ITS Project Methodology

You can learn more about how we manage and priortize projects by checking out the links below:

- Get a quick introduction in our Project Management Methodology Overview [1]
- Learn how Project Prioritization [2] works
- See the status of active and proposed projects in our Project Portfolio [3]

We also have a useful summary of how the IT Projects [4] process works.

Below are links to the forms and documents we use in the ITS Project Office. Feel free to use them as-is or adapt them if you believe they'd be helpful in managing projects in your office.

Templates

Task List [5] (MS Project version) (Updated 01/24/13) - An example task list to jump-start developing your own.

Task List [6] (Excel version) (Updated 01/24/13)

Testing [7] (Updated 01/24/13) - A guide to building your test script.

Communication Plan [8] (Updated 10/21/11) - A guide to planning your project communications.

Communication Plan Delivery Matrix [9] (Updated 05/10/12) - List of communication tools with instructions on how to use them. Companion to the Communication Plan template.

Project Plan [10] (Updated 5/17/11) - Intended for large-scale projects only; typically used by the Project Office.

Issues/Change Log - Refer to your Sharepoint workspace.

Internal how-to guides

The content of these guides relates specifically to ITS processes and systems, but may be helpful if you're using Microsoft Project or Project Server.

Work Request Business Process Guide [11] (Effective 5/21/12)

Connecting to the Remote Desktop Server (its-projterm) [12] (Updated 5/20/11)

Creating a Project Proposal [13](Updated 8/4/11)

Using SharePoint Project Workspace [14] (Updated 2/13/12)

Using Microsoft Project [15] (Updated 5/18/11)

Posting Projects to the ITS Project Portfolio [16] (Updated 4/4/13)

Training guides

Project Management Methodology Orientation [1] (Updated 4/21/12)

Building an Effective Task List [17] (Updated 4/19/12)

Best Practices for Monitoring & Closing Your Project [18] (Updated 5/7/12)

Related Topics

ITS Project Office [19]

Source URL: http://www.humboldt.edu/its/po-methodology

Links:
[1] http://www.humboldt.edu/its/sites/its/files/docs/po-docs/ITS%20Project%20Management%20Methodology.pdf
[2] http://www.humboldt.edu/its/po-prioritization
[3] http://www.humboldt.edu/its/projects
[4] http://www.humboldt.edu/its/services/it-projects
[5] https://www.humboldt.edu/its/sites/its/files/docs/po-docs/ITS_Project_Template.mpp
[6] http://www.humboldt.edu/its/sites/its/files/docs/po-docs/ITS_Project_Template.xlsx
[7] https://www.humboldt.edu/its/sites/its/files/docs/po-docs/HSU_TestTemplate.xlsx
[8] https://www.humboldt.edu/its/sites/its/files/docs/po-docs/Communication_Plan_Template.docx
[9] http://www.humboldt.edu/its/sites/its/files/images/CommunicationPlan_DeliveryMethodDetails.xlsx
[10] http://www.humboldt.edu/its/sites/its/files/docs/po-docs/HSU_ProjectPlan_ProjectName.docx
[11] http://www.humboldt.edu/its/sites/its/files/docs/po-docs/ITS_WorkRequest_Process.pdf
[12] https://www.humboldt.edu/its/sites/its/files/docs/po-docs/Project_for_ITSLeads_RDCAccessInstructions.pdf
[13] https://www.humboldt.edu/its/sites/its/files/images/Project_for_ITSLeads_CreateProposal.pdf
[14] http://www.humboldt.edu/its/sites/its/files/images/Project_for_ITSLeads_ProjectWorkspace.pdf
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[18] http://www.humboldt.edu/its/sites/its/files/docs/po-docs/HSU_ProjectMontioringTraining.pdf
[19] http://www.humboldt.edu/its/category/quicklinks/its-project-office