Project Management for Peoplesoft projects

In the absence of the Business Systems Analysts reporting to IITS, we should establish a process to determine who should be the “project manager” (and accountable) for each Peoplesoft project.

The kinds of projects we do tend to fall into one of two categories. The first are either purely or largely technical in nature. The upgrade of HR and Student to 9.0, the upgrade of Financial to 9.1, installation of bundles (updates) and the College Promise (so far) are good examples. The other type of project is one that is functional in nature and adds capabilities related to an area’s business processes. The NS/NA grade, Auto-Enroll from Waitlist, the Faculty Service Load Agreement, the 16 Week Calendar, and Academic Advisement are examples of these types of projects.

For projects that are technical in nature, IITS is typically the right place to assign project management. For projects that are functional in nature, a functional area manager should be the project manager.

What responsibilities does project management entail?

1. Organize the participants into a project team. (Who is needed to complete the project?)
2. Solicit tasks and timelines from participants. (What has to be done and by when?)
3. Create a project timeline and list project tasks. (This is done in Basecamp and IITS will be happy to assist.)
3. Call and lead project team meetings.
4. Track project tasks and communicate with the project team.
5. Report to RMUG (monthly) project status.

IITS will assist with any of these tasks if the project manager needs help. Basecamp is a “lightweight” web-based project management tool that we use to allow greater transparency into all of our Peoplesoft projects. It lists tasks and milestones. Participants self-assign tasks and mark them when they are completed. It is an easy way for anyone to be able to check the status of any project at any time. IITS can train managers how to enter information into Basecamp or if they provide the information (tasks and milestones) we can input the data. The Business Systems Analysts already know how to login to Basecamp and update the status of their assigned tasks.

One example of this structure is the 16 Week Calendar project. Meena is modeling the project manager role. Even though the 16 Week Calendar spans areas other than hers (A&R, HR, etc.) she manages one of the areas that is most affected and she understands the functional implications. She did not have to know every task that every participant has to accomplish. Her role was to solicit that information so that a complete task list could be created. She calls the project meetings and tracks the progress of the project.

The project management skills required are not technical. They are the organizational skills to manage projects with different participants.

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