

**Project Management Advisory Workgroup**  
**Minutes**  
**November 15, 2017**  
**3:00 p.m.**  
**Cogswell, Room 151**

**Members Present:**

Jerry LaChere, MDT – Acting Chair  
Ron Baldwin, State CIO  
Tina Wilson, FWP  
Jerry Kozak, BCC  
Kellee English, SOS  
Greg Pierson, DOJ  
Michael Sweeney, OPI

**Welcome (00:00:12)**

- (00:00:35) Jerry LaChere, Chair
  - (00:02:20) Introductions
  - (00:03:00) Review and Approve October 18, 2017 Minutes
    - **(00:03:23) Motion:** Ron Baldwin made a motion to approve the minutes. Kellee English seconded the motion. Motion carried.

**Business (00:04:19)**

- (00:04:41) Supplemental Template Report Review, Jennifer Schofield
  - **(00:09:35) Action Item:** Jennifer Schofield will change Planned Resolution to Planned Resolution and/or Mitigation.
  - **(00:11:15) Action Item:** Jennifer Schofield will change Title and Brief Description to Issues and Risks.
  - **(00:15:45) Action Item:** Jennifer Schofield will add instructional information to the Supplemental Report.
- (00:16:58) Post-Implementation Template Report Review, Jennifer Schofield
  - **(00:31:00) Action Item:** Jennifer Schofield will add instructional information to the Post-Implementation Report.
  - **(00:32:05) Action Item:** Jennifer Schofield will change Mitigation Measures to Resolution and/or Mitigation Measures.
  - **(00:35:40) Action Item:** Jennifer Schofield will change Final Metric Results to Metric Results.
  - **(00:37:45) Action Item:** Jennifer Schofield will remove the word “all” from Describe all post-implementation issues, risks, mitigation measures, resolution dates, and status.
  - **(00:37:55) Action Item:** Jennifer Schofield will submit report changes to Kris Wilkinson, Legislative Finance Division (LFD), for approval after the December 2017 Legislative Finance Committee (LFC) meeting.
- (00:19:10) Secretary of State Post-Implementation Report Review, Kellee English

**Discussion (00:38:42)**

- (00:38:48) Member Forum
- (00:41:49) Public Comment
- (00:42:03) Future Agenda Topics
  - **(00:42:57) Action Item:** Jennifer Schofield will contact Bill Jarocki regarding the December agenda and meeting.
  - **(00:44:24) Action Item:** Ron Baldwin would like to discuss the Project Portfolio Management Tool during the next regularly scheduled workgroup meeting.

**Next Meeting (00:43:07)**

- December 13, 2017  
3:00 p.m. to 4:00 p.m.

Cogswell Room 151

**Adjournment (00:45:40)**