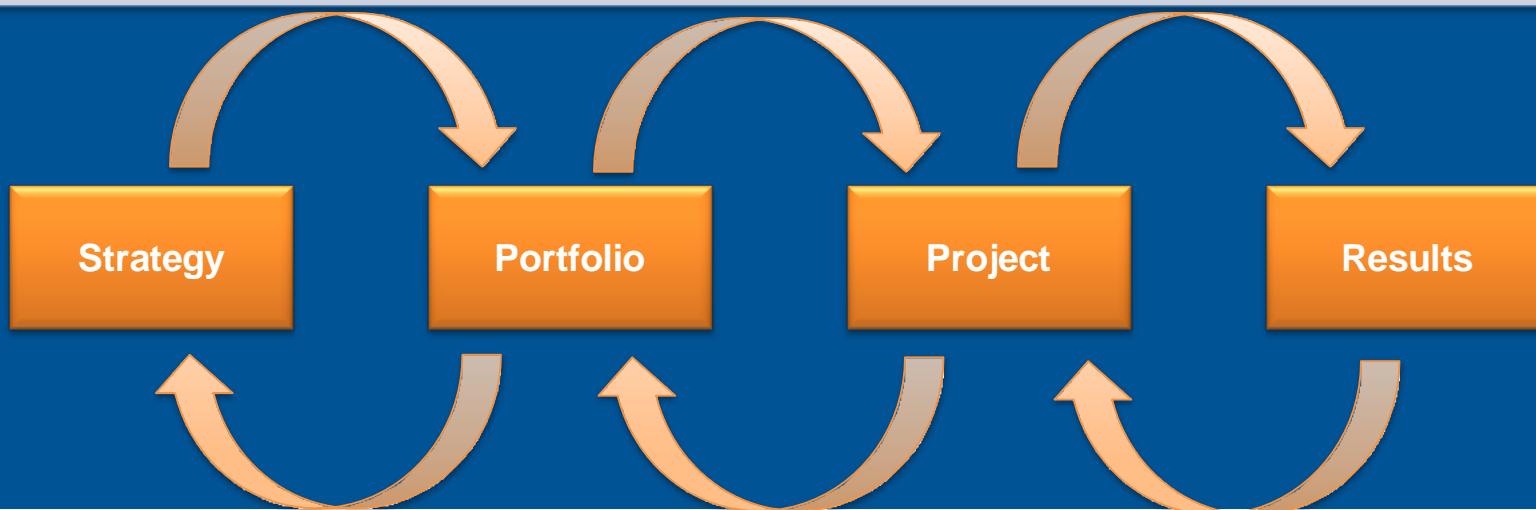
How, when, and to whom should information be disseminated?

Project Portfolio Management

Practices and disciplines to optimize resource deployment toward strategic priorities

Establish portfolios linked to specific themes

Apply allocations, prioritization and management processes



Questions?

Appendix

- Project Management Training
 - <http://training.it.ufl.edu/services/project-and-portfolio-management-ppm/>
- IPEC Training
 - <https://connect.ufl.edu/it/Projects/Shared%20Documents/Project%20Management%20Methodology%20and%20Templates/IPEC%20Templates/Training/IPEC%20Training.pptx>
- IPEC – Project Management Key Deliverables and Activities
 - <https://connect.ufl.edu/it/Projects/Shared%20Documents/Project%20Management%20Methodology%20and%20Templates/IPEC%20Templates/Project%20Management%20Key%20Deliverables%20and%20Activities.xlsx>