SMPMAW Review Tasks

SMPMAW has been assigned two tasks by SITSD related to Legislative Finance Committee (LFC) required IT project reporting across Montana State Government. These tasks are based on the DoA Audit performed on IT processes related to SITSD where SITSD will need to take a more active approach to New and At Risk/Failing projects with an LFC Reporting requirement.

SMPMAW is also reviewing the Project Health Indicator Statuses defined in the LFC Reporting Policy so they are better in line with current Project Management processes.

New LFC Project Review

This process is to provide agencies access to the SMPMAW to review any new project that will report to the Legislative Finance Committee. The purpose of this process is to provide the agency a peer review and any additional recommended actions of the project by other recognized project managers across Montana State Government. This is not intended for use as an approval process.

Agency will not be required to implement the recommendations by the SMPMAW.

Process
- Agency or SITSD will request a review meeting through CIOSupportStaff@mt.gov for SMPMAW.
- Email should include the following project documentation or similar
    - Business Case – Business justification for the project
    - Project Charter – Documentation of project definition, scope, objectives, and key stakeholders.
    - Project Plan – Documentation of project execution, control, assumptions/decisions, communication, scope, cost, and schedule baselines.
    - Any additional documentation that can provide information on the project.
- Should occur no more than 10 days after the request has been formally submitted to the SWPMAW. Review meeting will be determined on schedules of everyone involved.
- Meeting should include Key Stakeholders from the project and a group from SMPMAW that are not affiliated with the related agency.
- Meeting and minutes that include the SMPMAW recommendations will be provided to the Agency, SITSD, and SMPMAW.

At Risk/Failing Projects

This process is to provide agencies access to the SMPMAW to review any project reporting to LFC where statuses are At Risk (Yellow) or Failing (Red) for any of the four (4) project statuses (Schedule, Cost, Scope, Risk).

The purpose of this process is to provide the agency a peer review and any additional recommended actions of the project by other recognized project managers across Montana State Government. This is not intended for use as an approval process.

Agency will not be required to implement the recommendations by the SMPMAW.

Process

- Agency, SITSD, and/or LFC will request a review meeting through CIOSupportStaff@mt.gov for SMPMAW on a project that is considered "At Risk" or "Failing" on two or more project statuses.
- Email should include the following project documentation or similar
  - Business Case – Business justification for the project
  - Project Charter – Documentation of project definition, scope, objectives, and key stakeholders.
  - Project Plan – Documentation of project execution, control, assumptions/decisions, communication, scope, cost, and schedule baselines.
  - Copy of the Project LFC Report.
  - Details of the At Risk or Failing statuses and the information as to why the status is identified.
  - Any additional documentation that can provide information on the project.
- Should occur no more than 10 days after the request and related information has been formally submitted to the SWPMAW through CIOSupportStaff@mt.gov.
- Meeting should include Key Stakeholders from the project and a group of at least 5 members from SMPMAW that are not affiliated with the related agency.
- Meeting and minutes that include the SMPMAW recommendations will be provided to the Agency, SITSD, and SMPMAW.

Project Health Indicator Status Review

SMPMAW will create four (4) separate Subcommittees to focus on the four main Project Health Indicator statuses found in Section D of the Legislative Finance Committee Reporting Policy on Information Technology Project Management.

Each subcommittee will have a lead and will review the current status definition of their assigned topic and provide SMPMAW their recommendation of any possible changes. SMPMAW will review each recommendation to ultimately provide LFC our recommended changes to the project health Indicator statuses. If you are interested in leading or becoming a member of one of the subcommittees listed below please email CIOSupportStaff@mt.gov.

- SPI Subcommittee
- CPI Subcommittee
- Scope Subcommittee
- Risk Health Subcommittee