ISSUE: 1        YEAR: 2017

# *ITS Project Management Office Newsletter*

**LOYOLA**
UNIVERSITY CHICAGO

AD · MAJOREM · DEI · GLORIAM
1870

"The relevant question is not simply what shall we do tomorrow, but rather what shall we do today in order to get ready for tomorrow." – Peter Drucker

## From the BES Director's Desk

One of the things I struggle with daily is staying on top of my tasks and follow-ups.  Back in the day, I was a Franklin Covey adopter and created daily "to-do" lists.  This was quite effective for me as it put an emphasis on what I needed to get done that day.  But as my responsibilities grew, I knew that I needed technology to help me to be more efficient.  A quick tip for anyone who has multiple items to manage and stay on top of is to utilize features within MS Outlook.  I use Microsoft Tasks to set reminders for myself to keep me organized.  You can also assign tasks and due dates for others.

More information is contained within this article.  Give it a try and watch your efficiencies increase!

*Jim  Sibenaller*
*BES Director*

### EMERGE COURSE DATES

Take a Project Management class to learn the basics or  advanced tools , techniques and resources to successful run a project.

♦   September 14

♦   October 23

♦   November 13

♦   December 7

  To register, visit: www.luc.edu/emerge

## PROJECT MANAGEMENT OFFICE (PMO)

*Carlos Jarrin, PMO Manager*

The PMO team strives to deliver high-quality customer innovative solutions within schedule, scope and on budget in support of our University's mission. The PMO manages IT/Business related projects across the institution by adopting the latest edition of the Project Management Institute's PMBOK (Project Management Body of Knowledge) methodology in conjunction with our Loyola's "best fit" approach to Project Management.

**MEET THE PMO TEAM MEMBERS**

http://www.luc.edu/pmo/staffdirectory/

**PMO SERVICES PROVIDED:**

Some of the PMO services provided are below.

- Training

- Project Management

- Mentoring & Consulting

For more information, please contact pmo@luc.edu

## PROJECT MANAGEMENT CLASSES

*Florence Yun, Sr. PM*

Did you know that the ITS Project Management Office (PMO) offers **FREE** Introduction and Advanced Project Management classes for faculty and staff?

### Introduction
In the half-day class, you will learn about setting realistic project deadlines, communicating more effectively, monitoring progress, and ensuring your project is delivered on time.

### Advanced
In the half-day class, you will learn about proven PM techniques for managing scope, applying risk management, communicating more succinctly with all stakeholders, building high performing teams, and monitoring project delivery from initiation until closure.

For information on upcoming classes, and to register, refer to the Human Resource webpage at http://www.luc.edu/hr/professionaldevelopment/emerge/

# "PMO Website Tools and Templates"

*Heather Tomley Chester, Sr. PM*

If you are working on a project or departmental initiative, you are welcome to access the PMO Website Tools and Templates to define the business reasons and goals for the project, identify roles & responsibilities of key participant in the project, and create agendas and minutes from each meeting. To navigate to these header sections, go to http://www.luc.edu/pmo

**Quality Assurance Templates** provides a way to test what is new with a product or solution. Basically how do you validate that the solution works according to specification.

**Reporting and Scheduling Templates** provide the current state of the project. This document focuses on a point-in-time status of the project's progress, what has been completed to date, what will be completed next, and emphasize risks and issues on the project that could delay a project success.

**Resources Section** provides filled-out examples of the most commonly used templates so you can see how to apply the information to the documents based on a previous project examples.

---

# "ITS Project Document Checklist Guide

*Mary Bunker, Sr. PM*

The ITS Project Document Checklist Guide is a tool that helps to determine adequate documentation for managing a project.

The guide requires Microsoft Excel to use. Based on answers to the "Primarily Questions" and "Secondary Questions" on the questionnaire, the spreadsheet dynamically determines the documents needed and suggested for a project. The questions that need to be answered are based on such criteria as the following:

♦ Duration & scope of the project
♦ Number of people involved
♦ Project budget

Based on the suggestions of the guide, it is up to the Project Sponsor and Project Manager / Lead to determine what types of project documentation fits best for their needs. The guide comes complete with an overview, instructions and project terminology section to assist a person on use of the guide.

It is suggested that the checklist or guide be complete as a first step in identifying project documentation needs. Below is a link to the guide on the PMO website:
http://www.luc.edu/media/lucedu/pmo/project-document-checklist_its.xlsx
For any questions related to the guide, please email PMO@luc.edu

---

# "What Value Does Project Management Add"

*Warren Francis, PM*

A solid project management discipline delivers an effective way of managing the risks or issues existing within projects. A robust project management methodology offers the framework, processes, guidelines and techniques for managing people and work.

An excellent methodology increases the odds of being successful and therefore provides value to the organization, the project and the project manager. This combination does not always equals to success. No matter how much discipline you indoctrinate in your team, it does not guarantee you will *not* have risks or issues. Actually, nothing can guarantee that. Nonetheless, solid project management means having a set of standard processes in place for dealing with constraints and creating relevant contingency plans accordingly.

**Core project management provides value by:**

• Completing projects more quickly and affordably.
• Cost and effort savings with scope management.
• Identifying and resolving issues faster.
• Communicating and managing expectations with team members more effectively.
• Metric and fact-based decision-making.
• Cohesive work environment.

Using sound project management techniques and processes will give you a higher likelihood your project will complete on schedule, within budget and to an acceptable level of quality. When you use a project management processes, be smart. Consider all aspects of how to manage a project and build the right-fit process for your specific industry and environment.



**CONTACT US:**
To reach out to the PMO for any questions, comments, to ask about an engagement, or to just send us a message, please reach out to us at:

**Email:** PMO@luc.edu
**Web:** www.luc.edu/pmo