

Agave Project Management Updates



[Document History](#)

Version	Date	Author	Description
0.1	10 June 2006	Frank Bohac	initial version
0.2	20 June 2006	Frank Bohac	status updates
0.3	21 June 2006	Frank Bohac	add matrix
0.4	27 June 2006	Frank Bohac	fix typos, update for feedback
0.5	25 July 2006	Frank Bohac	updates for CACC meeting

Mission

This document contains a specific set of updates to the Project Management procedures employed on the Agave project as extracted from the Project Audit Report performed by QuantumPM. These updates will be further augmented and revised at the completion of the Agave rel1a Lessons Learned process.

The updates have been sequenced based so that those recommendations which are related to the current project status are implemented first in order to build an appropriate base for the follow on project updates. This sequence is shown below.

Note: the items contained in this document have been modeled directly off of the standard PMBOK techniques and approaches as proposed by the Project Management Institute (PMI)

This document does not contain the detailed description of the process upgrades themselves (which appear individually under separate cover).

Note: Once these updates have been implemented, the reviewing consultant should be engaged to perform a follow on review.

<u>Category</u>	<u>Description</u>
<i>Set I</i>	
Quality Assurance	Addresses QA and QC procedures employed by the project.
Change Management	Addresses methods used to control and document project modifications.
Configuration Management	Addresses methods used to manage hardware and software assets.
Measurement	Addresses User Acceptance criteria processes.
<i>Set II</i>	
Status Reporting	Addresses methods of collecting project status information
Communication	Addresses methods used to communicate mission, status, changes, etc. both internally and externally.
<i>Set III</i>	
Risk Management	Addresses methods used to identify and manage risk.
Planning	Addresses the project planning and estimation process

Set I

This set of recommendations is to be adopted immediately and incorporated into the operating procedures for the Agave project (minimizing impact on the roll-out and shakedown of release 1a). The goal of this set of modifications is:

- 1) To produce written deliverables describing the control processes followed.
- 2) To create a written audit trail of sign-offs and other documentation that describes the actual activities performed and results of those activities.
- 3) To ensure that robust Quality Assurance, Change Control and Configuration Management processes are being performed in a uniform way for all aspects of the Agave project
- 4) To ensure that the results of the implementation of release 1a are measured and reported and that anticipated business goals have been met.

<u>Process Name</u>	<u>Current Status</u>
Quality Assurance	Process in place. Document complete.
Change Management	Document completed. Formal adoption complete.
Configuration Management	Process in place. Document complete
Measurement	Document complete. Initial 'before' measurements are complete. Schedule for 'after' measurement underway.

Set II

This set of recommendations is to be adopted once Set I is complete. The goal for this set of modifications is to:

- 1) Standardize the collection of individual status reports
- 2) Upgrade the mechanics used to communicate status, project scope, etc. particularly to those stakeholders who are not directly involved with the project on a day to day basis.
- 3) Ensure that all stakeholders have a clear understanding of project scope, status, deliverables and any other important information.

<u>Process Name</u>	<u>Current Status</u>
Status Reporting	Current detailed process is in place for BCS resources only. Expansion to all project resources is underway.
Communication	Document draft is underway. To be ready for review by 7/31/2006.

Set III

This set of recommendations is to be adopted once Set II is complete and the Lessons Learned process is complete. The goal for this set of modifications is to:

- 1) Implement a more robust process to identify, manage and report project risks.
- 2) Upgrade the mechanics used to create project estimates based on Lessons Learned.
- 3) Upgrade the mechanics used to maintain the project plan.
- 4) Ensure the project closure mechanics are in place

<u>Process Name</u>	<u>Current Status</u>
Risk Management	Current process is in place, but needs revision. To begin after Set I and II are implemented.
Planning	Same as above.