MAP Project Workflow

1. Developing a MAP-Related Project Plan

MAP projects are most easily discerned in the Milestones heading of the MAP Priorities Spreadsheet. The achievement of key milestones may be dependent on multiple projects.

A project is usually characterized as a project when it is:

- a new implementation
- complex; it features a number of dependencies or technologies or events
- outside the scope of normal day-to-day duties
- risk-laden; when we need to take extra care to satisfy constituents
- lengthy; a timeline of more than two weeks is considered lengthy
- expensive; when unusually large sums of money are involved.

1. Project Identified

2. MAP Aligned

3. Lead Identified

4. Project Planned

5. Project Approved

2. Tracking and Managing a Project

Projects are entered in SharePoint by selected OA staff upon approval by MAP Priority Managers. Project leads report on the progress of their projects and enter actual data (such as costs and time on task) into SharePoint. Problem projects (i.e., projects behind schedule or over budget) are identified by OA staff and reported to MAP Priority Managers who address and/or remedy project problems.

6. Project Entered

7. Progress Reported

8. Problems Idenified

9. Problems Addressed

10. Project Completed

3. Assessing and Reporting on Projects

When projects are completed by leads, OAs review recorded actuals for accuracy and formally close the projects in SharePoint. After a project is closed out and completed, the MAP SharePoint Project Manager deploys a short project completion survey, which the project lead completes. After a period of time, a second survey—a project reflection survey—is deployed and completed by the project lead. Assessment data is aggregated and organized by MAP Priority, so that MAP Priority Managers may glean general information about projects and their status. When projects are no longer relevant to the MAP, they may be archived by the MAP SharePoint Project Manager.

11. Review Actuals

12. Close Project

13. Completion Survey

14. Reflection Survey

15. Archive Project