



Performance Budgeting

Project Q1 PMP Report

Version 1.0
October 30, 2009

Prepared for:
Commonwealth of Virginia
VA-090724-PPC

Prepared by:

PROJECT
performance
CORPORATION
Part of the AEA group

1760 Old Meadow Road
McLean, VA 22102

Record of Changes/Version History

Change/Version Number	Date of Change	Impacted Section/Description of Change	Person Entering Change
0.2	10/30/2009	Submitted Draft	Lee Hodges
<u>1.0 – Final</u>	<u>11/06/2009</u>	<u>Approved Final</u>	<u>Lee Hodges</u>

Table of Contents

1	Introduction	4
1.1	Purpose.....	4
1.2	Organization.....	4
2	PB Project Management Plan	5
2.1	Activities Related to the Plan	5
2.2	Technical Changes to the Plan	5
2.3	Content Changes to the Plan	5
3	PB Project Budget Plan	6
3.1	Activities Related to the Plan	6
3.2	Technical Changes to the Plan	6
3.3	Content Changes to the Plan	6
4	PB Project Communication Plan.....	7
4.1	Activities Related to the Plan	7
4.2	Technical Changes to the Plan	7
4.3	Content Changes to the Plan	7
5	PB Project Performance Management Plan	8
5.1	Activities Related to the Plan	8
5.2	Technical Changes to the Plan	8
5.3	Content Changes to the Plan	8
6	PB Project Procurement Plan	9
6.1	Activities Related to the Plan	9
6.2	Technical Changes to the Plan	9
6.3	Content Changes to the Plan	9
7	PB Project Quality Plan.....	10
7.1	Activities Related to the Plan	10
7.2	Technical Changes to the Plan	10
7.3	Content Changes to the Plan	10
8	PB Project Resource Management Plan	11
8.1	Activities Related to the Plan	11
8.2	Technical Changes to the Plan	11
8.3	Content Changes to the Plan	11
9	PB Project Risk and Issue Management Plan.....	12
9.1	Activities Related to the Plan	12
9.2	Technical Changes to the Plan	12
9.3	Content Changes to the Plan	12
10	PB Project Schedule Management Plan.....	13
10.1	Activities Related to the Plan	13
10.2	Technical Changes to the Plan	13
10.3	Content Changes to the Plan	13
11	PB Project Scope and Change Management Plan	14

11.1	Activities Related to the Plan	14
11.2	Technical Changes to the Plan	14
11.3	Content Changes to the Plan	14

1 Introduction

1.1 Purpose

The purpose of this document is to review the Performance Budgeting (“PB”) Project Management Plan (“PMP”) and each of its component documents and identify activities and technical changes that occurred during Quarter 1, August 3, 2009 and October 31, 2009, of the Project.

1.2 Organization

This document is intended as a summary for the Commonwealth of Virginia (“COVA”) Project Manager. It is organized into a section for each document with the following subsections in each:

- Activities Related to the Plan
- Technical Changes to the Plan
- Content Changes to the Plan.

2 PB Project Management Plan

2.1 Activities Related to the Plan

- Draft submitted for approval.

2.2 Technical Changes to the Plan

- Draft submitted for approval.

2.3 Content Changes to the Plan

- Draft submitted for approval.

3 PB Project Budget Plan

3.1 Activities Related to the Plan

The following deliverables were accepted by COVA during Q1:

- Project Charter
- Draft and Final PB Project Budget Plan
- Draft and Final PB Project Communication Plan
- Draft and Final PB Project Performance Plan
- Draft and Final PB Project Procurement Plan
- Draft and Final PB Project Quality Plan
- Draft and Final PB Project Resource Management Plan
- Draft and Final PB Project Risk and Issue Management Plan
- Draft and Final PB Scope and Change Management Plan
- Draft and Final PB Project Schedule Management Plan
- Fit/Gap Recommendations Report
- Draft and Final Requirements Traceability Matrix (RTM)
- Data Conversion/Migration Plan
- Risk Log
- Issue Log
- Change Request Log

3.2 Technical Changes to the Plan

- Document Properties (Metadata) were updated to enable web search on the PB Projects public website.

3.3 Content Changes to the Plan

- None since COVA approval

4 PB Project Communication Plan

4.1 Activities Related to the Plan

- Communiqué created and distributed to DPB staff
- Steering Committee Presentations
- PB Project Team Meeting Presentations
- Agency Kick-Off Meeting completed
- Two internal PPC Project Management Review meetings conducted
- Meeting Minutes for Steering Committee and PB Project Management Team created and distributed
- Action Item Logs for Steering Committee and PB Project Management Team created
- PB Project Repository created
- Risk, Issue, and Change Management Logs created
- Change Request for requirements originally identified as “No’s” created

4.2 Technical Changes to the Plan

- PPC Tech Edit review updates incorporated into the plan
- Document Properties (Metadata) were updated to enable web search on the PB Projects public website.

4.3 Content Changes to the Plan

- None since COVA approval

5 PB Project Performance Management Plan

5.1 Activities Related to the Plan

- None (activities related to this plan do not commence until after Phase I Go-live)

5.2 Technical Changes to the Plan

- PPC Tech Edit review updates incorporated into the plan
- Document Properties (Metadata) were updated to enable web search on the PB Projects public website.

5.3 Content Changes to the Plan

- None since COVA approval

6 PB Project Procurement Plan

6.1 Activities Related to the Plan

- Implementation services provider, Project Performance Corporation (“PPC”), procured
- Other consulting resources, CGI Consulting Group, procured
- IV&V resources, NorthHighland, procured
- Access License procured
- Office space and network connections provided
- Network printer, office supplies, and a phone provided (two more phones on order)
- BIDS software acquired by COVA and in escrow
- Help Development Tool set-up
- Collaboration Server set-up
- Management Environment set-up at PPC
- Development Environment set-up at Virginia Information Technology Agency (“VITA”)

6.2 Technical Changes to the Plan

- PPC Tech Edit review updates incorporated into the plan
- Document Properties (Metadata) were updated to enable web search on the PB Projects public website.

6.3 Content Changes to the Plan

- Information pertaining to the Collaboration Server and Access License updated in the plan. Both have been procured by PPC and will be transferred to COVA at the end of the Phase II stabilization period.

7 PB Project Quality Plan

7.1 Activities Related to the Plan

- Two internal PPC Project Management Review meetings conducted
- Process Audit was conducted by the Secretary and Head of Group Audit from PPC's parent company AEA (awaiting findings)
- Created Project Q1 PMP Report
- Produced Bi-Weekly Status Reports and presented in PB Project Management Team Meetings
- Conducted Inspections (i.e., Peer Reviews and Tech Edit) of each deliverable prior to delivery to the client
- Project Team members attended BIDS 101 Training and Developers attended BIDS 201 Training

7.2 Technical Changes to the Plan

- PPC Tech Edit review updates incorporated into the plan
- Document Properties (Metadata) were updated to enable web search on the PB Projects public website.

7.3 Content Changes to the Plan

- None since COVA approval

8 PB Project Resource Management Plan

8.1 Activities Related to the Plan

- PB Project Management Team members identified and rolled onto project
- Project Team members identified and rolled onto project; one Senior Database Developer was substituted with another resource
- Members of six Workgroups identified and rolled onto project

8.2 Technical Changes to the Plan

- PPC Tech Edit review updates incorporated into the plan
- Document Properties (Metadata) were updated to enable web search on the PB Projects public website.

8.3 Content Changes to the Plan

- Changed the “Account Manager” role referenced in the PPC Team Org Chart on page 5 from Cynthia Maison to Laura Geiger

9 PB Project Risk and Issue Management Plan

9.1 Activities Related to the Plan

- Identified risks by using Risk Taxonomy Questionnaire
- Evaluated and reviewed risks with PB Project Management Team
- Assigned Risk Exposure and created Mitigation Strategy for each risk
- Created Risk Log in PB Project Repository
- Created Issue Log in PB Project Repository
- Presented risks to Steering Committee and PB Project Management Team

9.2 Technical Changes to the Plan

- PPC Tech Edit review updates incorporated into the plan
- Document Properties (Metadata) were updated to enable web search on the PB Projects public website.

9.3 Content Changes to the Plan

- None since COVA approval

10 PB Project Schedule Management Plan

10.1 Activities Related to the Plan

- Schedule progress and deliverables reviewed in weekly internal PPC Team Meetings
- Schedule progress and deliverables shared with PB Project Management Team during Bi-Weekly Team Meetings
- Schedule progress and deliverables shared with the PB Project Steering Committee

10.2 Technical Changes to the Plan

- PPC Tech Edit review updates incorporated into the plan
- Document Properties (Metadata) were updated to enable web search on the PB Projects public website.

10.3 Content Changes to the Plan

- None since COVA approval

11 PB Project Scope and Change Management Plan

11.1 Activities Related to the Plan

- Work Breakdown Structure (WBS) reviewed
- Change Request for requirements originally identified as “No’s” created
- Capability Statements extracted from Appendices A and B and restated/decomposed into Requirements Statements
- Fit/Gap Analysis completed
- Requirements Traceability Matrix (RTM) completed
- PB Change Control Process defined, PB Change Control Board members identified, and roles communicated

11.2 Technical Changes to the Plan

- PPC Tech Edit review updates incorporated into the plan
- Document Properties (Metadata) were updated to enable web search on the PB Projects public website.

11.3 Content Changes to the Plan

- Added link to site in TFS for creating a change request