

State Government Council

Project Status Reporting Work Group

Meeting Notes -- April 4, 2000

Participants

Jerry Brown

Jon Ogden

Linda Salac

Jim McGee

Steve Schafer

There were no changes to the minutes for March 21. Discussion focused on revisions to the 3/22 draft guidelines. Changes included the following:

1) On page 3, regarding access, replace the last sentence to a generic statement that the CIO will establish proper security measures.

2) On page 3, regarding frequency, change the wording to:

" Project status reports shall be prepared and submitted quarterly, unless there are valid reasons for more frequent reporting. High risk factors, critical phases, or strategic importance would require more frequent reporting. Typically, project tracking for internal purposes occurs on a monthly basis. If feasible, agencies may use these reports for submitting project status reports to the Chief Information Officer."

The rest of the meeting involved a discussion about implementation. If the State Government Council endorses the guidelines, the next step is to provide an opportunity for review by all agencies before presentation to the NITC. Once adopted, awareness and training will become key issues. The CIO will send a letter to agencies and organize a training session. The CIO is exploring the feasibility of a web site, which would provide general information on project management, including best practices, FAQs, and other information. IMServices offered to use the draft form to prepare a completed example.

Attached is the latest version of the project status reporting guidelines. Please give my any comments by 5 p.m. Friday, April 7. The next steps will include sharing with the State Government Council and Technical Panel which meet next week.