

Save the Date!



5/13/10

PMO Roundtable-
Topic: PM Knowledge
Repository needs/requirements

6/24/10

Community of Practice-
Topic: Spotlight on Statewide
Financial Systems (SFS)

Visit www.nysforum.org for
upcoming meeting
announcements

Monthly Quote

“Learning is a treasure that will
follow its owner everywhere.”
~Chinese Proverb

PM Artifacts

The PM COP information repository is hosted by OFT to share assets across the State

To access the repository please visit:
<https://ws04.nyenet.state.ny.us>.

Questions? Email your request or questions to pmo@oft.state.ny.us

Meet NYS PMO Director: Vivian Conboy

Please see our latest installment of ‘Meet the NYS PMO Director’ feature article on Page 5. This interview is with Vivian Conboy, IT PMO Director for Management Analysis and Project Services at the NYS Department of Taxation and Finance. Vivian speaks of the background of the PMO office, some accomplishments, challenges, lessons learned, as well as recommendations for other PMO’s. Thank you, Vivian for taking time to share your knowledge and understanding.

PMO Roundtable

The PMO Roundtable was held on Thursday, February 11 at Keane Consulting with six agencies participating. Attendees discussed project contracts and budgets including challenges, best practices, and lessons learned.

The next PMO Roundtable will be held on Thursday, May 13 from 2:30 - 4:30 P.M. in Conference Room A at the NYS Department of Transportation main office at 50 Wolf Road in Albany. The topic for discussion will be PM Knowledge Repository needs/requirements.

Visitor parking is on the right side of the building. Use the entrance in the front of the building by the mail box and report to the guard for sign in. List Jon Haverly as the contact person and have the guard direct you to Conference Room A. Please reply to empeil@gw.dec.state.ny.us if you plan to attend.

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March 2010 PM COP Meeting Recap

On Tuesday, March 18, 2010 the NYS Forum's Project Management Community of Practice (PM COP) held a session entitled "**After the Project Charter** – Setting up the Proper Environment to Control the Project during Execution". Held in Albany at the Empire State Plaza the session provided guidance on how to set up the proper environment in order to get and maintain control of your project.



Over sixty-five New York State Project Managers were in attendance as Jon Haverly, from Keane Inc., introduced and kicked-off the session which featured Ms. Vivian Conboy, from the NY State Department of Tax and Finance (DTF).

Ms. Conboy reviewed in detail the steps that Project Managers should take during Initiating and Planning phases to ensure the project starts off on the right foot and stays on track. She also provided numerous examples from DTF projects while reminding the audience the importance of following the New York State Project Management Guidebook.

In addition Ms. Conboy reviewed:

- Defining Project Parameters
- Dynamics of Communications
- Project Checkpoints
- Recommendations for Success

Overall the session packed with useful lessons that should be considered when initiating a project.

Thanks to Vivian for sharing her experiences and insights!

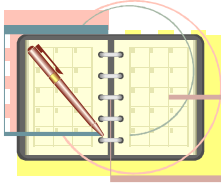
Looking for Volunteers for the SDLC Update!



The Forum's PM Workgroups' Steering Committee group has been working with the Security and Business Continuity workgroups on the Secure SDLC project. The next task is to write an addendum for the NYS PM Guidebook. We are looking for volunteers to help in this important effort.

If you are interested in helping write the addendum or just interested in keeping up with what is happening, you can join us at the next meeting on May 6, 2010 at 1:00 p.m at the the office of the 39 N. Pearl Street, 1st Floor, Albany, NY 12207. If interested please email Girik gcakmak@bownegroup.com

Save the Date



June 2010 PM COP Meeting – Spotlight on Statewide Financial System (SFS)

Presented By: Mahesh Nattanmai and Roseanne Kryjak

Thursday, June 24th from 2:30 pm – 4:00 pm

Meeting Room 5 – Empire State Plaza

We are happy to announce that in June the first PM COP Project Spotlight of 2010 will feature the Statewide Financial System (SFS). As you may know two large New York Initiatives, (FMS and FOCAS) were combined into the single SFS project. This critical initiative will design and implement a single statewide financial system (SFS) to improve the State's business processes, allow for the exchange of financial information in near real-time, and permit agencies to shift their efforts from processing and reconciliation to analysis.

Mahesh Nattanmai (DoB) and Roseanne Kryjak (OSC) will present a range of SFS topics including; governance structure, communications, risks, and their business transformation effort. This will be a unique opportunity to gain insight on one of the largest and most important New York State Projects.

More details, including information for registration will follow!

Upstate New York Chapter of PMI Professional Development Day Recap

What's more important? People? Or Projects? Not an easy question. People run projects, but projects generate revenue to keep people employed. This and other thought provoking questions were the order of the day at the fourth annual Professional Development Day (PDD) coordinated by the Upstate New York Chapter of the Project Management Institute. The PDD was held on Monday, March 22 at the Desmond Americana conference center in Colonie.

"Bottom line," remarked presenter Neal Whitten, "projects are more important. No projects, no jobs. No jobs, no people." Using a simple question and answer format, the well known presenter facilitated discussion on topics ranging from risk management to file management and cost control. More than 100 project managers from across the Capital Region attended. Next year's PDD will see the return of Carl Pritchard, another well known and sought after project management speaker.

Meet NYS PMO Director: Vivian Conboy



Below is an interview with Vivian Conboy IT PMO Director for Management Analysis and Project Services at the NYS Department of Taxation and Finance (DTF).

First, please provide some background on your IT Project Management Office:

The PMO was founded in the spring of 2003 in the IT Division. We transferred to the Office of Budget and Management Analysis (OBMA) April 2005, so that the projects would include the full scope of work and not just the IT scope of work.

What has been some of your best PMO accomplishments?

Our best PMO accomplishment is the Department-wide recognition of projects and their distinction from day to day work. Projects are now the accepted way of doing business at DTF. This was achieved (and is still supported) by the two Portfolio Review Boards (IT and Executive), and the project information that is published on the DTF intranet site, including the project priority list, the executive project status dashboard, and project specific information such as the project charter, monthly status reports, and the project closeout report.

Another accomplishment is we now have 5+ years of project history. We can answer questions such as "How many people were assigned to the last tax amnesty project", and "How long did it take to complete?"

What has been the biggest challenge for your PMO?

The biggest challenge is applying PM tools and techniques beyond the bare minimum. Issues logs are very helpful! The PMO staff can help the project managers keep the project organized. If only we would be given that assignment!

What lessons have you learned during this process?

Authority matters. The PMO needs Executive support to do what we do.

Article continued on next page

What are your recommendations for other PMO's?

- Write your PM rule book and stick to it. But remember that as your organization changes and matures, the rule book should also change to support the organization's strategic goals.
- Involve the project sponsor in their project. Their name is in the charter, they should be an active participant.
- Keep the communication lines open among all stakeholders.



New information for the coming year

Last year, a majority of the Divisions with staff involved in projects began to track staff work effort via the LATS timecard in a module called "TDS" – Time Distribution System. Now we know the actual staff hours expended on projects, and can easily translate those hours into dollars. The staff hour actuals will also help DTF to refine staff estimates on new proposed projects. Executives should understand how much projects cost in both staff time and money, so that they can make informed decisions when approving new projects.

Fundamentals of Project Management Class

GOER has been working with an inter-agency team to update the FPM class. Changes have been completed and we held a pilot session this month at SED. The class was well attended and we received very positive feedback. Following completion of final editing of the curriculum in May, the next step will be to prepare for holding train- the- trainer sessions in September. These sessions will prepare a core group of instructors to deliver this new curriculum. Nominations for people to attend the two day train- the –trainer class will be solicited by GOER beginning in late June.

Please begin to informally identify individuals within your agency that may have the combination of project management and training knowledge and experience to effectively deliver the Fundamentals of Project Management course. These individuals should be interested and available to help further the knowledge and practice of professional project management in NYS government over the next year or two. More information about the FPM train-the-trainer program will be made available in June.

Questions and/or suggestions about the FPM course and the train-the-trainer may be directed to Alan Ross, GOER 473-4019, aross@goer.state.ny.us.

Enjoy Spring!!!!



Note: All NYS Forum Meetings and events comply with all relevant laws and regulations associated with ethics and lobbying in New York State.