# Office of Technology TeamDynamix Sample Project, Annotated

For assistance with this file, please contact the Business & Web Apps team

## **Project Information**

Project Name * *	
OOT - BA - TerraDotta	Project Name. Required
Sponsor 0	Sponsor. Chief Enabling Officer.
Annie Phillips *	
Acct/Dept * ②	<b>Acct/Dept.</b> Who the sponsor works for.
Sr Assoc Provost *	Required
Service	Service. Related to the project request. Rarely
Computer and Device Support / Software Assessment and Implementation	added. Required.
Type * ②  Project Type / Special Purpose Systems ×	<b>Type.</b> Governancedrives the workflow. Required.
Project Type / Special Purpose systems *	workhow. Required.
Portfolio(s)	Portfolio. VP Name. Required.
Academic Affairs ×	
Classification 9	Classification. Typically "Projects."
Projects	Required.
Priority * ②	<b>Priority.</b> Should be appropriate to the
Medium	project. Required.
Start Date *  End Date *  End Date *	Start and End Dates. Be specific and
07/12/2016 08/23/2016 31 weekdays	reasonable. Required.
Description <b>②</b>	Description Overview of numero and
Assisting Students Abroad in implementing and maintaining TerraDotta cloud software.	<b>Description.</b> Overview of purpose and objectives; not too detailed. Required.
Requirements ©	<b>Requirements.</b> A condition or capability that
-conference with Annie as to expectations -maintain upgrades/versioning	must be present, e.g. responsive design, able to
-ensure risk assessment complete (Kerry Williams)	accept credit card payment. Required.
-create flat file (Oracle/Colleague) -SSL/DNS	
Total Estimated Hours 🔮	
0.00	
Time Budget   Expenses Budget   Total Budget   Expense Types Budget	Optional Info and Default Settings.
\$ 0 \$ 0 \$	

#### Updated July 2018

### **Project Sections** ✓ Project Information \* Custom Attributes ✓ Goals \* ✓ Systems Affected \*



Returns Role Forecasts ▼ Resources \* ▼ Criteria

★ Stakeholders

▼ Plans\* Milestones

## Goals (2)

DISCOVER: Foster collaborative connections that increase research and creative activity, encourage innovation, and benefit our local and global communities Added by Tiffany Peart on Fri 6/29/18 4:04

INVEST: Place - develop excellent learning, living, and working environments across all campuses by improving infrastructure and processes and by removing barriers to productivity

Added by Tiffany Peart on Fri 6/29/18 4:04

## Systems Affected (2)

Colleague Student System
Added by Elizabeth Precht on Tue 6/28/16 3:40 PM
Flat File
Oracle E-Business System
Added by Elizabeth Precht on Tue 6/28/16 3:40 PM
HR Data Flat File





Risk choice values:  $Not Applicable = 1 \\ - Low = 0.67 \\ - Medium = 0.33 \\ + High = 0 \\ Risk Score = (Sum of all risk scores) / (Total number of risks)$ A lower risk score means the project is more risky. Risk scores will fall between 0 and 1  $\,$ Damaged Goodwill Damaged Goodwill • Impact On Other Projects Impact On Other Project

## Risk Options

- Damaged Goodwill
- Impact on Other Projects
- **Increased Workflow Complexity**
- Lack of Aegis
- Learning Curves
- Missed Expectations
- Missed Opportunities
- Resource Bottlenecks
- Total Cost of Ownership
- Vendor Dependability

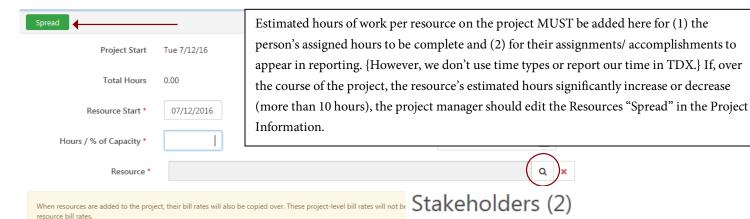
#### Resources

No approval is required to add resources; however, it is expected there will be some conversation with the resource's functional manager prior to project kickoff.



Add Resource

to continue



## **Criteria Options**

- 1. Is this a compliance-related project? Y/N
- 2. This project has security-related objectives. Y/N
- 3. This project is related to critical software/hardware updates. Y/N
- 4. This project will lead to significant cost reduction for the institution. N/A, Low-\$1-\$50K, Medium-\$50K-\$500K, High-\$500K+
- 5. This project will increase revenue for the university. N/A, Low-\$1-\$50K, Medium-\$50K-\$500K, High-\$500K+
- 6. This project will help increase enrollment. Y/N
- 7. This project helps improve student retention. Y/N
- 8. This project will increase efficiency. Low-Departmental, Medium-Multidepartment, High-University-wide
- 9. This project will provide enhanced functionality not currently available within the institution. Y/N
- 10. This project helps improve customer service. Y/N
- 11. This project helps give the university a competitive advantage. Y/N
- 12. This project is related to environmental sustainability. Y/N

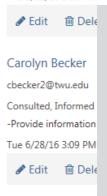
#### Annie Phillips

aphillips15@twu.edu

Responsible, Consulted, Informed

-Provide information to the IT Team

Thu 5/12/16 9:23 AM



**Stakeholder** - a person or organization that may be affected, either positively or negatively, by the execution or delivery of a project

#### **Key stakeholders**

project manager project team sponsor customers senior management end users functional managers influencers

## **Project Components**

#### **COMMONLY USED**

#### LESS FREQUENTLY USED

Announcements Calendar (everyone keeps a calendar outside of TDX)

Briefcase Contacts
Issues Risks Register
Links User Stories

Plans