

State of Montana Project Management Advisory Workgroup
Minutes
September 20, 2017
3:00 p.m.
Cogswell, Room 151

Members Present:

Bill Jarocki, DOR – Chair
Jerry LaChere, MDT
Greg Pierson, DOJ

Tammy Stuart, LEG
Michael Sweeney, OPI

Staff Present: Jennifer Schofield, Sarah Mitchell

Guests Present: Greg Thomas, Sarah Bartow, Kenneth Bailey, Mike Cochrane, Jeremy Crouse, Mike Warren, Mike Bousliman

☞ **Real-time Communication:** Kellee English, Sky Foster, Stuart Fuller, Jeri Kolberg, Jerri Lake, Cory Mabry, Gregory Smith, Staci Stolp

Welcome

- Bill Jarocki welcomed workgroup to the September 20, 2017 State of Montana Project Management Advisory Workgroup (SMPMAW) meeting.

Minutes

- **Motion:** Jerry LaChere made a motion to approve the August 23, 2017 minutes. Greg Pierson seconded the motion. Motion carried.

Business

- Legislative Finance Committee (LFC) Reporting Requirements Review
 - LFC criteria requirements are located on the [SMPMAW](#) website.
 - Expended Total
 - The actual cost spent to date.
 - Examples: internal staff time, purchases, payments made to vendors, etc.
 - Planned Value
 - The authorized budget assigned to scheduled work.
 - “How much money did you plan to spend at this date and time?”
 - Earned Value
 - The measure of work performed expressed in terms of the budget authorized for that work.
 - The planned cost of tasks that are complete.
 - Cost Estimate
 - All costs related to the project.
 - Ensure internal staff time is included.
 - Budget
 - The total budget allocated to the project.
 - Ensure internal staff time is included.
 - Examples: internal staff time, general fund money, federal fund money, etc.
 - Supplemental Reports
 - Provide to LFC when:
 - any health indicator is yellow or red;
 - budget, schedule, or scope changes;
 - the project is rebaselined; or
 - the Project Manager needs to provide additional information to LFC.
 - Supplemental report template is updated quarterly.

- Current template is located on the [LFC](#) SharePoint site.
 - Older versions of this template were submitted for the 2017 Q3 reporting cycle.
- Previous Excel spreadsheet is no longer used.
 - The current form on the [LFC](#) SharePoint site performs calculations.
 - Data is pulled and placed in an Excel spreadsheet.
- Post-Implementation Report
 - Current template is located on the [LFC](#) SharePoint site.
 - Report is due six months after the delivery date of a project.
 - Chris Wilkenson provided LFC deadline information.
 - LFC report review will occur October 5, 2017 after 1:00 p.m.
- Posting Reports
 - Post supplemental and post-implementation reports to the [LFC](#) SharePoint site.
 - Use the “Attach File” button to attach supplemental and post-implementation reports.
 - Attached documents appear at the bottom of the reporting form.
 - Use the “Agency Comments” box to provide a brief update to LFC.
 - Provide one to two sentences in this section.
 - Use the supplemental report template to provide a more detailed report.
- Workgroup Member Suggestions
 - Validation checkpoint built into form to flag potential inaccuracies.
 - **Action Item:** Jennifer Schofield will explore parameter options with the SharePoint team.
- Reporting Errors
 - A majority of the 2017 Q3 dashboard reported projects contained errors.
 - Common Errors include:
 - incorrect health indicators;
 - flawed calculations;
 - inaccurate earned Value (EV) and Planned Value (PV); and
 - misrepresentation regarding current phase of project and project delivery date.
 - When delivery dates were pushed out:
 - a supplemental report was not submitted; and
 - a revised delivery date was not reported.
- Change Report
 - LFC reviews previous quarter and current quarter reports.
 - This report reflects any changes that occur outside of standard reporting procedures.
- [LFC](#) SharePoint Site Contents
 - LFC Project Portfolio Listing Criteria
 - 2016 and 2017 LFC Reports (located in Documents Folder)
 - LFC Reporting Requirements Review PowerPoint Presentation
 - Supplemental Report Template
 - Post-Implementation Report Template
 - Training Classes (located in Documents Folder)
- Submit questions to Ms. Schofield at JSchofield@mt.gov.

Discussion

- Member Forum
 - None
- Public Comment
 - Greg Thomas suggested formation of a guiding collation to create a Project Management framework.
- Future Agenda Topics
 - None

Next Meeting

- October 18, 2017
3:00 p.m. to 4:00 p.m.
Cogswell, Room 151

Adjournment

- The meeting adjourned at 4:07 p.m.