



# MDT Traveler Info



# Overview

- Portfolio Management at MDT
  - Initiative Request
  - Initiative Review/Decision
- **Project/Resource assignment**
  - PM as PM, BA, Procurement & Contract Manager.

# 1. Initiation

- Identify Stakeholders
- Define Project Goals
- Project Charter



## 2. Planning

- Define scope
  - Requirements review/changes
  - Process/program mapping
- Project Plan
  - Communication Plan
- Budget
- Roles & Responsibilities
- Start Procurement

## 3. Execution

- Allocating & Managing project resources
- Finalizing procurement
- Vendor onboarding & kick-off
- Product implementation
- Status meetings, design sessions, issue resolution

## 4. Monitoring & Control

- Track effort and cost
- Monitor progress
  - Approve deliverables & milestones
- Ensure adherence to original plan/scope
- Prevent/manage disruptions
- Contract management

## 5. Closure

- Complete Project closure document
  - Review documents, save records, archive delete other work products
- Approve/sign off on all requirements in the contract
- Draft & sign O&M agreement
  - Service Level Agreement
- CELEBRATE
- Lessons learned workshop



# Overview

- Better Business Process & Requirements documentation
- Org. Change Management Plan
- Project/Product terminology clarification
- Vendor staff qualifications
- Trust the “Spidey-Sense”





Questions?