State of Montana Project Management Advisory Workgroup (SMPMAW)
Minutes
May 24, 2017
3:00 PM
Cogswell, Room 151

Members Present:

Bill Jarocki, DOR – Chair
Ronald Baldwin, State CIO/SITSD
Greg Pierson, DOJ
Jerry LaChere, MDT
Jennifer Schofield, SITSD
Mike Cochrane, DOJ – Alternate
Stuart Fuller, DPHHS – Alternate
🖑 Tina Ciarmoli Wilson, FWP

🖑 Jeremy Crouse, DLI
🖑 Kellee English, SOS
🖑 Dave Nagel, DEQ
🖑 John Noble, TRS
🖑 Michael Sweeney, OPI
🖑 Tammy Stuart, LEG
🖑 Susan Murray, LEG – Alternate

Staff Present: Wendy Jackson, Sarah Mitchell

Guests Present: Greg Thomas, Sarah Bartow, Lynne Pizzini, Christie Magill

🖑 **Real-time Communication**: Bret Carter, Miki Cestnik, Barry Fox, Greg Smith, Angie Riley, Gregory Smith

Welcome
Ron Baldwin welcomed the council to the May 24, 2017 State of Montana Project Management Advisory Workgroup (SMPMAW) meeting. All members and guests were introduced.

Minutes
Motion: Jerry LaChere made a motion to approve the March 23, 2017 minutes. Stuart Fuller seconded the motion. Motion carried.

Business
Appoint a Chair
Mr. Baldwin requested a volunteer to act as chair for this workgroup. Responsibilities of the chair include guiding the workgroup meetings, calling the meeting to order, facilitating workgroup conversations, requesting approval for motions, introducing action items, and working with CIO Support Staff to set the agenda for upcoming workgroup meetings. CIO Support Staff is responsible for the operation and administration of the workgroup. This entails scheduling meetings, distributing information, drafting meeting agendas, and posting information and materials to the SMPMAW website. As State CIO, Mr. Baldwin will serve as a permanent member of this workgroup.
Bill Jarocki, Department of Revenue (DOR), volunteered to serve as chair for the workgroup.
Motion: Mr. Fuller made a motion to approve Mr. Jarocki as chair for SMPMAW. Mr. LaChere seconded the motion. Motion carried.

Review Mission and Objectives
Mr. Baldwin reviewed the workgroup's Mission and Objectives located at
https://sitsd.mt.gov/Governance/Boards-Councils/PMAW. The Mission and Objectives were adopted at the May 3, 2017 Information Technology Managers Council (ITMC) meeting. The Chair will ensure workgroup initiatives align with SMPMAW's Mission and Objectives.

Q: Mr. LaChere: Will agencies be required to use project management tools and methods that are adopted by the workgroup?
A: Greg Thomas: The SMPMAW Objectives state that a forum will gather to review and adopt templates, forms, and tools. This offers the opportunity for dialogue to take place regarding the adoption of new materials. Mr. Baldwin commented tools, templates, practices, and methodologies that are approved by the SMPMAW will be added to a library and used as a resource for Project Managers (PM). The workgroup will refer to the

Project Management Body of Knowledge (PMBOK), which is published by the Project Management Institute (PMI), regarding the processes for managing projects. Agencies will have the option to choose their preferred framework and methodologies for project management. This approach will allow PM's to review and select a document that works best for them.

Action Item: Jennifer Schofield will upload templates, created by the Project Management Office Advisory Workgroup (PMOAG), to the SMPMAW SharePoint site for review.
Action Item: Ms. Schofield will email the SMPMAW SharePoint link to workgroup members.

Mr. Jarocki recommended that the workgroup avoid standardization and focus on providing a catalogue of methodologies and commonality of techniques.

Review the Information Technology Project Management and Reporting Policy
Mr. Baldwin introduced the draft Information Technology Project Management and Reporting Policy located at https://sitsd.mt.gov/Governance/Boards-Councils/PMAW. This policy pertains solely to Information Technology (IT) projects. The policy contains points listed within an official memo drafted by Kris Wilkinson from the Legislative Fiscal Division (LFD). The requirements within the policy will need to meet PMBOK standards and federal guidelines. This policy includes criteria for placement of a project on the Legislative Finance Committee (LFC) IT project portfolio report. The workgroup will follow the formal procedure for adopting IT Policies, Standards, Procedures, and White Papers Procedure located at https://montanadoa.policytech.com/?public=true&siteid=1. Ms. Schofield proposed members review and comment on the policy by June 14, 2017.

Action Item: SMPMAW will review member input regarding the Information Technology Project Management and Reporting Policy at the June 22, 2017 meeting.
Action Item: Ms. Schofield will add the draft policy to the SMPMAW SharePoint site and facilitate workgroup member review and comments.
Action Item: CIO Support will schedule recurring monthly SMPMAW meetings.
Action Item: CIO Support will place the Information Technology Project Management and Reporting Policy Review on the June 22, 2017 SMPMAW agenda.
Action Item: CIO Support Staff will add the Information Technology Project Management and Reporting Policy Review to the August 2, 2017 ITMC meeting agenda.

Legislative Finance Committee (LFC) Debrief
Mr. Baldwin reviewed information regarding the May 22, 2017 LFC meeting and voiced his appreciation for expedient agency reporting of project status and health. Representative Nancy Balance was nominated as LFC chair. Representative Balance has been informed of the advisory workgroup, its formal structure, and attachment to the ITMC. Representative Balance was apprised of several project management aspects used in LFC reporting including Earned Value (EV), risk, scope, budget, and cost. Mr. Baldwin defined EV as measured by deliverables that are submitted and approved for a project. These deliverables are comprised of work accomplished, under contract, and with a payment schedule. The payment schedule is then used to determine the Planned Value (PV) and EV for the project. Representative Balance inquired as to the impact of project changes on agency resources and budgets. Mr. Baldwin stated that a state portfolio is being developed to assist agencies in managing their projects.

Action Item: CIO Support will add LFC Update as standing agenda item for future SMPMAW meetings.

Mr. Baldwin proposed exploring Decision Lens as a tool to evaluate and rank projects based on criteria established by agencies. This product was successfully piloted by the State Information Technology Services Division (SITSD) and the Department of Health and Human Services (DPHHS) in 2016. This tool performs as a qualitative analysis to consider financial and non-financial aspects of a project including resources, time, and opportunity. This information is then used to determine the value of projects to the organization. Decision Lens can also be employed as a tool for financial management or budget analysis. Mr. Baldwin is considering a cooperative agreement with Decision Lens, through SHI, which would allow agencies to utilize this tool.

Action Item: SITSD will provide a Decision Lens demo to the SMPMAW once the agreement is secured.
Action Item: Ms. Schofield will send out helpful reminders and suggestions for LFC project reporting to SMPMAW members.

Ms. Schofield reviewed observations regarding information deficits or errors in project reporting. These issues included math errors and rebaselined projects with no supplemental reports attached. Supplemental reports are required if the overall health of a project changes from green to yellow or red. Projects that continue to perform at a reduced health level are required to provide a supplemental report outlining project progress. Post implementation reports are due within six months of project closure. The templates for supplemental and post implementation reports have been updated and are located on the LFC SharePoint reporting site at https://ent-sp1.mt.gov/sites/pmo/reporting/LFCAgency/_layouts/15/start.aspx#/. Please use this website to complete future reports. Projects that are segmented into phases should be reported to the LFC in a phase model. Questions regarding LFC reporting should be directed to Ms. Schofield stateitpmo@mt.gov.

Action Item: Ms. Schofield will email the LFC SharePoint reporting site link to SMPMAW members.
Action Item: CIO Support will place the Montana Program for Automating and Transforming Healthcare (MPATH) review on the June 22, 2017 agenda.
Action Item: Mr. Fuller will provide feedback regarding the agency's experience with MPATH during the June 22, 2017 SMPMAW meeting.

Microsoft Project Web Application Demo Agenda Review
Ms. Schofield stated the Demo with Microsoft is schedule for May 26, 2017. This is a webinar based presentation to review a project and portfolio management solution for LFC reporting.

Action Item: CIO Support will send a reminder e-mail regarding the Microsoft Project Web Application Demo.

Discussion
Mr. Jarocki stated further discussion items will be placed on hold until the June 22, 2017 SMPMAW meeting.

Member Forum
Public Comment
Mr. Baldwin stated that SMPMAW needs representatives from the Department of Justice (DOJ). These names can be submitted to Ms. Schofield stateitpmo@mt.gov.

Ms. Schofield noted law mandates meeting information be shared with the public. To meet these requirements, all meeting materials are posted to the SMPMAW website located at https://sitsd.mt.gov/Governance/Boards-Councils/PMAW.

Future Agenda Topics
The workgroup will review the SMPMAW SharePoint site.

Next Meeting
June 22, 2017
3:00 PM to 4:00 PM
Cogswell, Room 151

Adjournment
The meeting adjourned at 3:58 PM.