



Performance Budgeting

Project Q2 PMP Report

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Commonwealth of Virginia
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Prepared by:

PROJECT
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Record of Changes/Version History

| Change/Version Number | Date of Change | Impacted Section/Description of Change | Person Entering Change |
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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 to identify activities and technical changes that occurred during Quarter 2, November 1, 2009 and January 31, 2010, of the project.

Also, given the financial difficulties of Beacon Software Innovations and the administrative restructuring of the organization, no changes will be made to the PMP and each of its component documents until the matter is resolved, with the exception of two Beacon employees accepting job offers with Project Performance Corporation (PPC).

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

- The purpose of the Performance Budgeting (PB) Project Management Plan is to provide a high-level framework and approach to the PB program. The Project Management Plan outlines project organization, schedule, resources, risks, and quality approaches for the integration and phased deployment of the PB system. The detailed activities are outlined in the component plans. Those activities are represented in the sections below.

2.2 Technical Changes to the Plan

- None since COVA approval.

2.3 Content Changes to the Plan

- None since COVA approval.

3 PB Project Budget Plan

3.1 Activities Related to the Plan

The following deliverables were accepted by COVA during Q2:

- Final PB Project Management Plan
- Preliminary PB Application Design Document and Addendum
- PB Requirements Traceability Matrix for Design
- Preliminary PB Report Design and Specifications Document
- PB Organizational Change Management Plan
- PB Database Design Document
- Preliminary and Final PB Data Conversion and Migration Document
- PB Coding Structure and Data Standards Document
- Preliminary and Final PB External System Interfaces Design Document
- PB Project Q1 PMP Report
- PB Project Q1 Summary Report
- Entered monthly project status reports into ProSight

3.2 Technical Changes to the Plan

- None since COVA approval

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 in December; Communiqué was also provided to Enterprise Application Development for their newsletter
- Steering Committee Presentations
- PB Project Management Team Meeting Presentations
- Second Agency Kick-Off Meeting completed
- 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 updated regularly
- Risk, Issue, and Change Management Logs updated regularly
- Change Request for purchase of 150 BIDS user licenses created
- Change Request to get information from BITS created
- Change Request for requirements originally identified as “No’s” created
- Presented PB Scope to Council on Virginia’s Future

4.2 Technical Changes to the Plan

- None since COVA approval.

4.3 Content Changes to the Plan

- None since COVA approval.

5 PB Project Performance Management Plan

5.1 Activities Related to the Plan

- Pertaining to Objective 6, PB Coding Structure and Data Standards Document Completed
- Pertaining to Objective 7, IV&V Process Audit was conducted by NorthHighland
- Pertaining to Objective 7, Attending Governance Meetings as identified in the OCM Plan

5.2 Technical Changes to the Plan

- None since COVA approval.

5.3 Content Changes to the Plan

- None since COVA approval.

6 PB Project Procurement Plan

6.1 Activities Related to the Plan

- Purchased Prosci Professional Change Management Package
- Remote access has been obtained; key fobs have been distributed
- Purchased Logi training and license and Visual Studio for DPB staff member
- Purchased Captivate 4 for training

6.2 Technical Changes to the Plan

- None since COVA approval

6.3 Content Changes to the Plan

- None since COVA approval

7 PB Project Quality Plan

7.1 Activities Related to the Plan

- IV&V Project Plan Review was conducted by NorthHighland
- Created Project Q2 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 two System Overview Sessions demonstrating the PB Systems capabilities
- Action Items created and assigned
- Meeting Minutes created and available on the PB Project Repository
- Started Weekly Code Reviews for Data Conversion and Migration, External Interfaces, and Reporting

7.2 Technical Changes to the Plan

- None since COVA approval

7.3 Content Changes to the Plan

- None since COVA approval

8 PB Project Resource Management Plan

8.1 Activities Related to the Plan

- Jr. Interface Developer was hired and rolled onto the project
- Technical Lead and Sr BIDS Specialist from Beacon became PPC employees

8.2 Technical Changes to the Plan

- None since COVA approval

8.3 Content Changes to the Plan

- Added Jesse Douglas as the Jr. Interface Developer to the Organizational Chart on Page 5; added him as a Resource on Page 10 and added him as a Person on Page 13
- Changed Fred Rey and Clint Palmer's Source from Beacon to PPC on Page 9
- Added Chris Brown as Resource on Page 11; he is the new VITA Customer Account Manager (CAM) for the Department of Planning and Budget (DPB)

9 PB Project Risk and Issue Management Plan

9.1 Activities Related to the Plan

- Created two new risks as a result of the financial issues with Beacon; evaluated and reviewed risks with PB Project Management Team
- Presented updated risks to Steering Committee and PB Project Management Team as a result of the issues with Beacon

9.2 Technical Changes to the Plan

- None since COVA approval

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

- None since COVA approval

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 and updated
- Change Request for requirements originally identified as “No’s” created
- Change Request for purchase of 150 BIDS user licenses created
- Change Request to get information from BITS created
- Requirements Traceability Matrix (RTM) for Design delivered

11.2 Technical Changes to the Plan

- None since COVA approval

11.3 Content Changes to the Plan

- None since COVA approval