



Department of State



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November 16, 2005

Presentation for the PMIWDC Knowledge Exchange Forum

Performance Based Considerations in Using the Department of State
Guidelines for Special Projects

Background of TOM Special Project PM role

The Department of State's Managing State Projects Plus (MSPP) is the guideline for the Telecommunications Operations and Maintenance (TOM) contract Special Projects. Not all MSPP documents apply. The complete guidelines are available on the state intranet.

This presentation attempts to highlight the Special Projects PM roles within TOM and map these roles to the MSPP phases in a Performance Based environment.

Initiation ---- Concept ---- Acquisition
Implementation ---- Controlling ---- Ramp Down



MSPP Phase 1 – Initiation (Activity Discussion)

Inputs

- Strategic Plan/Vision
- Business Need

PM Role

- Identify, Research, Validate Requirements

Outputs

- High-Level Scope Statement



MSPP Phase 2 – Concept (Activity Discussion)

Inputs

- High-level Scope
- Potential Constraints

PM Role

- Define Resources (People, Products, Services, etc.)
 - Define Schedule with Milestones
 - Detail the Work Requirements
 - Develop a MS Project Schedule

Outputs

- Draft SOW Package Ready for Reviewers



MSPP Phase 3 – Acquisition (Activity Discussion)

Inputs

- SOW Package with Reviewer Changes

PM Role

- Revise SOW Package
- Validate Commitments for People, Products, Services, etc.
 - Submit Approved Cost Estimate Letter





Outputs

- Final SOW Package
- Bureau Funding Document

Implementation Phase 4 – Baseline for MS Project as a Metric

Implementation Phase 4 requires the PM:

- Update the Period of Performance (PoP) dates and validate all task dates within the approved PoP. This becomes the baseline schedule.

ID		Task Name	% Complete	Duration	Start	
1		ACQ0237 - SA-06 1ST FLR SECURITY CABLING FOR O	0%	43 days	Wed 1/5/05	
2		Start PoP Date (TWD Approved)	100%	0 hrs	Wed 1/5/05	1.
3		Procurement Equipment	0%	9.5 days	Mon 1/10/05	
8		Installation Activities	0%	2 days	Tue 1/25/05	
11		Monthly Status Update	0%	20 days	Fri 1/28/05	
14		Project Close-Out	0%	3 days	Wed 1/26/05	
18		ACQ0237 End PoP Date	0%	0 days	Fri 3/4/05	



MSPP Phase 4 – Implementation (Activity Discussion)

Inputs

- Approved SOW Package (Trigger to Implement)

PM Role

- Communicate with Resources, Bureau, Management, etc.
- *Update MS Project Schedule with PoP Dates (Baseline)*

Outputs

- Notes from Kick-Off Review Meeting with Bureau
- Email/notes with all Project Resources



Controlling Phase 5 – Updates to MS Project as a Metric

Controlling Phase 5 requires the PM:

- To enter at least weekly the % Completion for scheduled tasks. This allows a comparison to the baseline schedule for any slippage.

ID		Task Name	% Complete	Duration	Start	Finish	W
1		ACQ0237 - SA-06 1ST FLR SECURITY CABLI	55%	43 days	Wed 1/5/05	Fri 3/4/05	
2		Start PoP Date (TWD Approved)	100%	0 hrs	Wed 1/5/05	Wed 1/5/05	1
3		Procurement Equipment	100%	9.5 days	Mon 1/10/05	Fri 1/21/05	
4		Order Material	100%	1 day	Mon 1/10/05	Mon 1/10/05	
5		Follow-up for Vendor's MOJ Date	100%	1 hr	Fri 1/21/05	Fri 1/21/05	
6		Verify Material Received	100%	4 hrs	Fri 1/21/05	Fri 1/21/05	
7		Inventory Material	100%	0 hrs	Fri 1/21/05	Fri 1/21/05	



MSPP Phase 5 – Controlling (Activity Discussion)

Inputs

- Baseline MS Project Schedule
- Progress reports from all resources toward completing deliverables

PM Role

- Coordinate all Resources toward completion of scheduled tasks
- Review, Communicate, and Plan Mitigation for Schedule Risk
 - Audit Deliverables from all Resources
- Document, Document, Document all Changes

Outputs

- Email, notes, *Weekly % Completion on MS Project Tasks*
- Monthly Status Reports



Ramp Down Phase 6 – Completion of MS Project as a Metric

Ramp Down Phase 6 requires the PM:

- To update all tasks as 100% complete,
- To draft a Lessons Learned Statement to the Business Office.

ID		Task Name	% Complete	Duration	Start	Finish
1		ACQ0237 - SA-06 1ST FLR SECURITY CABLI	100%	43 days	Wed 1/5/05	Fri 3/4/05
2		Start PoP Date (TWD Approved)	100%	0 hrs	Wed 1/5/05	Wed 1/5/05
3		Procurement Equipment	100%	9.5 days	Mon 1/10/05	Fri 1/21/05
8		Installation Activities	100%	2 days	Tue 1/25/05	Thu 1/27/05
11		Monthly Status Update	100%	20 days	Fri 1/28/05	Fri 2/25/05
14		Project Close-Out	100%	3 days	Thu 1/27/05	Mon 1/31/05
18		ACQ0237 End PoP Date	100%	0 days	Fri 3/4/05	Fri 3/4/05



MSPP Phase 6 – Ramp Down (Activity Discussion)

Inputs

- Documentation of Deliverables (Packing slips, Resource Hours, etc.)
- *Revised MS Project Schedule with 100% completion of Tasks*

PM Role

- Validate all Resources are 100% Complete
- Conduct Acceptance Walk Through with Bureau

Outputs

- Customer Acceptance Documentation
 - Final Resource Reporting
- *Lessons Learned Statement*

⋮⋮ Using MS Project as a Scheduling Metric

“There are 3 important reasons for gathering metrics:

To prove to someone that you are doing a good job;

To improve a process;

To predict a result.”

Larry Wright, EDS Manager

US Solution Centres, August 18, 2000



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