VIRTUAL NETWORKING SESSION

Virtual User Group: IT Workflows & Approvals

Welcome!

We will begin shortly

Please ensure your microphones are muted.

Enable your camera, if possible.

Use the chat function if you have any questions.

SESSION HOST

Mike Plunkett
Sr. Customer Success Manager
Workfront

AGENDA

9:30 a.m.	Welcome and Housekeeping
9:35 a.m.	Implementing an IT Project Governance Process Cornell University
9:50 a.m.	Group Discussion
10:25 a.m.	Wrap-up and Next Steps
10:30 a.m.	Session Concludes

SESSION SPEAKERS

Diane Kubarek
Business Analyst and IT Project Manager
Cornell University

Heather VerSchneider
Business Analyst and IT Project Manager
Cornell University

From Chaos to Collaboration: Implementing an IT Project Governance Process

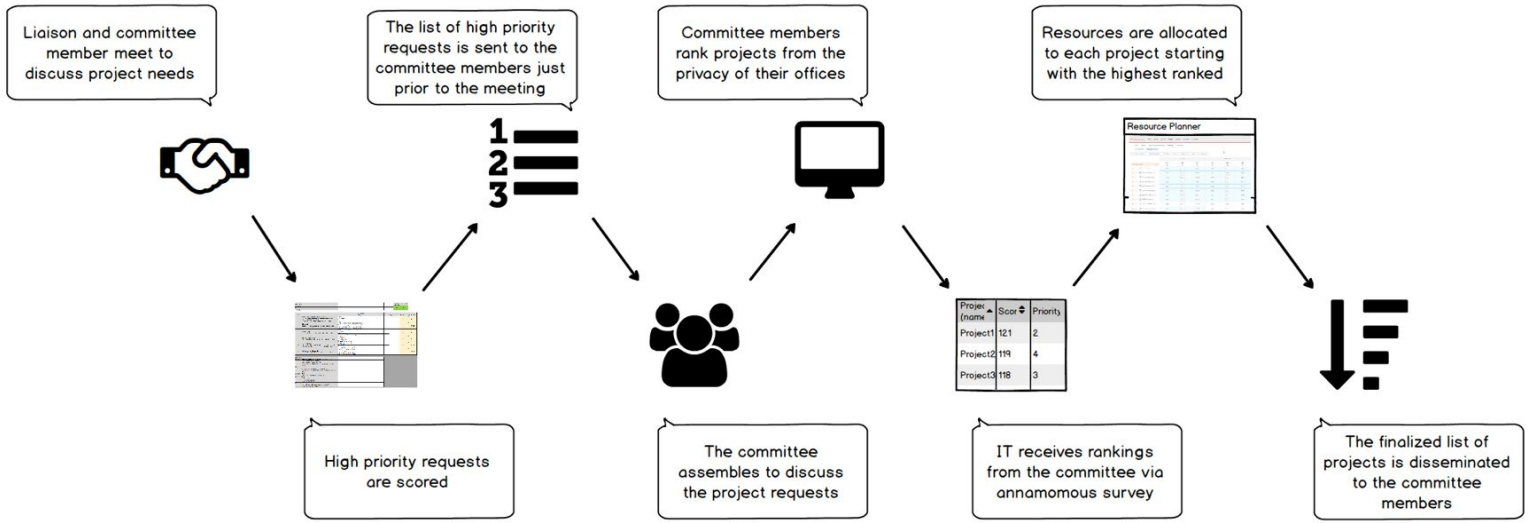
BENEFITS

Why Implement a Governance Process?

- Ensure IT is working on most important initiatives for the college
- Gain buy-in from college leadership on all IT projects
- Provide transparency into all IT projects across the college
- Document goals and expected outcomes for every project IT undertakes
- Establish realistic expectations for college constituents
- Establish achievable goals for IT team

DETAILS

Governance Process Overview



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DETAILS

Project Request Scorecard

				Score (Max = 180)	% of Total
Project Name:					
Date Scored:					
IT Liaison:				0	0.0%
Scored by:					

#	Factors	Scoring Values (0, 3, 6, 9)	Select (X)	Weight	Score	Min/Max Score	% of Total Score
1	**Mandated Service/Product (are any of these true?)** - University system or government mandate and/or legal/compliance - School and/or College Dean(s) request - Impacts core/foundational service and/or other products depend on it	0: none are true		5		0 - 45	#VALUE!
		3: one is true					
		6: two are true					
		9: all are true					
2	**Risk Mitigation** Would the college, school or department be exposed to a risk or impact if this solution is not completed?	0: little risk to college or customer if not completed		4		0 - 36	#VALUE!
		3: some risk to college or customer if not completed					
		6: much risk to college or customer if not completed					
		9: high risk to the college or customer if not completed					
3	**Leverage Potential** Solution can be leveraged for other departments/schools in the college.	0: little leverage potential, isolated service		3		0 - 27	#VALUE!
		3: some leverage					
		6: much leverage					
		9: service could be leveraged by many					
4	**Impact on Academic Mission** Directly impacts student learning and/or student experience *in the classroom*.	0: little impact		3		0 - 27	#VALUE!
		3: some impact					
		6: a lot of impact					
		9: essential/critical impact					
5	**Value to the Customer** Customers are consumers or users of the solution and could be students, staff, faculty, other schools or departments and even other services.	0: little value to the customer(s)		3		0 - 27	#VALUE!
		3: some value					
		6: a lot of value to customer					
		9: essential/critical to customer(s)					
6	**Significance to Users/Customer Base** What impact will this project have on the college or department?	0: low impact, low number of users		2		0 - 18	#VALUE!
		3: low impact, high number of users					
		6: high impact, low number of users					
		9: high impact, high number of users					

Project Name:		0
Business Justification (what need or issue would you like to discuss)		
	How does this benefit your department?	
	What is the risk in not doing this project?	
	Has your department researched other possible solutions? (Alternative Solutions)	
Multi-purposed solutions		
	Are other schools or departments doing anything similar?	
	How could this solution be leveraged by other departments /schools in the college?	
Expected Timeline		
	Is there a specific date this must be completed by?	
Resources - Budget		
	Is this a budgeted item?	
	If no, can the money be found?	
	What is the target fiscal year?	
Resources - People		
	Number of FTEs available to help implement this solution?	
	Who would be the project contact?	

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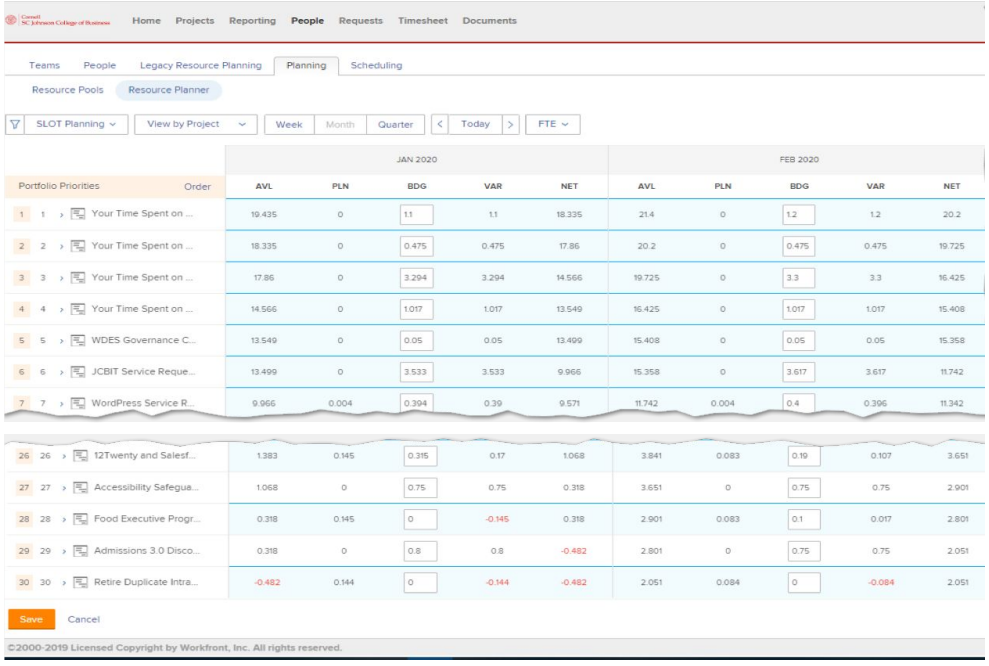
DETAILS

Workfront Resource Planner



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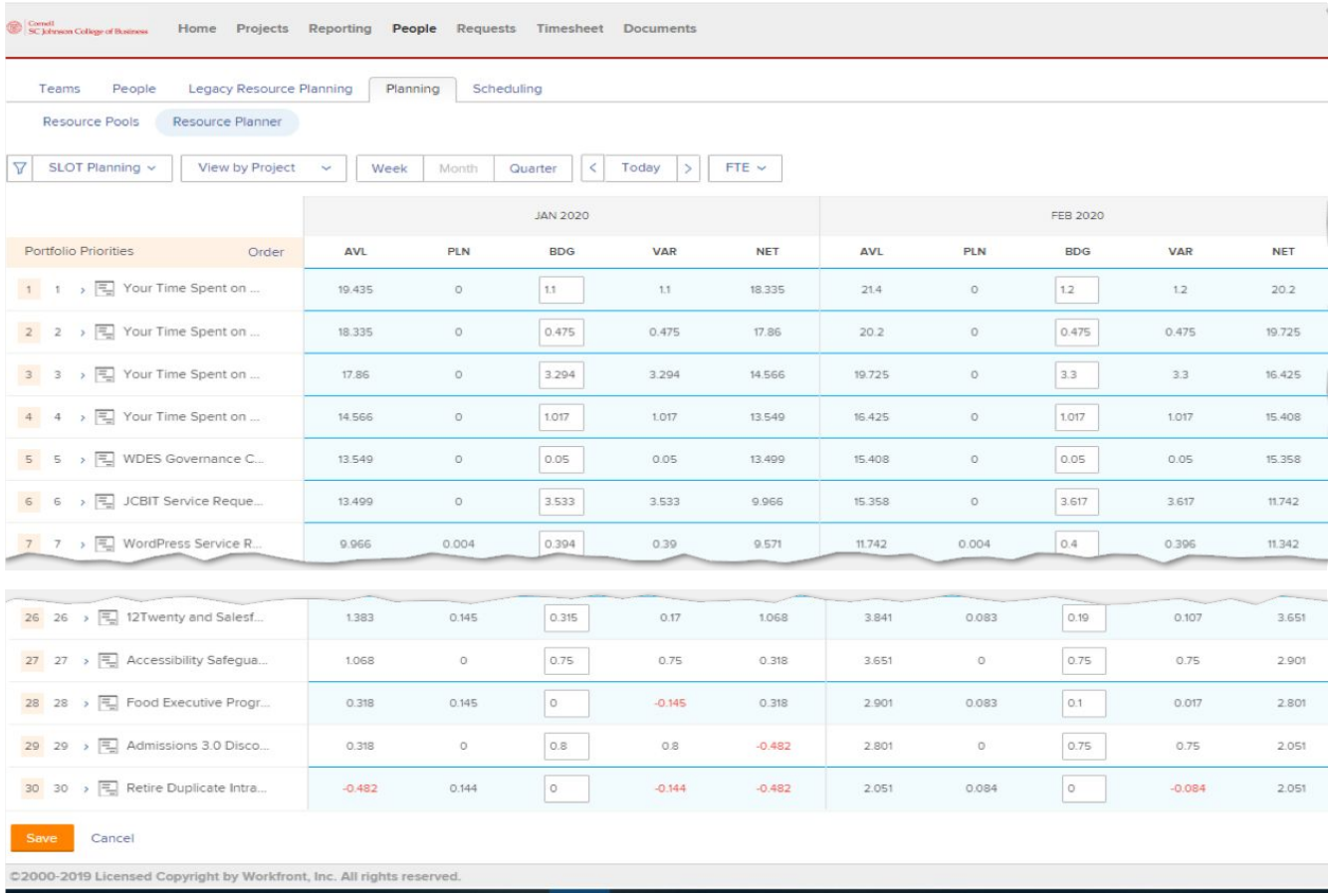
Cornell SC Johnson College of Business
Home
Projects
Reporting
People
Requests
Timesheet
Documents
Teams
People
Legacy Resource Planning
Planning
Scheduling
Resource Pools
Resource Planner
SLOT Planning
View by Project
Week
Month
Quarter
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JAN 2020
FEB 2020
Portfolio Priorities
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5 5 WDES Governance C... 13.549 0 0.05 0.05 13.499 15.408 0 0.05 0.05 15.358
6 6 JCBIT Service Reque... 13.499 0 3.533 3.533 9.966 15.358 0 3.617 3.617 11.742
7 7 WordPress Service R... 9.966 0.004 0.394 0.39 9.571 11.742 0.004 0.4 0.396 11.342
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28 28 Food Executive Progr... 0.318 0.145 0 -0.145 0.318 2.901 0.083 0.1 0.017 2.801
29 29 Admissions 3.0 Disco... 0.318 0 0.8 0.8 -0.482 2.801 0 0.75 0.75 2.051
30 30 Retire Duplicate Intra... -0.482 0.144 0 -0.144 -0.482 2.051 0.084 0 -0.084 2.051
Save
Cancel
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DETAILS

Workfront Resource Planner Export

Project	Role	User	JAN AV	JAN BC	JAN NI	FEB AV	FEB BC	FEB NE	MAR A	MAR BI	MAR N	APR AV	APR BC	APR NI	MAY A	MAY BI	MAY N	JUN AV	JUN BC	JUN NI
Your Time Spent on Professi	JCBIT Developer	Aaron Kaye	0.913	0.15	0.763	1	0.15	0.85	1	0.15	0.85	1	0.15	0.85	0.952	0.15	0.802	1	0.15	0.85
Your Time Spent on Adminis	JCBIT Developer	Aaron Kaye	0.763	0.15	0.613	0.85	0.15	0.7	0.85	0.15	0.7	0.85	0.15	0.7	0.802	0.15	0.652	0.85	0.15	0.7
JCBIT Service Request Queue	JCBIT Developer	Aaron Kaye	0.613	0.2	0.413	0.7	0.2	0.5	0.7	0.2	0.5	0.7	0.2	0.5	0.652	0.2	0.452	0.7	0.2	0.5
IT - Upgrade to Ubuntu 18.04	JCBIT Developer	Aaron Kaye	0.345	0.4	-0.055	0.432	0.4	0.032	0.432	0	0.432	0.5	0	0.5	0.452	0	0.452	0.5	0	0.5
IT - Convert the SIP tool to R	JCBIT Developer	Aaron Kaye	-0.055	0.3	-0.355	0.032	0.3	-0.268	0.432	0.3	0.132	0.5	0	0.5	0.452	0	0.452	0.5	0	0.5
IT - Ruby upgrade Fall 2019 (F	JCBIT Developer	Aaron Kaye	-0.355	0.15	-0.505	-0.268	0	-0.268	0.132	0	0.132	0.5	0	0.5	0.452	0	0.452	0.5	0	0.5
Rails 5.2 Upgrade	JCBIT Developer	Aaron Kaye	-0.505	0	-0.505	-0.268	0	-0.268	0.132	0	0.132	0.5	0.3	0.2	0.452	0.4	0.052	0.5	0.4	0.1
Accessibility - Phase 2	JCBIT Developer	Aaron Kaye	-0.505	0.068	-0.573	-0.268	0.068	-0.336	0.132	0.068	0.064	0.2	0	0.2	0.052	0	0.052	0.1	0	0.1
		Aaron Kaye Total		1.415			1.268			0.868			0.8			0.9			0.9	

Project	Role	User	JAN AV	JAN BC	JAN NI	FEB AV	FEB BC	FEB NE	MAR A	MAR BI	MAR N	APR AV	APR BC	APR NI	MAY A	MAY BI	MAY N	JUN AV	JUN BC	JUN NI
Your Time Spent on Professi	JCBIT Developer	Donald Friedricksen	0.913	0.05	0.863	1	0.05	0.95	1	0.05	0.95	1	0.05	0.95	0.952	0.05	0.902	1	0.05	0.95
Your Time Spent on Adminis	JCBIT Developer	Donald Friedricksen	0.863	0.1	0.763	0.95	0.1	0.85	0.95	0.1	0.85	0.95	0.1	0.85	0.902	0.1	0.802	0.95	0.1	0.85
Your Time Spent on Overhea	JCBIT Developer	Donald Friedricksen	0.763	0.1	0.663	0.85	0.1	0.75	0.85	0.1	0.75	0.85	0.1	0.75	0.802	0.1	0.702	0.85	0.1	0.75
JCBIT Service Request Queue	JCBIT Developer	Donald Friedricksen	0.663	0.15	0.513	0.75	0.2	0.55	0.75	0.2	0.55	0.75	0.2	0.55	0.702	0.2	0.502	0.75	0.2	0.55
Executive Education Backlog	JCBIT Developer	Donald Friedricksen	0.513	0.04	0.473	0.55	0.04	0.51	0.55	0.04	0.51	0.55	0.04	0.51	0.502	0.04	0.462	0.55	0.04	0.51
Admissions 3.0 Discovery	JCBIT Developer	Donald Friedricksen	0.473	0.2	0.273	0.51	0.2	0.31	0.51	0.2	0.31	0.51	0.2	0.31	0.462	0.2	0.262	0.51	0.2	0.31
		Donald Friedricksen Total		0.64			0.69			0.69			0.69			0.69			0.69	

Available (< .65)
Some Availability (< .85)
Engaged (> .85 and < 1.05)
Some Overloading (>1.05)
Overloaded (> 1.15)
Really Overloaded (> 1.25)

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		Aaron Kaye Total		1.418			1.268			0.868			0.8			0.9			0.9	

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JCBIT Service Request Queue	JCBIT Developer	Donald Friedricksen	0.663	0.15	0.513	0.75	0.2	0.55	0.75	0.2	0.55	0.75	0.2	0.55	0.702	0.2	0.502	0.75	0.2	0.55
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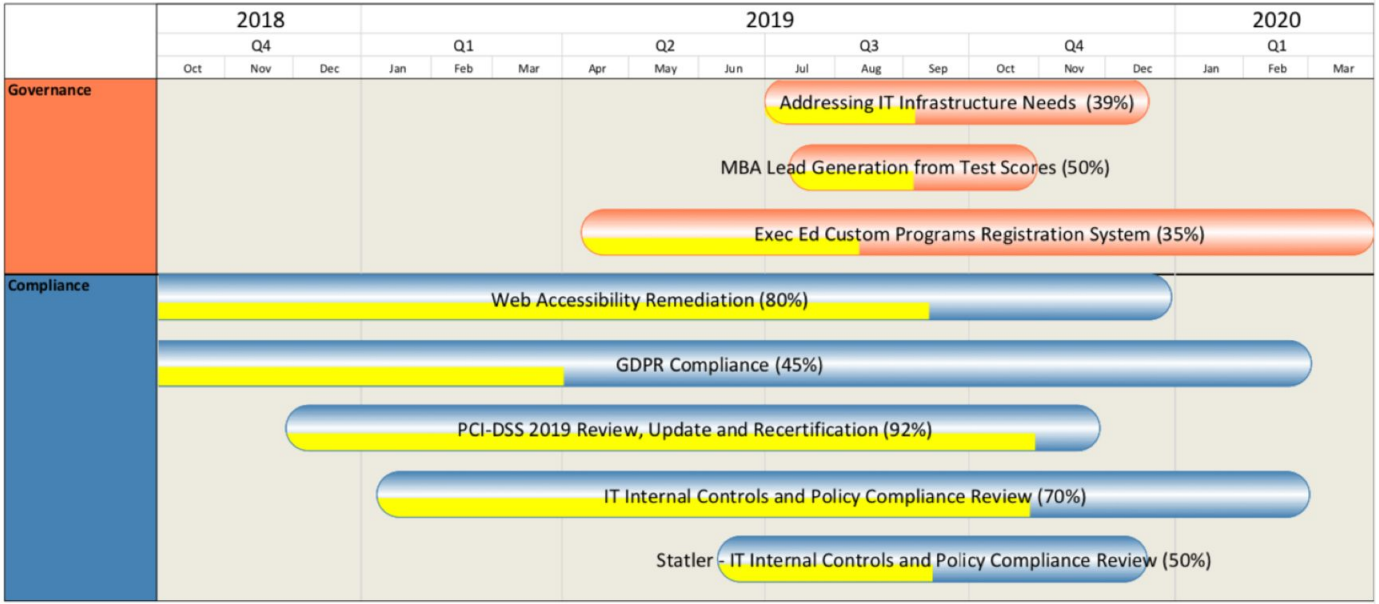
DETAILS

Active Project Report



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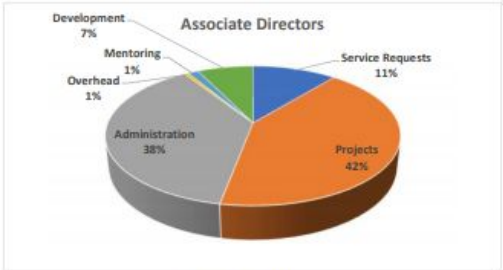
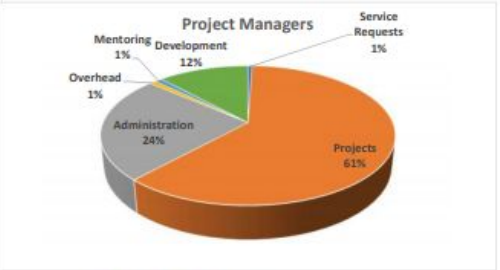
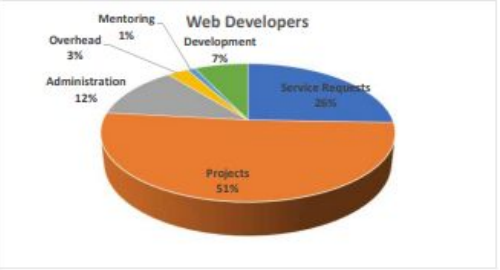
SUCCESSES

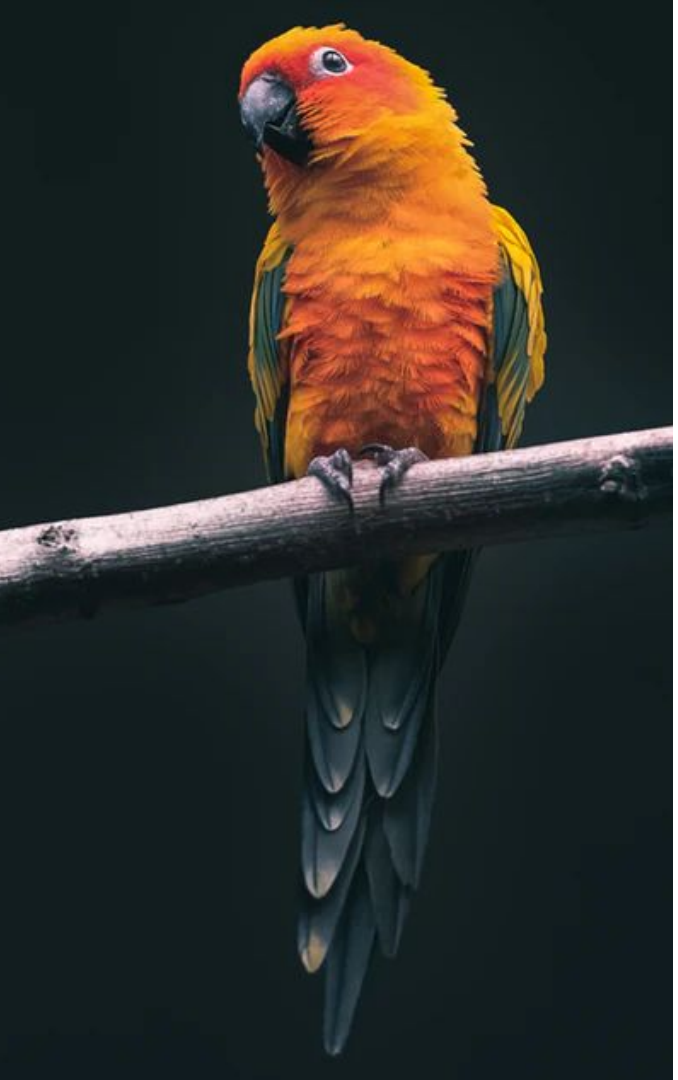
Resource Utilization Data







Questions?



BIRDS OF A FEATHER

Group Discussion

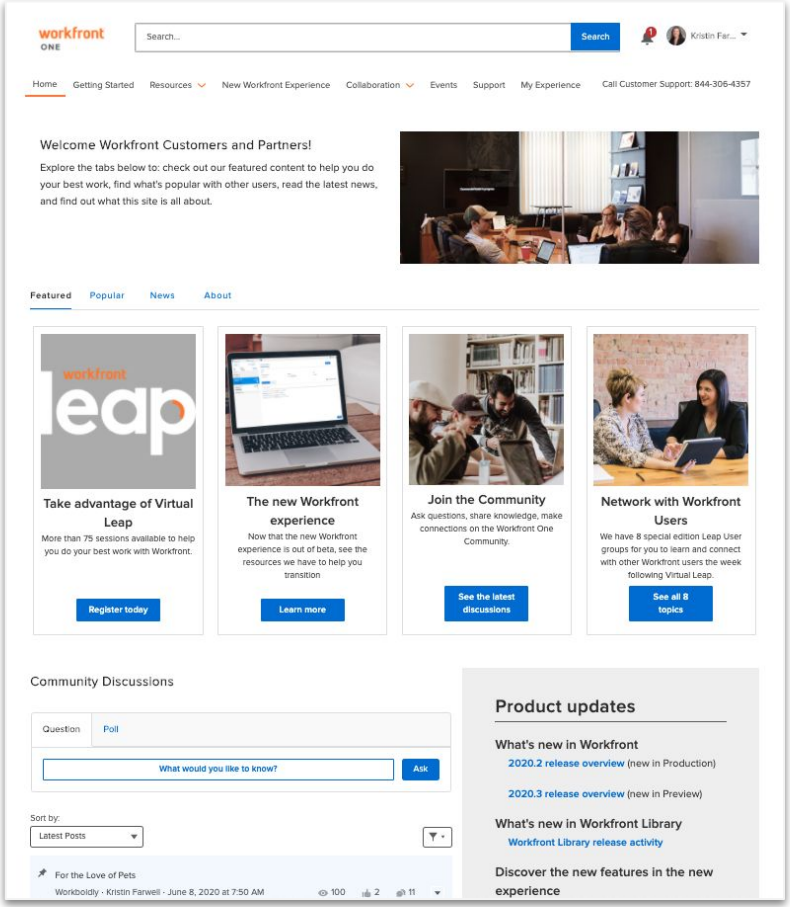
- Introductions - meet your group!
- What does the governance process look like at your organization?
- What's working well? Where are there challenges?

30 MINUTES

Wrap-up and Next Steps

Continue the Conversation on Workfront One

- Collaborate with others in a similar industry or department
- Harness the power of your peers to crowdsource inspiration and solutions
- Learn about upcoming events



Leap Session Q&A

Dive deeper into Leap!

- Over the coming weeks many of our fantastic Leap speakers will be starting a thread on the Community where you can ask them any questions about their sessions.

- Visit the “All Discussions” group regularly over the coming weeks to see that latest conversations!

Thank you.

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leap