

Technology Services

Strategic Planning & Budgeting

Dr. Don Boulware

April 22, 2013

Project Planning & Management Cycle



Purpose

- Coordinate and Manage Major Strategic Projects through Project Closure
 - Kickoff Meeting and Ongoing Status Meetings
 - Track Resource Allocation
 - Communication
 - Document individual assigned tasks and follow-up on progress
 - Meeting minutes with assignments sent to all responsible parties
 - Project Plan with Timelines
 - Education and Training
- Vendor Management
- High Level Report to Management

- PMO Sharepoint Site
 - Meeting Notes
 - Progress to Date
 - Individual Assignments
 - Next Steps
 - Emails
 - Project Related Documents
 - Contracts
- Microsoft Project

Recording Progress & Status

- Projects are assigned a Unique Project Number
- Email Folder - project related emails in PDF format
- Meeting Notes – detailed minutes with next steps and assigned tasks
- Project Plan – tracks timelines, milestones
- Documentation – Contracts, Scope of Work, Technical Specifications

Project-Related Documentation

PMO Sharepoint Site



Business & PMO ▶ Home

Project Management Office

Technology Services

Budget

Business & PMO

Executive Director

Applications

MultiMedia Services

Systems Engineering

Web Services

Libraries

Active PMO Projects

Senior Management Documents

Networking

Templates and Samples

Training Materials

Invoices and Purchase Orders

Site Pages

Shared Documents

Drop Off Library

Project Management Office Documents

Waterford

Instructional Technology - Misc Projects



Welcome To The PMO Sharepoint Site !!!!

Project Management Office





















Alex Kennedy & Judy Engel

Project Management Office Calendar





















◀ ▶ April, 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6














Active Projects

Site Actions ▾ 		Library Tools			
Browse		Documents	Library		
Senior Management Documents		01.00 Microsoft Software Suite CAL	9/13/2011 1:08 PM	Engel, Judy	Kennedy, Alex
Networking		01.02 Sharepoint Server Upgrade	9/13/2011 1:08 PM	Engel, Judy	Engel, Judy
Templates and Samples		01.02.01 Sharepoint Configuration and Info Path	4/20/2012 2:47 PM	Engel, Judy	Engel, Judy
Training Materials		01.03 Project Server	9/13/2011 1:09 PM	Engel, Judy	Engel, Judy
Invoices and Purchase Orders		01.05 Forefront UAG	9/13/2011 1:09 PM	Engel, Judy	Engel, Judy
Site Pages		01.06 Exchange 2010 Upgrade	9/13/2011 2:00 PM	Engel, Judy	Engel, Judy
Shared Documents		01.07 LYNC	9/13/2011 1:09 PM	Engel, Judy	Engel, Judy
Drop Off Library		01.10 System Center	9/13/2011 1:09 PM	Engel, Judy	Engel, Judy
Project Management Office Documents		01.11 Active Directory	9/13/2011 1:13 PM	Engel, Judy	Engel, Judy
Waterford		02.00 Race To The Top - LIIS	9/13/2011 1:10 PM	Engel, Judy	Engel, Judy
Instructional Technology - Misc Projects		02.01 Pinnacle	10/3/2012 12:48 PM	Engel, Judy	Engel, Judy
		02.01.01 PIV	10/3/2012 12:53 PM	Engel, Judy	Engel, Judy
		02.01.02 Pinnacle Grades - Elementary Initiative	10/3/2012 12:53 PM	Engel, Judy	Engel, Judy
Calendars		02.01.03 Pinnacle Insight	3/6/2013 12:31 PM	Engel, Judy	Engel, Judy
Project Management Office Calendar		02.01.04 Pinnacle Instruction	10/3/2012 12:53 PM	Engel, Judy	Engel, Judy
Major Projects Implementation Schedule		02.04 H.R. Workflow	1/23/2012 10:07 AM	Engel, Judy	Engel, Judy
SIS Calendar		02.05 True North Logic_VSET_VSEL	1/23/2012 10:07 AM	Engel, Judy	Engel, Judy
		03.00 Emergency Management	5/31/2012 8:57 AM	Engel, Judy	Engel, Judy
		03.01 Disaster Recovery	5/31/2012 8:58 AM	Engel, Judy	Engel, Judy

Detailed Portfolio Documentation

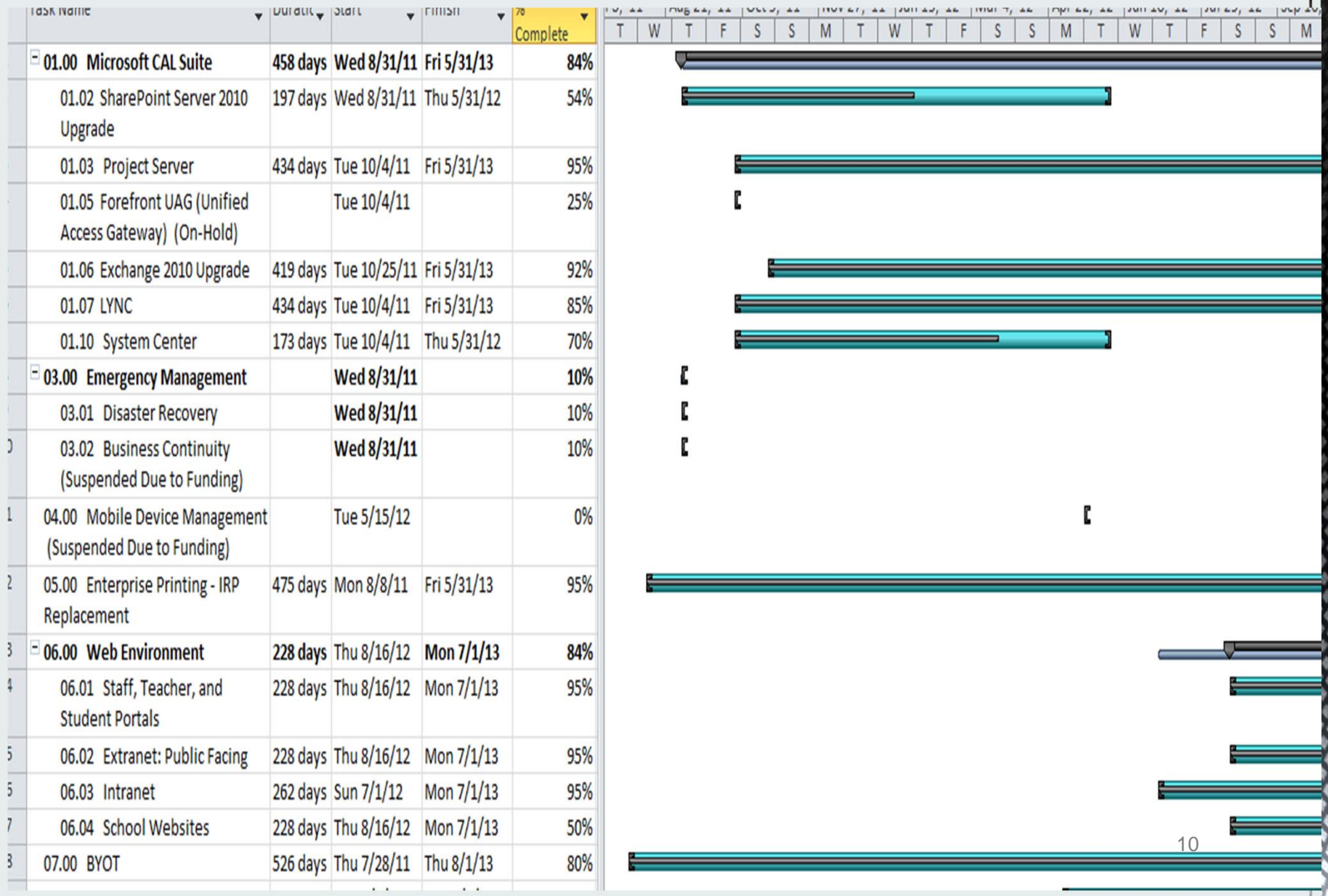
 Type	Name	Modified	 Modified By	 Checked Out To
	EMAILS - Exchange Server Upgrade	9/29/2011 12:52 PM	Engel, Judy	
	System's Team - Analysis Reports and Files	9/29/2011 1:14 PM	Engel, Judy	
	Active Sync1	4/2/2013 3:38 PM	Engel, Judy	
	Archive - Search - Retrieval	9/13/2011 1:09 PM	Engel, Judy	
	Archive Comparison Worksheet	9/15/2011 2:16 PM	Engel, Judy	
	Archiving White Paper Exchange 2010	9/13/2011 1:09 PM	Engel, Judy	
	Deployment Options Whitepaper Exchange	9/13/2011 1:09 PM	Engel, Judy	
	Exchange questionnaire answers sent in email from Alex Kennedy to Stoltze Jamie	9/20/2011 7:51 AM	Engel, Judy	
	Exchange_Disk_Counters	10/5/2011 8:30 AM	Steele, William B.	
	Large Mailbox Vision White Paper Exchange 2010	9/13/2011 1:09 PM	Engel, Judy	
	Meeting Notes - Exchange Upgrade	9/29/2011 1:34 PM	Engel, Judy	
	PerfCollect	9/16/2011 2:21 PM	Steele, William B.	
	PerfCollect2	9/27/2011 10:25 AM	Steele, William B.	
	PROJECT PLAN - Exchange Server 2010 Upgrade	7/24/2012 11:07 AM	Engel, Judy	
	Scope Document - Exchange Upgrade	9/29/2011 3:27 PM	Engel, Judy	
	Sharepoint link to Exchange Documents from Systems Engineers Site	9/13/2011 1:09 PM	Engel, Judy	
	VCS - Exchange 2003 to Exchange 2010 Pilot Migration - All MCS	10/5/2011 2:36 PM	Engel, Judy	

Microsoft Cal Suite Project



	Task Name	Duratic	Start	Finish	% Complete	13, '11	Aug 21, '11	Oct 9, '11	Nov 27, '11	Jan 15, '12	Mar 4, '12	Apr 22, '12	Jun 10, '12	Jul 29, '12	Sep
						T	W	T	F	S	S	M	T	W	T
1	01.00 Microsoft CAL Suite	458 days	Wed 8/31/11	Fri 5/31/13	91%										
2															
3	01.01 Office 2010 WAH (Work at Home)	289 days	Tue 7/12/11	Fri 8/17/12	100%										
4	01.02 SharePoint Server 2010 Upgrade	197 days	Wed 8/31/11	Thu 5/31/12	54%										
5	01.02.01 Sharepoint Configuration and InfoPath	165 days	Wed 8/31/11	Tue 4/17/12	100%										
6	01.03 Project Server	434 days	Tue 10/4/11	Fri 5/31/13	95%										
7	01.04 Anti Virus Protection Suite (Forefront-Trend)	229 days	Tue 10/4/11	Fri 8/17/12	100%										
8	01.05 Forefront UAG (Unified Access Gateway) (On-Hold)		Tue 10/4/11		25%										
9	01.06 Exchange 2010 Upgrade	419 days	Tue 10/25/11	Fri 5/31/13	92%										
10	01.07 LYNC	434 days	Tue 10/4/11	Fri 5/31/13	85%										
11	01.08 Office 2010 District	159 days	Tue 1/10/12	Fri 8/17/12	100%										
12	01.09 Windows 7 District	190 days	Mon 11/28/11	Fri 8/17/12	100%										
13	01.10 System Center	173 days	Tue 10/4/11	Thu 5/31/12	70%										
14	01.11 Active Directory	222 days	Thu 10/13/11	Fri 8/17/12	100%										
15															

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Sample of Active Projects

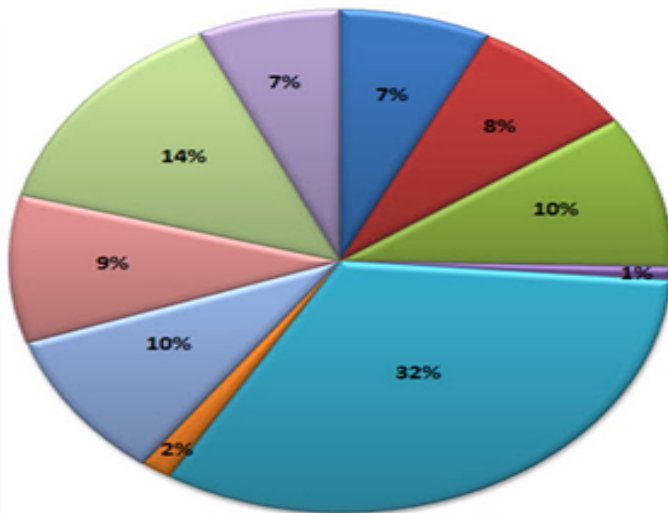


Closed Projects

131						
132						
133	01.01 Office 2010 WAH (Work at Home)	289 days	Tue 7/12/11	Fri 8/17/12	100%	
134	01.02.01 Sharepoint Configuration and InfoPath	165 days	Wed 8/31/11	Tue 4/17/12	100%	
135	01.04 Anti Virus Protection Suite (Forefront-Trend)	229 days	Tue 10/4/11	Fri 8/17/12	100%	
136	01.08 Office 2010 District	159 days	Tue 1/10/12	Fri 8/17/12	100%	
137	01.09 Windows 7 District	190 days	Mon 11/28/11	Fri 8/17/12	100%	
138	01.11 Active Directory	222 days	Thu 10/13/11	Fri 8/17/12	100%	
139	13.00 Computer Based Testing 2011 - 2012	270 days	Mon 8/8/11	Fri 8/17/12	100%	
140	14.00 Computer Refresh 2011-2012	256 days	Fri 8/26/11	Fri 8/17/12	100%	
141	16.00 Board Room Technology Upgrade	213 days	Wed 10/26/11	Fri 8/17/12	100%	

Race to the Top: Strategic Planning

General Funding Overview: \$11,761,332 (over 4 years)



- Expand STEM Career Programs
- Increase Advanced STEM Coursework
- Bolster Technology
- Improve Access to State Data
- Use Data to Improve Instruction
- Provide Support for Educator Preparation Programs
- Improve Teacher and Principal Evaluation
- Use Data Effectively in HR Decisions
- Focus Professional Development
- Project Management / Indirect Costs

1) Total Cost for Computers,
\$5M

2) Networking, \$1M

3) Infrastructure, \$250K

>> Total Estimated
Costs=\$6,250,000

*Additional Field Support (\$)

PARCC Testing:
Approx. 6.2
Million Dollars

Computer Based Testing School Year 2012-2013

Headsets:	(1,150)	\$7,464
Mice:	(1,500)	\$8,130
Desktop Computers:	(50)	\$ 30,000
Computer Carts:	(59)	\$134,402
Laptop Computers:	(1,416)	\$894,912
Total testing cost - \$1,066,778		

Computer Based Testing School Year 2011-2012

Mice: (1,500) \$8,130

Headsets: (1,000) \$9,500

Desktop computers: (50) \$29,000

Computer Carts: (33) \$75,174

Laptop Computers: (990) \$756,697

Total testing cost - \$878,501

Computer Based Testing
School Year 2013-2014
(Estimated)

Headsets (fair and CBT):	(4,000)	\$60,000
Computer Carts:	(54)	\$108,000
Laptop Computers:	(1,300)	\$821,600
Total testing cost - \$989,600		

Student Support Model

- Mainland and Spruce Creek HS
- Program: PC support 1 and 2, Academy of IT
- 37+ students in the program
- Provides
 - Computer repair and Computer maintenance
 - Student pride and ownership across the campus
 - Real world practice and problem solving skills
 - Students excited about learning
- Plan to expand to other schools in 13/14