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State of Montana Project Management Advisory Workgroup (SMPMAW)
Minutes
April 11, 2018
3:00 p.m. to 4:00 p.m.
Cogswell Building Room 151

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Members Present

Chris Bernet, DLI	Greg Pierson, DOJ
Bill Jarocki, DOR – Chair	Michael Sweeney, OPI
Justyn Katsilas, DPHHS	Matt Van Syckle, SITSD
Jerry LaChere, MDT	

Welcome
- (00:00:04) Chair Remarks, Bill Jarocki
  - (00:01:03) Introductions
  - (00:02:40) Review and Approve November 15, 2017 Minutes
    - **(00:03:00) Motion:** Jerry LaChere made a motion to approve the workgroup minutes. Greg Pierson seconded the motion. Motion carried.

Business
- (00:03:34) Information Technology Project Management and Reporting Policy
  - **(00:10:20) Action Item:** CIO Support Staff will add language to the draft policy regarding reporting requirements after a contract is signed.
  - **(00:20:20) Action Item:** CIO Support Staff will edit the language on the draft policy regarding the independent verification and validation (IV&V) threshold and add language regarding receiving an exception from the State CIO.
  - **(00:40:33) Action Item:** The workgroup members will submit suggested reporting measures for Cost Performance Index (CPI), Schedule Performance Index (SPI), Scope Health, and Risk Health to CIO Support Staff for review at the next workgroup meeting.
  - **(00:42:40) Action Item:** CIO Support Staff will confirm industry standards for CPI, SPI, Scope Health, and Risk Health.
  - **(00:48:08) Action Item:** CIO Support Staff will add language to the draft policy regarding change control processes.
  - **(00:53:08) Action Item:** CIO Support Staff will add language to the draft policy regarding the review and approval process for re-baselining projects.
  - **(00:57:46) Action Item:** CIO Support Staff will schedule a follow-up meeting next week.

Discussion
- (00:59:40) Member Forum
- (00:59:45) Public Comment
- (001:00:04) Future Agenda Topics

Adjournment (01:00:12)
- Next Meeting
  April 16, 2018
  3:00 p.m. to 4:00 p.m.
  Cogswell Building Room 151