New Project Entry

1. Input Process
- Form 1: Automated Input Unit Project Management Software
- Form 2: Unit Project Type Specific Forms (e.g., Network Building Projects, Classroom Upgrades)
- Form 3: General Project Input Form

2. Smartsheet
- New Project Addition is marked as Unverified

3. Smartsheet
- New Project Addition triggers Email to representative of unit that owns the project

4. Owning Unit Rep
- Verify accuracy and completeness of required fields

5. Owning Unit Rep
- Marks project input form as verified - Ready for Approval

6A. Smartsheet
- Timestamps Verification and triggers 7 and 8

6B. Smartsheet
- Triggers Email to Unit Representatives for all units that need to contribute resources

7. Decision
- Requires RFP or OIT funding beyond unit budget?
  - Yes - Requires approval - Go to 10
  - No - Pre-Approved for implementation after one-week if resources are not contested - Go to 8

8. Decision
- Requires more than 8 hours of work from any OIT unit outside the unit that owns the project?
  - Yes - Pre-Approved for implementation after one-week if resources are not contested - Go to 10
  - Yes - Resources are contested - Go to 9
  - No - Pre-Approved for work prioritized by Owning Unit - Go to 9

9. Smartsheet
- Adds project to Unit Resource View as Pre-Approved

10. AD Project Review Team
- Approval Meeting
  - All projects needing RFP or funding
  - All projects marked for review due to resource contention
  - All projects marked by AD, AVP or VP for an AD Project Review Team

11. Project Lead
- Plans Approved Projects with PM if Assigned
  - Plan and move to Active Status when resources become available
  - Update with up to 6 milestones
  - Update with estimated resource hours
  - PM pieces (e.g., Google Site, communication plan, project schedule) made available for those requesting

12. Project Lead
- Bi-Weekly Status Update
  - Updates made in Smartsheet

13. Ops Weekly Meeting
- Review Operational Impacts
  - Managers note any concerns about accuracy or completeness of information
  - Risks or service impact greater than indicated
  - Resources greater than indicated
  - Identify projects missing status updates and recommend changes to improve participation

14. AD Project Review Team
- Monthly Active Project Portfolio Meeting
  - Team reviews portfolio offline
  - Flag projects for review at meeting
  - Notes project concerns
  - Review projects coming active
  - Review projects showing scope creep
  - Review project funding or procurement issues
  - Review status and determine if additional PM pieces needed
  - Review any new resource contentions
  - Address priorities or strategic issues
  - Address training, process adjustment or management interventions required to improve completeness and accuracy of data