

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

Sponsor ?
Annie Phillips x

Acct/Dept * ?
Sr Assoc Provost x

Service ?
Computer and Device Support / Software Assessment and Implementation x

Type * ?
Project Type / Special Purpose Systems x

Portfolio(s) ?
Academic Affairs x

Classification ?
Projects

Priority * ?
Medium

Start Date * ? **End Date** * ?
07/12/2016 08/23/2016 31 weekdays

Description ?
Assisting Students Abroad in implementing and maintaining TerraDotta cloud software.

Requirements ?
-conference with Annie as to expectations
-maintain upgrades/versioning
-ensure risk assessment complete (Kerry Williams)
-create flat file (Oracle/Colleague)
-SSL/DNS

Total Estimated Hours ?
0.00

Time Budget ? **Expenses Budget** ? **Total Budget** ? **Expense Types Budget** ?
\$ 0 \$ 0 \$ 0

Project Name. Required

Sponsor. Chief Enabling Officer.

Acct/Dept. Who the sponsor works for.
Required

Service. Related to the project request. Rarely added. Required.

Type. Governance--drives the workflow. Required.

Portfolio. VP Name. Required.

Classification. Typically "Projects."
Required.

Priority. Should be appropriate to the project. Required.

Start and End Dates. Be specific and reasonable. Required.

Description. Overview of purpose and objectives; not too detailed. Required.

Requirements. A condition or capability that must be present, *e.g. responsive design, able to accept credit card payment.* Required.

Optional Info and Default Settings.

Project Sections

- Project Information *
- Custom Attributes
- Goals *
- Systems Affected *
- Related Processes
- Risks *
- Benefits
- Files
- Expenses
- Time Types
- Returns
- Role Forecasts
- Resources *
- Criteria *
- Stakeholders *
- Plans *
- Milestones

*Required

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 PM

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 PM

Systems Affected (2)

Colleague Student System

Added by Elizabeth Precht on Tue 6/28/16 3:40 PM
Flat File

[Edit](#) [Delete](#)

Oracle E-Business System

Added by Elizabeth Precht on Tue 6/28/16 3:40 PM
HR Data Flat File

[Edit](#) [Delete](#)

Risks

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

Low

Impact On Other Projects

Impact On Other Projects

Medium

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](#)
[Remove Resource](#)
[Change Manager](#)
[Shift Schedules](#)
[Refresh](#)

Months Weeks

Person	Primary Role	Requested Role	Pool	Active	Bill Rate	Jul 16		Aug 16		Total	
						Req	Sch	Req	Sch	Req	Sch
Andrew Clemens	Mgr Telecom & Network Infrastruc	Mgr Telecom & Network Infrastruc	Technology Infrastructure-Network	True	\$39.97					0.00	0.00
Christopher Ott	Sr Database Administrator	Sr Database Administrator	Technology Infrastructure-	True	\$38.19					0.00	0.00

Add Resource

to continue

Spread ←

Project Start Tue 7/12/16

Total Hours 0.00

Resource Start *

Hours / % of Capacity *

Resource *

Estimated hours of work per resource on the project MUST be added here for (1) the person's assigned hours to be complete and (2) for their assignments/ accomplishments to appear in reporting. {However, we don't use time types or report our time in TDX.} If, over the course of the project, the resource's estimated hours significantly increase or decrease (more than 10 hours), the project manager should edit the Resources "Spread" in the Project Information.

When resources are added to the project, their bill rates will also be copied over. These project-level bill rates will not be resource bill rates.

Stakeholders (2)

Annie Phillips

aphillips15@twu.edu

Responsible, Consulted, Informed

-Provide information to the IT Team

Thu 5/12/16 9:23 AM

[Edit](#) [Delete](#)

Carolyn Becker

cbecker2@twu.edu

Consulted, Informed

-Provide information

Tue 6/28/16 3:09 PM

[Edit](#) [Delete](#)

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

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**

Project Components

COMMONLY USED

- Announcements
- Briefcase
- Issues
- Links
- Plans

LESS FREQUENTLY USED

- Calendar (everyone keeps a calendar outside of TDX)
- Contacts
- Risks Register
- User Stories