North Carolina
Department of Environment and Natural Resources

DENR ENTERPRISE PROGRAM MANAGEMENT OFFICE (DENR EPMO)

METHODOLOGY

IMPLEMENTATION PHASE

Information Technology Division

PHASE 4: IMPLEMENTATION

There are no new or fresh deliverables identified for this phase. The focus is primarily on reporting project status, budget, risks, and security related updates. The required information can be entered via the relevant tabs in the PPM Tool.

The following documents will be required to be produced for the Implementation Phase:

- Project Status Reporting (to the EPMO QA Group)

  Project status reporting to the ITS EPMO Quality Assurance staff is to be accomplished via the PPM Tool. The flow of project status reporting is controlled with the use of the "Project Status Report Step" attribute (referred to as "status" for short in this section). This field is found on the "Status Tab" near the bottom (just above the "Accomplishments this Period" section).

  A schedule for submitting the Project Status Report to the EPMO QA Group can be found at the link below:

  http://www.epmo.scio.nc.gov/Process/_pdf/STATDUEDATES07.pdf

  Projects that are unable to access the PPM Tool for any reason may provide identical information by using the Project Status template.

  Click the object below to view the template. It is also located on the S: drive:

  http://www.epmo.scio.nc.gov/documents/docs_PortfolioManagmentInitiative/Templates/PPM%20StatusTab%20Template.doc

  Click on the link below for details on the Project Approval Process and a Checklist on how to complete this Status Report:

  http://www.epmo.scio.nc.gov/documents/docs_PortfolioManagmentInitiative/ProjectApprovalProcess.pdf

  http://www.epmo.scio.nc.gov/documents/docs_PortfolioManagmentInitiative/Status_Reporting_Checklist.doc

- Plan Vs Actuals
- Updated Significant Issues / Risks (Issues-Risk tab)
- Updated Budget (Budget tab)
- Updated Security Questionnaire.
  Click the link below to access the Security Risk Assessment template
  http://www.epmo.scio.nc.gov/itplansbudgetsprojects/Security_Risk_Assessment_Template.doc

A Security Risk Assessment *Example* in PDF format can be accessed via the following link:
http://www.epmo.scio.nc.gov/itplansbudgetsprojects/Security_Risk_Assessment_Sample.pdf

The following Activities also have to be planned and executed for the Implementation Phase:

- TRAINING: Execute the Reviewed and Approved Training Plan that had been created as a deliverable in the Planning & Design Phase. Refer to the MS Project Plan, under Implementation Phase for detailed tasks to be completed.
- DEPLOYMENT & ROLLOUT: Execute the Reviewed and Approved Rollout Plan that had been created in the Planning & Design Phase. Refer to the MS Project Plan, under Implementation Phase for detailed tasks including tasks to be completed for setting up the User environment.

GLOSSARY

CASE - Computer Aided Software Engineering

COTS - Commercial off-the-shelf software designed to be easily installed and to interoperate with existing system components.

DBMS - Database Management System

DENR – Department of Environment and Natural Resources

DENR EPMO – Department of Environment and Natural Resources Enterprise Project Management Office

EPMO - Office of Information Technology Services (OITS) Enterprise Project Management Office

EPMO QA – Team within the OITS EPMO that reviews all projects and status reports.

GOTS - Government off-the-shelf, generally preferred for government purposes.

ITS - Information Technology Services

OITS - State Office of Information Technology Services

PMA - Project Management Advisor

PPM - Project Portfolio Management

RAD - Rapid Application Development as used in software development/management

RFP - Request for Proposal

SCIO - State Chief Information Officers who directs the Office of Information Technology Services

UMT - UMT Consulting Group the developers of the project portfolio tool