

ISD PMO Starter Kit Functional Requirements Specification

Document History

Author	Version	Date	Comments
Chad Stoker	1.0	11.17.08	Baseline document with core feature and function descriptions
Chad Stoker	1.1	12.02.08	Added mapping to high-level PMO defined roles and application-specific user classes.
Kathy Smalley	1.1	12.17.08	Administrative cleanup including format and layout adjustments
Chad Stoker	1.1	12.29.08	Minor modifications based on PMO group feedback

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1. Introduction

Information Technology (IT) projects undertaken using a proven project management methodology carry less risk and a greater chance of success than unstructured projects. An organization (of any size) needs a formal project management methodology when it seeks to have consistent, predictable results and a process that is open to improvement. In the absence of a stable and constantly maturing process for IT project delivery, there is no possibility that project management will be consistently improved because improvements are random and non-repeatable.

Recognizing the need to improve the management of IT projects initiated to support the Washington State Judicial Information System (JIS), the Administrative Office of the Courts' (AOC), Information Services Division (ISD) implemented a 2007 initiative to establish a centralized Project Management Office (PMO) to coordinate the development of the ISD's project management capabilities. The PMO by design is responsible for developing and providing a consistent project management methodology and standardized project management tools. It is also responsible for institutionalizing a project governance process to ensure uniform oversight of all current and future IT project initiatives.

The purpose of this document is to explain the detail features, functions, and required capabilities of the PMO Starter Kit necessary to enable and support its defined framework strategy and methodology for defining, managing, and delivering technology products and services. This document is not intended to describe in great detail, exactly how content is stored, presented, configured, or otherwise manipulated. Instead, this document is intended to demonstrate what the User-Experience should feel like when navigating through the various phases of the Project Management workflow.

1.1. *Intended Audience*

The following groups should find this document useful:

- Staff who maintain or update the Project Starter-Kit Application and supporting documentation.
- Staff/Vendors responsible for reviewing a base-line reference with regard to future development efforts.

1.2. *Product Scope*

There are multiple phases to the project at-large, and this document is directly related only to the first of four phases. The "Project Initiation" phase. Currently, the project planning, project execution, and project close-out phases are out-of-scope with respect to this document.

1.3. *References*

Please refer to the following ISD PMO Enterprise Implementation artifacts for references relating to the purpose and overall goals of this effort.

- ISD PMO – Framework strategy
- ISD PMO – Methodology and Process (v1.0)
- ISD PMO – Planning Documents (NCO, Feasibility Study, Project Charter)

2. Overall Description

2.1. *Product Perspective*

This product will be developed in the context of implementing a centralized PMO portal. Specifically, the product will provide automation for workflows and processes that make up the standard project methodology at AOC. It will also provide a standard set of information to be reported on in order to provide project oversight for the PMO and other high-level management.

The “User Classes” defined below are provided in the context of interacting directly with the ISD PMO Starter-Kit application directly. They are the same as the high-level Roles defined within the ISD Methodology and Process or ISD Framework Strategy.

2.2. *Overview Role-Mapping to User Classes*

An overview of the “Roles” defined for the application are identified below and can also be found in the “ISD PMO – SharePoint Enhancement Overview” document.

Role	Customer (Int/Ext)	AOC Staff	ISD Staff	PMO	Exec MGT
Initiator					
Reviewer					
Assessor					
Contributor					
Approver					

Before a discussion about the physical User-Classes leveraged in the application can begin, it is important to show how these high-level Roles map to the User-Classes defined within this document. Below is a matrix showing the relationships between the two entities.

High-Level Roles	User Classes
Customer	Project Initiator
AOC Staff	Project Sponsor, Project Initiator, Tech Staff, Enterprise Architects
ISD Staff	ISD Team Lead, Business Analyst
PMO	Project Management Office
Exec Management	Executive Management

2.3. User Classes and Characteristics

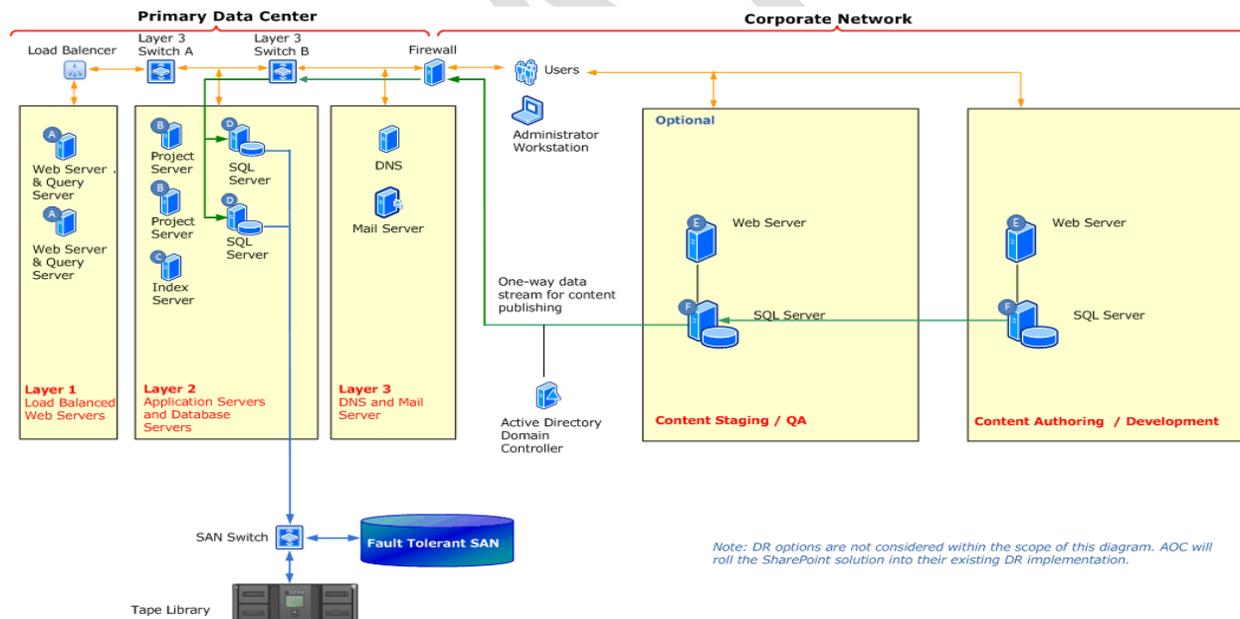
User Classes	Primary Role
Project Management Office 	<p>The project management office maintains the scoring standards, project templates, standardized methodology, and other standards for project initiation, planning, execution, and close-out.</p> <p>This user-class is responsible for providing the input for the New Concept Overview (NCO) quality-assurance (QA) Checklist and the NCO Review documents. Additionally, they will identify ISD Team Leads following Executive Management approval of the New Concept Overview (NCO).</p> <p>During the Feasibility Phase, this user-class will provide input for the Feasibility quality-assurance (QA) Checklist and eventual Feasibility Scoring and Recommendation to “Executive Management.”</p>
Project Initiator 	<p>The individual(s) responsible for coming up with a project concept. (This can be anyone including an external customer, an internal IT staff member, etc.)</p> <p>This user-class must create the New Concept Overview (NCO) and submit it for review.</p>
Project Sponsor 	<p>The individual or group responsible for sponsoring the project both financially and externally to other customers.</p> <p>This user-class will be assigned once the Project Initiator selects a “sponsor” for their proposed project. A “sponsor” is different from a “lead” in that a “sponsor” will typically be a judge, a court, or some type of customer that has a particular need. They are not the individual or group that is necessarily responsible for funding the project or managing the project directly.</p>
Executive Management 	<p>The AOC agency ISD Executive Management responsible for the final approval and sign-off of any given project that is up for review.</p> <p>This user-class is responsible for the final review and approval of anything that has been reviewed and submitted for review by the Project Management Office user-class. Specifically, the user-class will review all NCOs and NCO assessments, Feasibility Studies and Statements of Work, and final outcomes of the Project Initiation phase.</p>
ISD Team Lead 	<p>The individual or group of individuals responsible for guiding the project through its various phases of execution.</p> <p>This user-class is responsible for guiding the project to its eventual completion. (If the project moves forward and is approved for the next phases of the PMO Project Methodology.)</p>

User Classes	Primary Role
	During the Project Initiation phase, this user-class will provide input for the feasibility study if necessary.
Tech Staff 	The individual or group responsible for developing the features and mechanisms to access those features within SharePoint. (Or any other platform for that matter)
Business Analyst 	The individual or group responsible for evaluating systems, processes, and user expectations.
Enterprise Architects 	The group responsible for over-seeing the AOC Enterprise Architectural standards and considerations for each project.

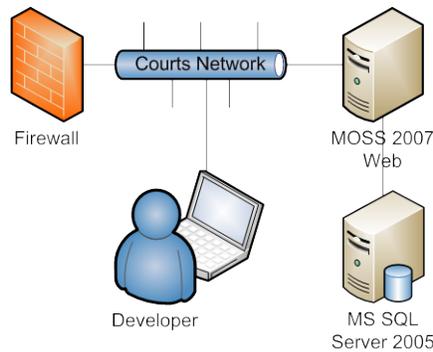
2.4. Operating Environment

2.4.1. Network Topology

Currently, there are 3 environments the PMO SharePoint Portal resides on. They include the Test, DEV, and Production environments respectively. The Production environment is configured as indicated in the figure below.



This is in contrast to the Test and DEV environments which consist of simple 2-tier installations of SharePoint. A simple Web Server running Microsoft IIS leverages a basic Microsoft SQL Server back-end for all environments other than Production. Both the Test and DEV servers are running on the same physical hardware. The SQL Server environment in Test and DEV are running 2 named instances of Microsoft Standard Query Language (SQL) Server 2005 to support the Web SharePoint installations respectively.



2.4.2. Security Configuration

The PMO Starter-Kit SharePoint application depends on a complex combination of Windows Active Directory security, SharePoint “Groups,” SharePoint “Users,” and SharePoint “User Attributes.”

Currently, the requirements for Security configuration are unknown. There are specific actions that various roles will need to perform in order to work with the product being developed. Proposed roles and actions are listed below:

User Classes	Required Action Capability
Project Management Office	<ul style="list-style-type: none"> • Create an NCO Review Assessment, NCO QA Checklist, and a Feasibility QA Review and Assessment. • View SharePoint Lists that store the content. • Assign an ISD Team Lead to a project that makes it past the NCO review phase. • Provide feedback for the Feasibility QA Review phase. • Review NCO, Feasibility Study, and Statement of Work documents respectively. (Read-only)
Project Initiator	<ul style="list-style-type: none"> • Create an NCO document and submit for approval. • Assist with a Feasibility Study and/or Statement of Work and submit for approval.
Project Sponsor	<ul style="list-style-type: none"> • Must be notified of status of project upon approvals by the Director and PMO groups.
Director	<ul style="list-style-type: none"> • Have access to the NCOBatchDirectorReview page in what is currently the “Pages” list. • Sufficient permissions to view other aggregate view pages. • Perform a batch-review of the Feasibility-related documents from the ISD Team Lead, PMO, and EA groups respectively.
ISD Team Lead	<ul style="list-style-type: none"> • View SharePoint Lists that store the content. • Create a Feasibility Study and Statement of Work.
Tech Staff	<ul style="list-style-type: none"> • Use SharePoint Designer to access ALL lists (including the Workflows) in the SharePoint site.

User Classes	Required Action Capability
	<ul style="list-style-type: none"> • Must have appropriate permissions to view Web Parts with Data Connections to SQL Server or the SharePoint site itself. • Must have “Full” permission on the site at the root-level and also at the PMO site level. • Must be included in what is currently the “Super Admin” group.
Business Analyst	<ul style="list-style-type: none"> • Use SharePoint Designer to access ALL lists (including the Workflows) in the SharePoint site. • Must have “Full” permission on the site at the root-level and also at the PMO site level. • Must be included in what is currently the “Super Admin” group.
Enterprise Architects	<ul style="list-style-type: none"> • Review the Feasibility Study and Statement of Work documents created by ISD Team Leads respectively. • Provide feedback via the EA QA Review checklist during the Feasibility phase of the Project Initiation workflow.

2.5. Design and Implementation Constraints

Currently, the Project Management Office has chosen to leverage Microsoft SharePoint 2007 technologies for the implementation of their PMO Project Management Portal.

Constraint	Description
MS SharePoint 2007	<p>This platform was chosen because of its high level of customizability with little or no code generation and because of its tight integration with the Microsoft Office 2007 suite of applications. Additionally, MS Office SharePoint Services are highly scalable and customizable from a network topology perspective.</p> <p>Deployment of certain components within customized SharePoint applications is constrained by the design and inherent architecture of SharePoint itself. Deployment of Workflows and other SharePoint features must be addressed in a different manner than the deployment of simple site navigation, content, and document lists.</p>
Internet Explorer 7.0+	<p>Since SharePoint has been chosen as the main platform for the entire solution being developed for this project, certain key features and functions that are common to the MS Office 2007 Web Forms Services do not perform as well on non Microsoft browser technologies. For this reason, it has been determined that Internet Explorer will be the only supported browser technology that this application will be able to support.</p>
AOC Development Standards and Practices	<p>The AOC Development Standards are to be implemented in full for any custom development that is to occur during this project. If necessary, development standards may be updated or enhanced to reflect the new technologies that may come into use during this project, however these updates must be verified and approved by the Enterprise Architecture group.</p>

Constraint	Description
Throughput Processing Speeds	Because AOC expects to expose this project's resulting SharePoint portal to external customers at some point, the speed with which data is returned and forms are submitted is important. As such, any design or architectural modifications and enhancements need to be made in this context. This is currently the reasoning behind the network topology and hardware infrastructure in the Production environment. It allows the IT Infrastructure staff the ability to add hardware as necessary to meet any increases in demand for the services that the PMO Portal will provide.
Data and System Interfaces	All interfaces developed for consumption by external applications must not slow down and adversely affect the performance of the PMO SharePoint Portal.

2.6. User Documentation

Several project artifacts are to be delivered as a part of this release of the overall project. The artifacts to be delivered include:

- Technical Specifications – (TBD)
- Test Plans (with focus on User Acceptance Testing) – (TBD)
- PMO SharePoint Portal Users Guide – (TBD)
- Service Level Agreement - (TBD)
- Future Considerations – (TBD)

2.7. Assumptions and Dependencies

- 1) It is assumed that there will eventually be external users of the system. However, in its current state, the Project Management Office Starter-Kit will only be handling internal customers.
- 2) Future development for the Project Planning, Implementation, and Close-out phase will build off of what has currently been accomplished. It may not take exactly the same approach, but it will not re-create what is already present in a significant way.
- 3) In its current state, the system does not inform the User (any user) where the project process actually is in the Workflow. This means that a User could go in and “re-score” an item even if that item is being moved through the Feasibility process. It is ASSUMED that the User will not perform any actions out-of-order. Hopefully, there will eventually be an indicator provided that will show WHERE the process is in the Workflow so the Users will not inadvertently run into this problem.

3. System Features

This section will outline the various features that make up the product referred to as the PMO Starter Kit. It should describe descriptions and priorities for each of the features.

3.1. Feature: Logging In and First Look

3.1.1. Functional Description

Actors	Project Initiator; anyone with the responsibility of submitting a project
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	concept for consideration.
Description	The PMO Project Portal represents a new and formalized approach for tackling projects within AOC. In order to maintain the level of communication necessary to ensure user buy-in and approval, there must be a simple tutorial and explanation for the portal itself. Generally speaking, the SharePoint Portal will provide this information somewhere on the main screen that users will commonly first see when they choose to use the application. The implementation and manifestation of this screen is not a top priority, but it must be in place before the system goes live for public use.
Priority	Low
Pre conditions	<ul style="list-style-type: none"> • User's identity has been authenticated. • User is authorized to view site and page content via assigned Security Roles.
Post conditions	<ul style="list-style-type: none"> • User is able to navigate freely on the site and perform any actions necessary to complete their work.
Normal Course	<ol style="list-style-type: none"> 1) User connects to the system using Internet Explorer 7.0 and the appropriate URL. 2) User is prompted for a user-name and password. 3) User provides a fully-qualified Username and Password combination. 4) User is presented with the Portal's main screen which includes information concerning, "What does the PMO do?" "How is it done?" and "Are you ready to start a project?" 5) Any of these links will provide the User with links to supporting documentation that they can refer to in order to further clarify the nature of what process they're expected to follow.
Alternative Courses	<ol style="list-style-type: none"> 1) User connects to the system using Internet Explorer 7.0 and the appropriate URL. 2) User is prompted for a user-name and password. 3) User provides an incorrect Username and Password combination. 4) User receives a HTTP 401 Error indicating that the User is not authorized to connect to the webpage.
Exceptions	
Business Rules	Only staff who are authorized to view SharePoint content are allowed to view this content. However, ALL valid users should be able to view this basic content.
Assumptions	<ul style="list-style-type: none"> • User has Adobe Flash-Player 9.0 or above installed. • User does not connect using the wrong browser. (i.e. Firefox, Safari, etc.) • User has enabled JavaScript on their browser.
Frequency of Use	High – All users will likely want to leverage this feature as a way to familiarize themselves with how they are supposed to proceed.
Notes and Issues	

3.1.2. Stimulus/Response Sequences

#	Stimulus	Response
1	User types in URL or navigates to PMO home-site.	If the user has not already done so, they are prompted to authenticate with a Username and Password.
2	User types in a Username and Password.	User, if he/she has an appropriate Security Role assigned to their username, is presented with the PMO homepage with an Adobe Flash element providing a user-friendly quick-links navigation menu to proceed. If the user does NOT provide an accurate username and password combination or does not have the appropriate security role assigned to them, they are presented with a 401 HTTP error indicating that they are not authorized to view the page.
3	User clicks on links either on the left-hand navigation menu or in the Adobe Flash navigation short-cut screen.	User is sent to one of several list-linked documents or ASPX pages that contain links to content further down in the SharePoint site.

3.2. *Feature: Navigating the Main Site*

3.2.1. Functional Description

Actors	Project Initiator, Director, ISD Team Lead, Project Sponsor, Tech Staff, Systems Analyst, anyone with permissions to view site content.
Description	The PMO Starter Kit will be organized in a similar fashion to other AOC SharePoint sites. A "Document" List with Versioning and History enabled will contain the ASPX or HTML documents that will provide links to sub-content within other Document Lists in the site collection. Basic SharePoint Workflow will be enabled on the "Pages" Document List ("Pages" is the name of the Document List that contains the ASPX and/or HTML pages) so that modifications to the content in these pages can be approved prior to being published. (Extensive detail about exactly how the site structure will look is not provided here because this is supposed to explain how the site will accomplish its tasks <i>functionally</i> .)
Priority	Medium
Pre conditions	<ul style="list-style-type: none"> User is currently looking at the PMO portal's homepage.
Post conditions	<ul style="list-style-type: none"> User is familiar with the PMO project methodology and workflow process.
Normal Course	<ol style="list-style-type: none"> 1) User clicks on any of the available links in the Adobe Flash quick-links menu on the homepage – or – User clicks from anywhere on the site, any of the items on the left-

	<p>side navigation menu which also happen to correspond with many of the Adobe Flash quick-links menu items.</p> <ol style="list-style-type: none"> 2) If User selects a parent-level link from either the Flash menu or the left-side nav menu parent-links... then they are directed to an ASPX or HTML page containing descriptive text about what the sub-item documents and document-links will contain and why they are important. 3) User proceeds to navigate around the site in order to further educate themselves about PMO's intended plan-of-attack for scoping out projects and how Project Initiators should go about gaining sponsorship.  <p>The screenshot shows a vertical navigation menu with a light blue background and a red border. It is divided into three sections, each with a bold header:</p> <ul style="list-style-type: none"> Administration <ul style="list-style-type: none"> ▪ Budget and Finance ▪ Change Management ▪ Contracts ▪ Global Resource Management ▪ IT Portfolio Management ▪ Vendor Management Standards and Practices <ul style="list-style-type: none"> ▪ Framework Strategy ▪ Methodology and Process ▪ Roles and Responsibilities ▪ Templates ▪ Workflow Starting a Project <ul style="list-style-type: none"> ▪ Start Here - What You Need to Know ▪ Getting Started - Submitting a New Concept Idea (Project) ▪ Case Studies - Real World Examples ▪ Glossary
Alternative Courses	None
Exceptions	None
Business Rules	None
Assumptions	<ul style="list-style-type: none"> • User does not wish to manually type in URL's to where they wish to go on the site. • User does not have a bookmark directly set for their target

	destination.
Frequency of Use	High – All users will likely want to leverage this feature as a way to familiarize themselves with how they are supposed to proceed.
Notes and Issues	<p>The categories “What does the PMO do?” “How is it done?” and “Are you ready to start a project?” map in a one-to-one relationship with the following main Pages, “Administration,” “Standards & Practices,” and “Starting a Project,” respectively.</p> <p>“Administration,” “Standards & Practices,” and “Starting a Project” are all custom ASPX pages that are stored in a “Pages” list and are edited using SharePoint designer.</p> <p>Generally speaking, several Document Lists have been created in SharePoint to support the content for each of the links under the 3 major categories on the left-side navigation menu.</p>

3.2.2. Stimulus/Response Sequences

#	Stimulus	Response
1	User clicks on “Administration” from the left-side nav menu.	<p>User is presented with HTML content indicating what Administrative duties the PMO performs. Subsequent links include:</p> <ul style="list-style-type: none"> • Budget & Finance • Change Management • Contracts • Global Resource Management • IT Portfolio Management • Vendor Management <p>Subsequent link content is generally stored in a separate Document List library. (Typically, 1 document list library per link specified above.)</p>
2	User clicks on “Standards and Practices” from the left-side nav menu.	<p>User is presented with HTML content indicating what the PMO Methodology is, what the PMO workflow looks like, and Other Resources for reference. Subsequent links include:</p> <ul style="list-style-type: none"> • Framework Strategy • Methodology and Process • Roles and Responsibilities • Templates • Workflow <p>Subsequent link content is generally stored in a separate Document List library. (Typically, 1 document list library per link specified above.)</p>
3	User clicks on “Starting a Project” from the left-	User is presented with HTML content detailing what the User will need to get started. Content should include helpful

#	Stimulus	Response
	side nav menu.	<p>information about Case Studies, what to look out for, and how to increase the chances that your project will be approved for sponsorship. Subsequent links include:</p> <ul style="list-style-type: none"> • Start Here – What you need to know • Getting Started – Submitting a New Concept Idea • Case Studies – Real World Examples • FAQs • Glossary <p>Subsequent link content is generally stored in a separate Document List library. (Typically, 1 document list library per link specified above.)</p>
4	User doesn't know where to begin, so they likely click on the "Start Here – What you need to know" link.	User is presented with helpful information in a user-friendly format that allows them to click on various links to explore finer levels of detail about the PMO methodology and what will be required of them. Basically, a small informational website within the SharePoint site. (Leveraging SharePoint's abilities and probably stored in the "Pages" document list mentioned in the Notes above.)
5	User determines all that they need to know to proceed.	User will eventually click on "Create New Concept Overview Form" from one of several pages.
6	User doesn't notice or understand the left-side navigation.	The sub-links defined above are summarized in more readable text and displayed on the Adobe Flash version of the quick-links navigation structure. Even though they link to the same destinations, they are more user-friendly.

3.3. Feature: Creating a New Concept Overview (NCO)

3.3.1. Functional Description

Actors	Project Initiator, anyone with the responsibility of submitting a project concept for consideration.
Description	During the outset of the PMO recommended workflow, (details available in the referenced documents section above) a "New Concept Overview" document will need to be filled out. The document will accomplish two important things. 1) It will help a Project Initiator to think through the impacts of their project idea. 2) It will provide a standard format for the PMO to review new project ideas with.
Priority	High
Pre conditions	<ul style="list-style-type: none"> • User has navigated to the appropriate page where a "Create New Concept Overview" link is available to them.
Post conditions	<ul style="list-style-type: none"> • User is able to submit, preview, and/or otherwise store a NCO form.
Normal Course	1) User provides a "Title" for the new project idea they have in mind.

The "Title" is one of the mandatory fields in the NCO.

Administrative Office of the Courts

Project Management Office – PMO
New Concept Overview
Requirements Test Project

Authorized by: _____
Creation Date: _____

Purpose (Concisely state the issue and problem to be solved)
• Introduction and Background

- 2) User provides other mandatory data such as "Author" and "Creation Date."
- 3) User enters ALL other information for every field on the "New Concept Overview" document. Current fields defined include:
 - a. Purpose
 - i. Introduction and Background
 - ii. What is the issue or problem?
 - iii. Why is it important?
 - b. Approach
 - i. What are we going to do?
 - ii. By when are we going to do it/when needed?
 - iii. How large could this initiative be?
 - iv. And with what resources (price, tools, people, resources, etc.)
 - c. Rationale
 - i. Why should we do it now?
 - ii. How does it align with ISD strategy?
 - iii. What is the perceived impact if we do it now?
 - d. Expected Outcome
 - i. Statements that depict the ideal when done.
 - ii. Statements that demonstrate a measurable outcome that eliminates an issue and/or problem.
- 4) User reviews their work.
- 5) User submits their NCO for review by the PMO.
- 6) User follows instructions contained in the NCO submittal email instructing them to add the "Sponsor" and "Contact" information respectively. User clicks on the email link to follow through and provide this information.
- 7) User clicks "OK" and emails are sent to the PMO, the Contact, and the Sponsor notifying them of the status of the request with the appropriate links to the document.

	
<p>Alternative Courses</p>	<ol style="list-style-type: none"> 1) User provides (or doesn't provide) complete information for the "New Concept Overview" document. 2) User decides they don't want to proceed for whatever reason and selects "Close" on the document. 3) System or PMO Administrator eliminates old or out-of-date NCOs that have never been submitted for a pre-defined period of elapsed time. 
<p>Exceptions</p>	<ul style="list-style-type: none"> • User is leveraging Firefox or some other browser that does not support the InfoPath Rich Text Edit control.
<p>Business Rules</p>	<p>None</p>
<p>Assumptions</p>	<p>None</p>
<p>Frequency of Use</p>	<p>High – Project Initiators will use this feature to create new project ideas, document them, and submit them for eventual review by the PMO.</p>
<p>Notes and Issues</p>	

3.3.2. Stimulus/Response Sequences

#	Stimulus	Response
1	User clicks on either the "New Concept Form" button on the "submitting a new concept" page or clicks on the link "Create and Submit the New	A new "New Concept Overview (NCO)" InfoPath document is loaded in HTML form and presented to the User.

#	Stimulus	Response
	Concept Overview form ” which is found on the “What you need to know” page.	
2	User provides a Title, Author, and Creation Date since they are mandatory fields.	<p>User is able to store and/or submit their document for review. When the document is stored, it takes on a status of “Pending” and is assigned an ID number that will be used for all subsequent project-related documentation.</p> <p>An email (based on the logged in user’s email address) is sent via Exchange to the inbox of the User explaining how they may navigate back to review and/or edit their NCO.</p>
3	User decides that it is appropriate to Submit the form for review. The user presses the “Submit” button on the NCO form.	<p>An event is triggered based on the first step in the Workflow identified for the project methodology and an email is sent to the Author of the document.</p> <p>Within the email, the user is re-directed to a page that instructs them to provide the “Creator” and “Sponsor” information related to the NCO.</p> <p>A “NCO ID,” if not already present, is created and assigned to this, and other, related project documents.</p>
4	Alternatively, the user does NOT wish to submit the form for review yet, so they press the “Close” button in an effort to postpone their work.	<p>On the FIRST “Close” button press of the NCO document, several dialogs will appear that will ask the user: “Do you want to save changes in this form?” Once the user answers “Yes,” the next dialog will prompt the user to provide a file name. Once this is provided, an email will be sent to the user notifying them of where they can find the original NCO.</p> <p>Subsequent “Close” button clicks after the initial one will result in a loss of data EVEN IF YOU SELECT “YES” DURING THE PROMPT TO SAVE YOUR MODIFICATIONS. The prompt on “Close” button clicks following the 2nd, 3rd, etc. button press will be “Data on this form might have changed. Are you sure you want to close this form?”</p> <p>The only way, from this point forward, to modify your data is to submit it. So basically, you only get 1 chance to set data that will be stored. Subsequent efforts to modify data must result in a “submittal” of your form.</p>
5	The User clicks the “Close” button and selects the “No” option when prompted with the “Data on this form might have changed. Are you sure you want to close this form?” dialog...	The attempt to “Close” the form is cancelled and the User remains on the NCO document that they were editing.
6	The User clicks the	A dialog will notify the user that Print View cannot be used

#	Stimulus	Response
	<p>“Print View” button.</p>	<p>unless data modifications have been saved to the Server, at which point SharePoint will automatically save your changes to the server for you.</p> <p>At this point, you may press the “Print View” button a second time and the data (including your changes) will appear on the screen.</p> <p>(Don’t let the fact that SharePoint supposedly “stored” your changes on the server fool you... if you “Close” the form and come back to it... your data will still have been lost if this is the 2nd time you have pressed the “Close” button.)</p>
<p>7</p>	<p>After submitting the form, the User receives an email explaining that they must now provide a “Sponsor” and a “Contact” for the NCO document by clicking on a link within the Email.</p> <p>The User clicks on the “Sponsor/Contact” email link.</p>	 <p>The user fills in the textboxes for the Sponsor and Contact information. (These are currently wired to correspond to ONLY known users within the system so that emails may correctly be sent.)</p> <p>The user is supposed to ignore the Workflow State and Submission Type drop-down controls respectively. These items will be set programmatically in a later step.</p>
<p>8</p>	<p>User clicks the “OK” button on the “Sponsor/Contact” NCO properties editor screen.</p>	<p>Upon clicking the “OK” button, the Contact, Author, and Sponsor are notified of the change in the NCO’s status via email.</p>
<p>9</p>	<p>The User clicks on the “Click Here to release this document to the PMO” link in the email.</p>	<p>The user is presented with a screen that allows them to modify the “Submission Status.”</p> 
<p>10</p>	<p>The user clicks the “Save” button after modifying the “Submission Status” of the NCO record to</p>	<p>Following the changing of the “Submission Status” to “Submit to PMO”... the Author of the NCO, the Sponsor, and the Contact are all notified that the NCO was submitted for review to the PMO.</p> <p>Additionally, the PMO is notified that there is a pending</p>

#	Stimulus	Response
	"Submit to PMO."	NCO QA Checklist review that must be performed.

3.4. Feature: PMO NCO QA Checklist

3.4.1. Functional Description

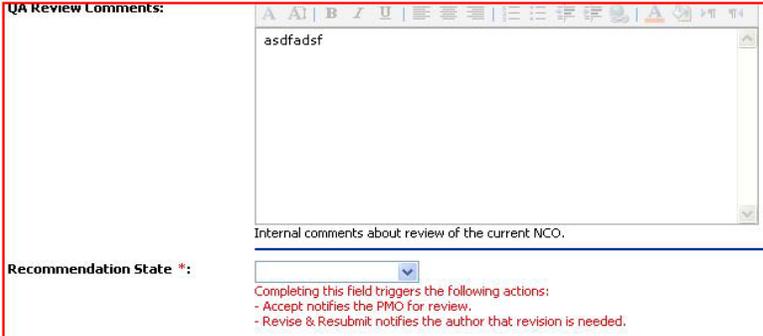
Actors	Project Management Office
Description	The NCO QA Checklist review is the first step in the overall workflow that allows the PMO to summarily check over and evaluate a new idea submitted for review. This process asks several simple "yes/no" questions and prompts the PMO user to provide basic feedback to the original Project Initiator if necessary.
Priority	High
Pre conditions	<ul style="list-style-type: none"> Project Initiator has submitted an NCO to the PMO for QA checklist assessment. The PMO has received an email indicating that there is a pending NCO Quality Assurance task to be completed.
Post conditions	<ul style="list-style-type: none"> NCO is moved forward for review and scoring by the PMO. Revisions are requested for the NCO by the PMO User.

<p>Normal Course</p>	<p>1) The Project Management Office receives an email in their Inbox indicating that there is a new Project idea to consider.</p> <p>2) Clicking on the link in the email presents them with a screen that looks similar to the following:</p>											
	<div data-bbox="446 331 1421 1270" style="border: 1px solid red; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Title *</td> <td>Chad Stoker Test II</td> </tr> <tr> <td>NCO Title *</td> <td>Chad Stoker Test II</td> </tr> <tr> <td>NCO ID *</td> <td>52</td> </tr> <tr> <td>NCO Items to Include *</td> <td> Yes <ul style="list-style-type: none"> • Contains proposed project title • Project title reflects project's intent • Contains author's name <ul style="list-style-type: none"> ◦ Is the submitter authorized to submit a New Concept Overview? • Does the NCO have an authorized sponsor? • Contains Creation (submittal?) date <ul style="list-style-type: none"> ◦ Creation date is current (? Within 30 days of submittal) • Indicates revision number, if applicable • Indicates revision date, if applicable • All fields in the document have been filled </td> </tr> <tr> <td>Purpose *</td> <td> Yes <ul style="list-style-type: none"> • Introduction and Background: Provides an introduction to the purpose and rationale of the proposal and provides background for context. • What is the issue or problem?: Clearly states the requirement(s) to be satisfied in a way that is understandable to all stakeholders. • Why is it important?: Identifies regulatory information, legislative mandate, court rule, risks of delay or inaction, value to stakeholders etc. </td> </tr> <tr> <td>Approach *</td> <td> No <ul style="list-style-type: none"> • What are we going to do: Summarizes work to be performed, and requirements to be met. • By When? Provides critical project points, e.g., start and completion dates for activities. Discusses time constraints, if applicable, e.g., legislative effective dates, dependencies (can't start before date/event). • How large could this initiative be? Provides an estimate of the total time anticipated to complete the project, categorized by specified ranges. (Fast Track Enhancement/Major Initiative?) • With what resources? (\$\$, Tools, People, etc.) Details known </td> </tr> </table> </div> <p>3) The NCO Title and file Title should be automatically provided from the previous Workflow step in the NCO creation process.</p>	Title *	Chad Stoker Test II	NCO Title *	Chad Stoker Test II	NCO ID *	52	NCO Items to Include *	Yes <ul style="list-style-type: none"> • Contains proposed project title • Project title reflects project's intent • Contains author's name <ul style="list-style-type: none"> ◦ Is the submitter authorized to submit a New Concept Overview? • Does the NCO have an authorized sponsor? • Contains Creation (submittal?) date <ul style="list-style-type: none"> ◦ Creation date is current (? Within 30 days of submittal) • Indicates revision number, if applicable • Indicates revision date, if applicable • All fields in the document have been filled 	Purpose *	Yes <ul style="list-style-type: none"> • Introduction and Background: Provides an introduction to the purpose and rationale of the proposal and provides background for context. • What is the issue or problem?: Clearly states the requirement(s) to be satisfied in a way that is understandable to all stakeholders. • Why is it important?: Identifies regulatory information, legislative mandate, court rule, risks of delay or inaction, value to stakeholders etc. 	Approach *
Title *	Chad Stoker Test II											
NCO Title *	Chad Stoker Test II											
NCO ID *	52											
NCO Items to Include *	Yes <ul style="list-style-type: none"> • Contains proposed project title • Project title reflects project's intent • Contains author's name <ul style="list-style-type: none"> ◦ Is the submitter authorized to submit a New Concept Overview? • Does the NCO have an authorized sponsor? • Contains Creation (submittal?) date <ul style="list-style-type: none"> ◦ Creation date is current (? Within 30 days of submittal) • Indicates revision number, if applicable • Indicates revision date, if applicable • All fields in the document have been filled 											
Purpose *	Yes <ul style="list-style-type: none"> • Introduction and Background: Provides an introduction to the purpose and rationale of the proposal and provides background for context. • What is the issue or problem?: Clearly states the requirement(s) to be satisfied in a way that is understandable to all stakeholders. • Why is it important?: Identifies regulatory information, legislative mandate, court rule, risks of delay or inaction, value to stakeholders etc. 											
Approach *	No <ul style="list-style-type: none"> • What are we going to do: Summarizes work to be performed, and requirements to be met. • By When? Provides critical project points, e.g., start and completion dates for activities. Discusses time constraints, if applicable, e.g., legislative effective dates, dependencies (can't start before date/event). • How large could this initiative be? Provides an estimate of the total time anticipated to complete the project, categorized by specified ranges. (Fast Track Enhancement/Major Initiative?) • With what resources? (\$\$, Tools, People, etc.) Details known 											

	<p>4) User enters ALL other information for every field on the “NCO Quality Assurance Checklist” document. Current fields defined include:</p> <ol style="list-style-type: none"> a. Title b. NCO Title c. NCO ID d. NCO Items to Include e. Purpose f. Approach g. Rationale h. Expected Outcome i. Recommendation State j. Recommendation Comments k. QA Review Comments <p>5) On this screen, the User is able to store any modifications they have made without actually losing them. (This is different from how the NCO InfoPath form currently operates)</p> <p>6) When the PMO User is ready, they can modify the Recommendation State field to either “Accept” or “Revise & Resubmit” as indicated in the screen-shot.</p> <div data-bbox="444 1024 1414 1507" style="border: 1px solid red; padding: 5px;"> <p>Rationale * Yes ▾</p> <ul style="list-style-type: none"> Why should we do it now? Identifies legislative or court rule deadlines, risk of delay or inaction. How does it align with ISD strategy? Identifies legislative or court rule deadlines, risk of delay or inaction. What is the perceived impact if we don't do it now? Identifies legislative or court rule deadlines, risk of delay or inaction. <hr/> <p>Expected Outcome * Yes ▾</p> <ul style="list-style-type: none"> State what success will look like. Does it give examples of benefits? Are there measurable elements? <hr/> <p>Recommendation State ▾</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Accept</p> <p>Revise & Resubmit</p> </div> <p>iggers the following actions: O for review. notifies the author that revision is needed</p> <hr/> <p>Recommendation Comments A AI B I U [Icons]</p> </div> <p>7) Once the “Accept” recommendation state has been selected and the information is saved, the PMO is again notified. However, this time... the notification results in the need to initiate a formal NCO Review & Assessment complete with scoring.</p>
<p>Alternative Courses</p>	<ol style="list-style-type: none"> 1) PMO User provides (or doesn't provide) complete information for the “NCO QA Checklist” document. 2) PMO User decides they don't want to proceed for whatever reason. 3) System or PMO Administrator eliminates old or out-of-date NCO QA Checklists that have never been completed for a pre-defined period of elapsed time.

	
Exceptions	None
Business Rules	The “Recommendation State” must be provided prior to the system moving forward and requesting a revision on the NCO document.
Assumptions	None
Frequency of Use	High – The Project Management Office will be taking on a stream-lined load of Project ideas via this NCO QA Checklist list. The form will help the PMO Users to expedite their evaluations and move on.
Notes and Issues	

3.4.2. Stimulus/Response Sequences

#	Stimulus	Response
1	<p>PMO User receives an email in their Inbox indicating a “New NCO QA Assessment Notice” is available.</p> <p>The user clicks on the link : “QA Assessment Form for this NCO.”</p>	<p>The user is presented with the NCO QA Checklist which helps evaluate the NCO document.</p> <p>The user is supposed to provide all necessary information. Once complete, the PMO User should choose a “Recommendation State” for the NCO.</p> 
2	<p>PMO User chooses the “Revise & Resubmit” recommendation and hits “Save.”</p>	<p>An email is automatically sent to the Author/Project Initiator indicating that they will need to “Revise & Resubmit” the original NCO for further consideration.</p> <p>The PMO email is also pinged about this update to the pending project item.</p> <p>This will take the process back to the feature titled: “Creating a New Concept Overview.”</p>
3	<p>PMO User chooses the “Accept” recommendation and hits “Save.”</p>	<p>An email is automatically sent to the PMO indicating that they may now create a new “NCO Review and Assessment” document.</p>

3.5. Feature: Creating NCO Review and Assessment

3.5.1. Functional Description

Actors	Project Management Office																																																
Description	Once the PMO has completed an initial NCO Quality Assurance Checklist, the PMO will move on to the Review and Assessment phase of the project management methodology workflow. This phase will help to establish criteria for scoring and a quantifiable metric to be used later by the Director.																																																
Priority	High																																																
Pre conditions	<ul style="list-style-type: none"> PMO User has already completed an NCO QA Checklist. PMO User has received an email instructing them that, at their convenience, they may create a new NCO Review and Assessment form. 																																																
Post conditions	<ul style="list-style-type: none"> NCO is moved forward for review by the Director. 																																																
Normal Course	<ol style="list-style-type: none"> PMO User clicks on the link in the email they received to “create a ‘PMO Review and Assessment’ document, click here.” Completing the link-click in the email generates a new record in the NCO Review and Assessment List within SharePoint. <div data-bbox="532 856 1339 1438" data-label="Image"> <table border="1"> <thead> <tr> <th>ID</th> <th>Type</th> <th>Name</th> <th>Nco Id</th> <th>Approval Status</th> <th>Project Name</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>Document</td> <td>Chad Stoker Test II NEW</td> <td>52</td> <td>Pending</td> <td>Chad Stoker Test II</td> </tr> <tr> <td>13</td> <td>Document</td> <td>PMO Testing NEW</td> <td>39</td> <td>Approved</td> <td>PMO Testing</td> </tr> <tr> <td>12</td> <td>Document</td> <td>PMO Demo</td> <td>43</td> <td>Approved</td> <td>PMO Demo</td> </tr> <tr> <td>11</td> <td>Document</td> <td>The Test Project</td> <td>40</td> <td>Approved</td> <td>The Test Project</td> </tr> <tr> <td>9</td> <td>Document</td> <td>Implement PMO Automation</td> <td>38</td> <td>Approved</td> <td>Implement PMO Automation</td> </tr> <tr> <td>8</td> <td>Document</td> <td>Change the overall look of your document</td> <td>37</td> <td>Approved</td> <td>Change the overall look of your document</td> </tr> <tr> <td>7</td> <td>Document</td> <td>Most controls offer a choice</td> <td>36</td> <td>Approved</td> <td>Most controls offer a choice</td> </tr> </tbody> </table> </div> User enters ALL other information for every field on the “NCO Review and Assessment” InfoPath document. Current fields defined include: <ol style="list-style-type: none"> Risk Assessment <ol style="list-style-type: none"> Risk of Completion on Time. Risk of Managing Multiple Organizations. Risk of Not Proceeding with the Project. Benefit Assessment <ol style="list-style-type: none"> Alignment with JISC/AOC Strategic Goals. Initiative addresses business goals across multiple 	ID	Type	Name	Nco Id	Approval Status	Project Name	14	Document	Chad Stoker Test II NEW	52	Pending	Chad Stoker Test II	13	Document	PMO Testing NEW	39	Approved	PMO Testing	12	Document	PMO Demo	43	Approved	PMO Demo	11	Document	The Test Project	40	Approved	The Test Project	9	Document	Implement PMO Automation	38	Approved	Implement PMO Automation	8	Document	Change the overall look of your document	37	Approved	Change the overall look of your document	7	Document	Most controls offer a choice	36	Approved	Most controls offer a choice
ID	Type	Name	Nco Id	Approval Status	Project Name																																												
14	Document	Chad Stoker Test II NEW	52	Pending	Chad Stoker Test II																																												
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8	Document	Change the overall look of your document	37	Approved	Change the overall look of your document																																												
7	Document	Most controls offer a choice	36	Approved	Most controls offer a choice																																												

	<p>jurisdictions.</p> <ul style="list-style-type: none"> iii. Initiative impact on cross functional activities. iv. Initiative impact on improving external customer service. v. Initiative has little to no impact on costs to organization of doing a job or activity. vi. Initiative may improve existing business processes. vii. Initiative could significantly improve or eliminate business processes, resulting in cost savings and/or increased efficiencies. <p>4) PMO User reviews their work.</p> <p>5) PMO User submits their NCO for review by the Director.</p>
Alternative Courses	<ul style="list-style-type: none"> 1) PMO User provides (or doesn't provide) complete information for the "NCO Review and Assessment" document 2) PMO User decides they don't want to proceed for whatever reason and selects "Close" on the document. 3) System or PMO Administrator eliminates old or out-of-date "NCO Review Assessments" that have never been submitted for a pre-defined period of elapsed time.
Exceptions	None
Business Rules	None
Assumptions	None
Frequency of Use	High – Project Management Office staff will use this feature to score the NCO's that have been submitted to them.
Notes and Issues	<p>**NOTE**</p> <p>Please refer to the section titled, "Creating a New Concept Overview" for more information on the specific functionality for how the "Close" and "Print View" buttons will operate.</p>

3.5.2. Stimulus/Response Sequences

#	Stimulus	Response
1	PMO User clicks on the "To create a 'PMO Review and Assessment' document, click here" link in the email they have received in their Inbox.	A new "NCO Review and Assessment" InfoPath form is loaded in HTML form and presented to the User.
2	PMO User specifies the Risks and Benefits they perceive to be associated with the NCO.	Based on whether the User states that these aspects are rated, low, medium, or high... another scoring matrix is used to calculate a percentage of probability that this NCO will be a viable project or not.

#	Stimulus	Response
3	PMO User hits the "Submit" button.	<p>A trigger in the workflow is executed that applies the scoring of the document based on the user-specified values in the Risks and Benefits sections.</p> <p>A final score is applied to the NCO Review and Assessment record. A score below 70% is assigned a "non-recommended" status. Otherwise, the status of the NCO is assigned a "recommended" status for the Director's consideration.</p> <p>An email is generated and sent to the PMO to "finalize" the scoring and submit the NCO to the Director for review.</p>
4	PMO User clicks on the link to "Submit the NCO for final review."	The user is presented with a screen with a single drop-down that allows them to choose to submit the scoring as-is for review by the Director.
5	PMO User presses the "Save" button on the NCO review finalization screen.	<p>The record itself is then added into a queue for processing and consideration by the Director. (a.k.a. The Director is emailed monthly or bi-weekly)</p> <p>An email is generated that the Director receives during a regularly scheduled cycle.</p>
6	PMO User hits the "Close" button.	Please refer to the "Creating a New Concept Overview" feature for details on this.
7	PMO User hits the "Print View" button.	Please refer to the "Creating a New Concept Overview" feature for details on this.

3.6. Feature: Batch Notification of Director

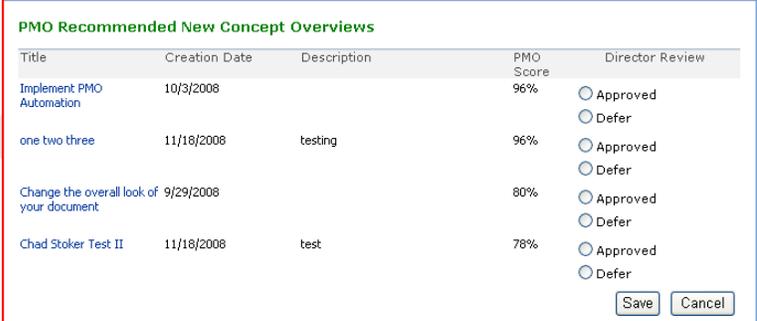
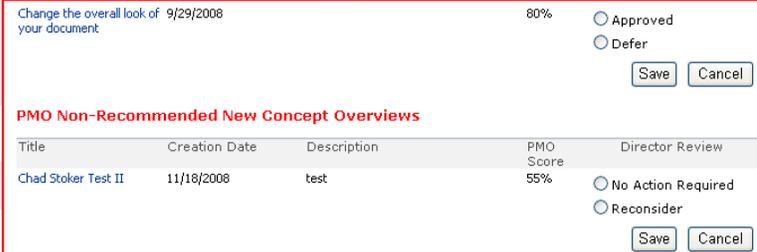
3.6.1. Functional Description

Actors	Project Management Office, Director
Description	<p>Once the PMO rates the Risks and Benefits associated with the Project idea that's documented in the NCO, the PMO will submit the NCO Review and Assessment document to SharePoint for scoring.</p> <p>At this point, SharePoint's Workflow will take over and score the document and update a SharePoint List with that information. The Director will then review the scores and recommendations of the PMO and make a final decision on the viability of the project(s).</p>
Priority	High
Pre conditions	<ul style="list-style-type: none"> PMO User has already completed and submitted a new NCO Review and Assessment document.
Post conditions	<ul style="list-style-type: none"> Project is approved for a Feasibility Study, Deferred until a later time, rejected, or the PMO is asked to reconsider.
Normal Course	<ol style="list-style-type: none"> Director receives a batch notification via email on a monthly or bi-weekly schedule. The director clicks on the email link to view the

	<p style="text-align: center;">NCO Review and Assessment summary page.</p> <div style="border: 1px solid red; padding: 5px;"> <p>PMO Recommended New Concept Overviews</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Creation Date</th> <th>Description</th> <th>PMO Score</th> <th>Director Review</th> </tr> </thead> <tbody> <tr> <td>Implement PMO Automation</td> <td>10/3/2008</td> <td></td> <td>96%</td> <td> <input type="radio"/> Approved <input type="radio"/> Defer </td> </tr> <tr> <td>one two three</td> <td>11/18/2008</td> <td>testing</td> <td>96%</td> <td> <input type="radio"/> Approved <input type="radio"/> Defer </td> </tr> <tr> <td>Change the overall look of your document</td> <td>9/29/2008</td> <td></td> <td>80%</td> <td> <input type="radio"/> Approved <input type="radio"/> Defer </td> </tr> <tr> <td>Chad Stoker Test II</td> <td>11/18/2008</td> <td>test</td> <td>78%</td> <td> <input type="radio"/> Approved <input type="radio"/> Defer </td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div> <ol style="list-style-type: none"> 2) Director is able to select from 2 options in the “Recommendations” section shown with a green title above. The “Non-Recommended” items are included in a separate list with a red title. 3) Once the Director is satisfied with his/her decisions, he/she may hit the “Save” button for both the recommended and non-recommended categories shown. 4) This will result in an email to the PMO of the status. The original Project Initiator, Project Sponsor, and Project Contact will also be notified that they will need to create a “Feasibility” document. 	Title	Creation Date	Description	PMO Score	Director Review	Implement PMO Automation	10/3/2008		96%	<input type="radio"/> Approved <input type="radio"/> Defer	one two three	11/18/2008	testing	96%	<input type="radio"/> Approved <input type="radio"/> Defer	Change the overall look of your document	9/29/2008		80%	<input type="radio"/> Approved <input type="radio"/> Defer	Chad Stoker Test II	11/18/2008	test	78%	<input type="radio"/> Approved <input type="radio"/> Defer
Title	Creation Date	Description	PMO Score	Director Review																						
Implement PMO Automation	10/3/2008		96%	<input type="radio"/> Approved <input type="radio"/> Defer																						
one two three	11/18/2008	testing	96%	<input type="radio"/> Approved <input type="radio"/> Defer																						
Change the overall look of your document	9/29/2008		80%	<input type="radio"/> Approved <input type="radio"/> Defer																						
Chad Stoker Test II	11/18/2008	test	78%	<input type="radio"/> Approved <input type="radio"/> Defer																						
<p>Alternative Courses</p>	<ol style="list-style-type: none"> 1) Director receives a batch notification via email on a monthly or bi-weekly schedule. The director clicks on the email link to view the NCO Review and Assessment summary page. 2) Director is able to select from 2 options in the “Non-Recommended” section shown with a red title below. <div style="border: 1px solid red; padding: 5px;"> <p>Change the overall look of your document 9/29/2008 80%</p> <p style="text-align: right;"> <input type="radio"/> Approved <input type="radio"/> Defer </p> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> <p>PMO Non-Recommended New Concept Overviews</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Creation Date</th> <th>Description</th> <th>PMO Score</th> <th>Director Review</th> </tr> </thead> <tbody> <tr> <td>Chad Stoker Test II</td> <td>11/18/2008</td> <td>test</td> <td>55%</td> <td> <input type="radio"/> No Action Required <input type="radio"/> Reconsider </td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div> <ol style="list-style-type: none"> 3) The Director can request that the PMO reconsider their “Non-Recommended” status or the Director can agree and click “No Action Required.” 4) Once the Director is satisfied with his/her decisions, he/she may hit the “Save” button for both the non-recommended items shown. 5) Emails will be sent either to the PMO in the event of a “reconsider” decision or to the Project Initiator and Project Sponsor in the event of a “No Action Required” for the Non-Recommended items. 	Title	Creation Date	Description	PMO Score	Director Review	Chad Stoker Test II	11/18/2008	test	55%	<input type="radio"/> No Action Required <input type="radio"/> Reconsider															
Title	Creation Date	Description	PMO Score	Director Review																						
Chad Stoker Test II	11/18/2008	test	55%	<input type="radio"/> No Action Required <input type="radio"/> Reconsider																						

Exceptions	None
Business Rules	None
Assumptions	None
Frequency of Use	High – Director will use this feature to evaluate the scores of the NCOs that have been submitted to him/her.
Notes and Issues	

3.6.2. Stimulus/Response Sequences

#	Stimulus	Response
1	Director clicks on the link in their Inbox that directs them to a monthly or bi-weekly queue of NCOs for their consideration.	<p>The NCOBatchReview.aspx page comes up and displays “recommended” and “non-recommended” NCO’s that have been evaluated.</p>  
2	Director picks “ Approved ” and presses the “Save” button on the Recommended item(s) of interest.	<p>An email is sent to the Project Sponsor and Project Initiator that a Feasibility Study will need to be performed. The PMO will be notified via email that they will now need to assign an ISD Team Lead.</p> <p>SharePoint will automatically create a record for the Feasibility documentation and provide a link to it in the email that is sent out to the PMO group.</p>
3	Director picks “ Defer ” and presses the “Save” button on the Recommended item(s) of interest.	<p>The item is marked for review during the next future Director batch cycle. Effectively, “deferring” it.</p> <p>No emails are generated.</p>
4	Director picks “ No Action Required ” and	An email is generated informing the ISD Lead, the Project Sponsor, and the Project Initiator that their project will not

#	Stimulus	Response
	presses the “Save” button on the Non-Recommended item(s) of interest.	continue as currently specified. More importantly, the details of the NCO scoring and NCO contents should be archived for historical purposes at this point. This will allow future Project Initiators an “NCO graveyard” to go review to see what aspects of a project idea cause it to be discarded.
5	Director picks “Reconsider” and presses the “Save” button on the Non-Recommended item(s) of interest.	An email is generated that informs the PMO that they need to reconsider their recommendation based on certain criteria.

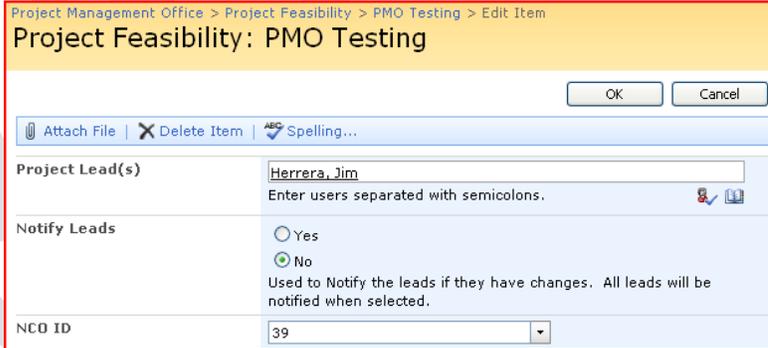
3.7. Feature: Assign ISD Team Lead(s)

3.7.1. Functional Description

Actors	Project Management Office
Description	Once the Director has approved the “New Concept Overview” score and agrees that the project idea appears to be a viable and important one, a Feasibility Study may commence. In this case, an InfoPath document needs to be filled out and an ISD Team Lead will need to be assigned to direct or perform the effort. This ISD Team Lead will later be leading the project through the rest of the process for project management.
Priority	High
Pre conditions	<ul style="list-style-type: none"> Director has approved the project idea for further study and has submitted his recommendations.
Post conditions	<ul style="list-style-type: none"> An ISD Team Lead is assigned to the Project and a Feasibility Study is ready to be implemented.
Normal Course	<ol style="list-style-type: none"> Director reviews recommended items from the PMO and “Approves” various items for a Feasibility Study. Workflow in SharePoint establishes a new record in the “Project Feasibility Document” list. The Project Sponsor and Project Initiator/Contact are both notified via email. The PMO is notified that they must select an ISD Team Lead before the Feasibility Study can begin. The PMO logs on to the SharePoint PMO site and assigns a lead via the “FeasibilityAssignLeads.aspx” page.
Alternative Courses	None
Exceptions	None
Business Rules	None

Assumptions	An ISD Team Lead and Feasibility Document must be generated in order for this phase of the Workflow to continue.
Frequency of Use	Medium – Only approved projects will get this far. Once they do, this step will be critical in continuing the process. Relative to how frequently the “Create a new NCO” feature will be used... this is medium usage.
Notes and Issues	

3.7.2. Stimulus/Response Sequences

#	Stimulus	Response
1	Director saves at least one (or more) approved and recommended items.	<p>The Workflow to start the Feasibility phase is kicked off. The Project Sponsor, Project Contact, and NCO Author are notified of the results.</p> <p>A Project Feasibility record is created to track the Feasibility document itself, track the assigned ISD Team Lead, and more.</p> <p>The PMO is informed via email that they must select an ISD Team Lead for the new Project Feasibility record that has been created.</p> 
2	PMO staff follow the link in their Inbox to assign a lead to the new project.	<p>The PMO Users are taken to the new record in the Project Feasibility list. There they must modify the ISD Team Lead field to include a person that exists in SharePoint’s user list. (Uses FeasibilityAssignLeads.aspx)</p> <p>A new record with a reference to the NCO ID is created in the “project feasibility” list.</p>
3	PMO User hits the “Save” button on the FeasibilityAssignLead.aspx page.	<p>A new Feasibility document is actually created for the first time.</p> <p>An email is sent out to the new ISD Team Lead of the PMO’s decision. A link for viewing the new Feasibility document is included in the email.</p>

3.8. Feature: Create Feasibility Document

3.8.1. Functional Description

Actors	ISD Team Lead
Description	The ISD Team Lead will need to fill out the details in the Feasibility Document that has been programmatically created for them. They will provide important information about the size of the project, etc.
Priority	High
Pre conditions	<ul style="list-style-type: none"> • PMO has assigned a lead and the SharePoint Workflow has created a new Feasibility document for the ISD Team Lead to edit. • The link to the new Feasibility document has been provided in the notification email to the ISD Team Lead.
Post conditions	<ul style="list-style-type: none"> • A completed Feasibility document is submitted for review to the ISD Lead/PMO.
Normal Course	<ol style="list-style-type: none"> 1) ISD Team Lead clicks on the link to “create a new Feasibility Study.” 2) ISD Team Lead fills out Feasibility Information. 3) The ISD Team Lead clicks the “Submit” button to confirm that they are finished with their work. 4) The ISD Team Lead is notified via email when the document has been completed and instructed to “Submit to the PMO” and change the status of the Workflow related to the Feasibility document. 5) The ISD Team Lead who created the Feasibility document modifies the Workflow state and clicks, “Save.” 6) The PMO is notified via email that they may now perform a QA checklist review on the Feasibility document.
Alternative Courses	<ol style="list-style-type: none"> 1) ISD Team Lead clicks on the link to “create a new Feasibility Study.” 2) ISD Team Lead fills out Feasibility Information. 3) The ISD Team Lead clicks the “Close” button to confirm that they are finished with their work. 4) The author saves their work and provides a file-name for later reference.
Exceptions	None
Business Rules	The NCO ID MUST be brought forward and stored as a field that is part of the Feasibility document. This will provide a tracking system through the Project management lifecycle.
Assumptions	The User must NOT have InfoPath on their desktop, or they will receive an error when working with this page.
Frequency of Use	Medium

Notes and Issues	<p>**NOTE**</p> <p>Please refer to the document feature titled “Creating a New Concept Overview (NCO)” for more explicit details on how the “Close” and “Print View” buttons behave respectively on the InfoPath form.</p> <p>The “DefaultItemOpen=1” URL attribute is <i>critical</i> to getting this InfoPath form to open in a form-view within the Browser. If a User has InfoPath installed on their machine, and this attribute with a value of ‘1’ is not provided, InfoPath will attempt to open the document and will fail to load.</p>
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3.8.2. Stimulus/Response Sequences

#	Stimulus	Response
1	ISD Team Lead clicks on the link to “create a new Feasibility Study.”	<p>A new Feasibility Study document is created with a reference to the NCO ID.</p> <p>The basic outline of the Feasibility document is as follows:</p> <ol style="list-style-type: none"> a. General Information <ol style="list-style-type: none"> i. Project name ii. Controlling Agency iii. Prepared By iv. Modification Date v. Authorized By b. Business Problem <ol style="list-style-type: none"> i. Current Situation ii. Factors or Problems iii. Areas Impacted iv. Resolution Date c. Approach and Overview <ol style="list-style-type: none"> i. Overall detailed description d. Potential Solutions <ol style="list-style-type: none"> i. Solution 1 ii. Solution 2 iii. Solution 3 e. Initiative Designation <ol style="list-style-type: none"> i. Fast-Track ii. Enhancement iii. Major Initiative iv. Professional Procurement required? f. Preliminary Recommendations <ol style="list-style-type: none"> i. Recommended Solution

#	Stimulus	Response
		ii. Recommended justification g. Signatures At the bottom of the document, there are radio-buttons to either “accept,” “reject,” “on hold,” “need clarification,” or “other.” These radio buttons have no bearing on how the system responds. They are purely informational.
2	ISD Team Lead clicks on the “Submit” button on the InfoPath document.	An email is sent to the ISD Team Lead to remind them that they will need to submit the document for approval to the PMO.
3	The ISD Team Lead clicks on the link in their email that says, “To approve the form for submission to the PMO, click here if you are satisfied with your document.”	The “Project Feasibility” list record is updated to reflect the new workflow state and an email is sent to the PMO about the fact that the Feasibility Study has been completed. The “Project Feasibility” list is updated with a Feasibility Document ID. <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>Project Feasibility Document Submission Approval</p> <p>Title: Chad Stoker Test II NCO ID: 52</p> <hr/> <p>Submission Status: <input type="button" value="Submit to the PMO"/> <input type="button" value="Hold for Development"/> <input type="button" value="Submit to the PMO"/></p> <p style="font-size: small; color: red;">ent, select "Hold for Development." bmit for review.</p> <p style="text-align: right;"><input type="button" value="Save"/></p> <p style="text-align: right; font-size: x-small;">After update, click here to return to t</p> </div>
4	Alternatively, the ISD Team Lead clicks on the link in their email to continue editing the document.	The user is presented with the document that they were previously editing before the email was sent to them. (Or, in other words, the User is presented with the Feasibility document that relates to the NCO ID identified in the email.)

3.9. Feature: Create Statement of Work Document

3.9.1. Functional Description

Actors	ISD Team Lead
Description	<p>The ISD Team Lead will need to fill out the details in the Statement of Work document prior to an actual review from the PMO. The submission of the Feasibility Study doesn’t, by itself, trigger a review by the PMO. It is the combination of the Statement of Work and the Feasibility Study that result in a PMO review.</p> <p>This document is only needed if a vendor’s services are required for the project. Otherwise, the creation of a Statement of Work is not necessary.</p>
Priority	Medium

Pre conditions	<ul style="list-style-type: none"> • ISD Team Lead must have already completed and submitted a Feasibility Study document. • The Feasibility Document must specify the need for an external vendor for procurement. • (If NO “Procurement” is deemed necessary in the Feasibility Document, then no SOW will need to be created.)
Post conditions	<ul style="list-style-type: none"> • A completed Statement of Work document is submitted for review to the ISD Lead/PMO.
Normal Course	<ol style="list-style-type: none"> 1) ISD Team Lead completes a Feasibility Study document and submits it for approval with the need for an external “Procurement” clearly defined. 2) ISD Team Lead is informed that they must also complete a Statement of Work before any PMO review will take place. 3) The ISD Team Lead clicks on an email link to create the new Statement of Work Document. 4) The ISD Team Lead completes the Statement of Work and submits it. 5) The ISD Team Lead receives an email to their submission by updating the Workflow to “Submit to the PMO.” 6) The ISD Team Lead complies with the email and submits the Statement of Work to the PMO for QA review.
Alternative Courses	<ol style="list-style-type: none"> 1) ISD Team Lead clicks on the link to “create a new ‘Statement of Work’.” 2) ISD Team Lead fills out Statement of Work information. 3) The ISD Team Lead clicks the “Close” button to confirm that they are finished with their work. 4) The author saves their work and provides a file-name for later reference.
Exceptions	None
Business Rules	The NCO ID MUST be brought forward and stored as a field that is part of the Statement of Work document. This will provide a tracking system through the Project management lifecycle.
Assumptions	<p>The User must NOT have InfoPath on their desktop, or they will receive an error when working with this page. (Unless, the ‘DefaultItemOpen’ flag is set to ‘1’.)</p> <p>This document can ONLY be created if the ISD Team Lead has already identified the need for procuring the services of a Vendor during the project. Otherwise, the Statement of Work document is not a part of the workflow.</p>
Frequency of Use	Medium – Only approved projects will get this far. Once they do, this step will be critical in continuing the process. Relative to how frequently the “Create a new NCO” feature will be used... this is medium usage.

Notes and Issues	<p>**NOTE**</p> <p>Please refer to the document feature titled “Creating a New Concept Overview (NCO)” for more explicit details on how the “Close” and “Print View” buttons behave respectively on the InfoPath form.</p>
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3.9.2. Stimulus/Response Sequences

#	Stimulus	Response
1	ISD Team Lead clicks on the link to “Create a new Statement of Work.”	<p>A new Statement of Work document record is created:</p> <ul style="list-style-type: none"> a. Background b. Project Objective or Mission Statement c. Customers/Users d. Project Description e. Deliverables f. Acceptance Criteria g. Constraints
2	ISD Team Lead clicks on the “Submit” button on the InfoPath document.	An email is sent to the ISD Team Lead to remind them that they will need to submit the document for approval to the PMO.
3	The ISD Team Lead clicks on the link in their email that says, “To approve the form for submission to the PMO, click here if you are satisfied with your document.”	<p>The “Project Feasibility” list record is updated to reflect the new workflow state and an email is sent to the PMO about the fact that the Statement of Work has been completed. (Uses SOWSubmissionApproval.aspx page)</p> <p>The “Project Feasibility” list is updated with a SOW Document ID.</p> <div data-bbox="657 1234 1425 1465" style="border: 1px solid red; padding: 5px;"> <p>Statement of Work Submission Approval</p> <p>Project Name: NCO ID: 52</p> <hr/> <p>Submission Status: <input type="button" value="Submit to the PMO"/> <input type="button" value="Hold for Development"/> <input type="button" value="Submit to the PMO"/></p> <p style="font-size: small; color: red;">Hold for Development: If you are not satisfied with the document, select "Hold for Development." Submit for review.</p> <p style="text-align: right;"><input type="button" value="Save"/></p> <p style="font-size: x-small; text-align: right;">After update, click here to return to the list</p> </div>
4	Alternatively, the ISD Team Lead clicks on the link in their email to continue editing the document.	The user is presented with the document that they were previously editing before the email was sent to them. (Or, in other words, the User is presented with the SOW document that relates to the NCO ID identified in the email.)

3.10. Feature: PMO Feasibility QA Checklist

3.10.1. Functional Description

Actors	ISD PMO User(s)
Description	The PMO must verify the completeness of both the Feasibility Study and the

	<p>Statement of Work documents respectively. Several standardized questions are asked of the ISD PMO User concerning the Feasibility and Statement of Work. If all looks about right, the ISD PMO User will “accept” the documents and submit them for review by the Enterprise Architecture group. If the ISD PMO “rejects” the documents, the ISD Team Lead will be asked to revise the documents and re-submit them at a later time.</p>
Priority	High
Pre conditions	<ul style="list-style-type: none"> • A Statement of Work has been completed.
Post conditions	<ul style="list-style-type: none"> • Accept or Revise the Feasibility and Statement of Work documents respectively.
Normal Course	<ol style="list-style-type: none"> 1) The ISD PMO User receives notification that there is a pending QA review for existing Statement of Work and Feasibility documents. 2) The ISD PMO User reviews the Feasibility and SOW documents respectively, by clicking on the links to those documents that are provided in the initial email. 3) The ISD PMO User now opens the Feasibility QA Review checklist by selecting that particular link. 4) The ISD PMO User answers several “yes/no” questions and provides a little bit of descriptive detail before making the final decision about the Review Status. 5) The User chooses either “accept” or “revise and resubmit” as the outcome of the Feasibility QA Review. <div data-bbox="441 1073 1422 1661" style="border: 1px solid red; padding: 5px;"> <p>Feasibility Quality Assurance Checklist</p> <p>Feasibility Title *: Chad Stoker Test II NCO ID: 52 Feasibility ID *: 31</p> <hr/> <p>Project Name *: <input type="text" value="No"/> Contains Project Name?</p> <hr/> <p>Controlling Agency *: <input type="text" value="No"/> Contains Controlling Agency?</p> <hr/> <p>Prepared By *: <input type="text" value="No"/> Contains Prepared By?</p> <hr/> <p>Dates *: <input type="text" value="No"/> Contains Date or Modification Date</p> <hr/> <p>Authorized By *: <input type="text" value="No"/> Contains Authorized By</p> <hr/> <p>Current Situation *: <input type="text" value="No"/> Current Situation: Provides an introduction and description of the current business problem or requirements</p> <hr/> <p>Areas Impacted *: <input type="text" value="No"/> Areas Impacted: Provides information on areas which may be impacted. This should be inclusive of people, d business functions etc.</p> </div>
Alternative Courses	None
Exceptions	None
Business Rules	None

Assumptions	A Feasibility and Statement of Work document must be present in order for this phase of the Workflow to continue.
Frequency of Use	Medium – Only approved projects will get this far. Once they do, this step will be critical in continuing the process. Relative to how frequently the “Create a new NCO” feature will be used... this is medium usage.
Notes and Issues	<p>**NOTE**</p> <p>Currently, pressing the “Save” button on this form does not take the user away from the screen. This should be fixed in the future.</p>

3.10.2. Stimulus/Response Sequences

#	Stimulus	Response
1	ISD PMO User clicks on the “Feasibility” document link in their email that they received.	The ISD Team Lead’s Feasibility Study document is presented in a “read-only” format for the ISD PMO reviewer to review.
2	ISD PMO User clicks on the “Statement of Work” document link in their email that they received.	The ISD Team Lead’s Statement of Work document is presented in a “read-only” format for the ISD PMO reviewer to review.
3	ISD PMO User clicks on the “QA Checklist for this Project” link.	<p>The ISD PMO User is presented with the Feasibility Quality Assurance Checklist which asks several standard questions including :</p> <ul style="list-style-type: none"> • Project Name (y/n) • Controlling Agency (y/n) • Prepared By (y/n) • Dates (y/n) • Authorized By (y/n) • Current Situation (y/n) • Areas Impacted (y/n) • Resolution Date (y/n) • Approach Overview (y/n) • Solution 1 (y/n) • Solution 2 (y/n) • Solution 3 (y/n) • Project Type (y/n) • Professional Services (y/n) • Recommended Solution (y/n) • Recommended Justification (y/n) • Signatures (y/n)

#	Stimulus	Response
		<ul style="list-style-type: none"> • Recommendation Comments (free-text) • QA Review Comments (free-text) • Recommendation State (approved/revise & resubmit) <p>The “Recommendation Comments” field is intended as a way to communicate directly with the ISD Team Lead/Author.</p>
4	The ISD PMO User selects “Accept” for the “recommendation state” and hits the Save button.	An email notification is sent to the Enterprise Architecture group so that they may also review and provide feedback on the Feasibility Study and Statement of Work as it relates to the Architectural standards within AOC.
5	The ISD PMO User selects “Revise & Resubmit” for the “recommendation state” and hits the Save button.	The ISD Team Lead is emailed and notified of the need for revision of their original Feasibility and SOW documents.

3.11. Feature: EA QA Feasibility Review

3.11.1. Functional Description

Actors	Enterprise Architecture Group
Description	Similar to the PMO group’s Feasibility QA Review that occurred prior to this step in the workflow, the EA group is responsible for providing their feedback and input about each project that is working its way through the Feasibility phase.
Priority	High
Pre conditions	<ul style="list-style-type: none"> • PMO has completed their Feasibility QA Review.
Post conditions	<ul style="list-style-type: none"> • The EA is ready to perform Feasibility Scoring for the Project.
Normal Course	<ol style="list-style-type: none"> 1) The Enterprise Architecture group receives notification via their email Distribution List that the ISD PMO Group has reviewed and approved a project Feasibility document. 2) A member of the EA group clicks on the link in their email to provide some Enterprise Architectural oversight by filling out a series of questions. 3) Upon completion of the EAQARReview.aspx page, the EA representative recommends a status for the document of either “accept” or “revise & resubmit.”

	<p>New Concept Overview</p> <p>NCO Title: Chad Stoker Test II</p> <p>Enterprise Architecture Checklist</p> <p>Architectural Components Identification: <input type="button" value="Yes"/> Have all of the architectural components that would be needed for this p been identified?</p> <p>Ownership Identification: <input type="button" value="Yes"/> Has the owner of the product and/or service been identified?</p> <p>Budget/Cost Implications: <input type="button" value="Yes"/> Is there any evidence of budget/cost implications for ongoing support o</p> <p>Technology Risks: <input type="button" value="Yes"/> Have the technology risks been documented?</p> <p>Scalability Factors: <input type="button" value="Yes"/> Have scalability factors been identified?</p> <p>Data Synchronization: <input type="button" value="Yes"/> If a local database is proposed, has master data synchronization been c</p> <p>Schema Change Impact: <input type="button" value="Yes"/> If master data schema changes are proposed, have plans for data mode considered?</p> <p>BI Query Access: <input type="button" value="Yes"/> If queries are needed, has Business Intelligence access been considere</p> <p>BI Report Access: <input type="button" value="Yes"/> If reports are needed, has Business Intelligence access been considere</p>
Alternative Courses	None
Exceptions	None
Business Rules	None
Assumptions	A Feasibility and Statement of Work document must be present in order for this phase of the Workflow to continue.
Frequency of Use	Medium – Only approved projects will get this far. Once they do, this step will be critical in continuing the process. Relative to how frequently the “Create a new NCO” feature will be used... this is medium usage.
Notes and Issues	<p>**NOTE**</p> <p>Currently, pressing the “Save” button on this form does not take the user away from the screen. This should be fixed in the future.</p>

3.11.2. Stimulus/Response Sequences

#	Stimulus	Response
1	EA User clicks on the “Feasibility” document link in their email that they received.	The ISD Team Lead’s Feasibility Study document is presented in a “read-only” form for the EA reviewer to review.

#	Stimulus	Response
2	EA User clicks on the "Statement of Work" document link in their email that they received.	The ISD Team Lead's Statement of Work document is presented in a "read-only" format for the EA reviewer to review.
3	EA User clicks on the "Click here to complete the Enterprise Architecture checklist for this Project" link.	<p>The EA User is presented with the Feasibility Quality Assurance Checklist which asks several standard questions including :</p> <ul style="list-style-type: none"> • Architectural Components Identification (y/n) • Budget Identification (y/n) • Budget / Cost Implications (y/n) • Technology Risks (y/n) • Scalability Factors (y/n) • Data Synchronization (y/n) • Schema Change Impact (y/n) • BI Query Access (y/n) • BI Report Access (y/n) • New Data Access Method (y/n) • Comments to the Author (free-text) • Recommendation State (approved/revise & resubmit) <p>The "Comments to the Author" field is intended as a way to communicate directly with the ISD Team Lead.</p>
4	The EA User selects "Accept" for the "recommendation state" and hits the Save button.	An email notification is sent to the EA Distribution List (DL) so that they may continue with their final Project Feasibility Scoring.
5	The EA User selects "Revise & Resubmit" for the "recommendation state" and hits the Save button.	The PMO is notified about the EA group's recommendation. The PMO group then decides whether to request that the document(s) is revised or not.

3.12. Feature: Create EA Feasibility Scoring Document

3.12.1. Functional Description

Actors	Enterprise Architect(s)
Description	The EA group provides simple "yes/no" responses to questions about how well the project aligns with agency architectural strategies and methodologies. When an answer of "yes" is provided, a ranking of "Low,"

	“medium,” or “High” is used to indicate the weight of the response.
Priority	High
Pre conditions	<ul style="list-style-type: none"> The EA group has already completed a Feasibility QA Checklist for the project.
Post conditions	<ul style="list-style-type: none"> The EA provides a recommendation to the PMO about the project’s Feasibility and SOW documents. The PMO is able to proceed with their Review and Assessment phase.
Normal Course	<ol style="list-style-type: none"> The Enterprise Architecture DL receives an email indicating that the QA Review checklist has been completed for a given project. The EA group member uses the email to navigate to the EA Feasibility Scoring document. (An InfoPath form) The EA Group member completes his/her assessment of the project feasibility and “Submits” the document for completion. The EA group receives another email that instructs them to submit the completed document for review to the PMO group. <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p>Feasibility EA Evaluation and Scoring Submission Approval</p> <p>Title: Chad Stoker Test II NCO ID: 52</p> <hr/> <p>Submission Status: <input type="button" value="Submit to the PMO"/> <input type="button" value="Hold for Development"/> <input type="button" value="Submit to the PMO"/> <small>ent, select "Hold for Development." Submit for review.</small></p> <p style="text-align: right;"><input type="button" value="Save"/></p> <p style="text-align: right;"><small>After clicking save: [Refresh to View Changes] [Return to the PMO]</small></p> </div> <ol style="list-style-type: none"> The EA Feasibility Scoring document is actually scored by the Workflow algorithm established by the PMO and EA groups. The scoring information and other document statuses are stored in the “Feasibility EA Evaluation and Scoring” list.
Alternative Courses	None
Exceptions	None
Business Rules	None
Assumptions	The User must NOT have InfoPath on their desktop, or they will receive an error when working with this page. (Unless, the ‘DefaultItemOpen’ flag is set to ‘1’.)
Frequency of Use	Medium – Only approved projects will get this far. Once they do, this step will be critical in continuing the process. Relative to how frequently the “Create a new NCO” feature will be used... this is medium usage.
Notes and Issues	<p>**NOTE**</p> <p>Please refer to the document feature titled “Creating a New Concept Overview (NCO)” for more explicit details on how the “Close” and “Print View” buttons behave respectively on the InfoPath form.</p> <p>At this point, it is not possible to reject the work of the ISD Team Lead on the Feasibility or Statement of Work documents respectively.</p>

3.12.2. Stimulus/Response Sequences

#	Stimulus	Response
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#	Stimulus	Response
1	The EA User clicks on the email link in their Inbox to create a new EA Feasibility Scoring document.	A new Enterprise Architecture Feasibility Scoring document is created and shown to the user in their browser. The relevant NCO ID and Feasibility ID are carried forward and included as part of the new record associated with this document.
2	The EA User fills out the necessary scoring information.	There are several sections that make up the basis for the scoring algorithm that is used by the Enterprise Architecture group. They are : <ol style="list-style-type: none"> 1) Benefit Questions (scoring-related questions) 2) Risk Questions (scoring-related questions) 3) Recommendations (acceptable / not acceptable) 4) Conditions (free text) 5) Constraints (free text) 6) Other Comments (free text) The first 2 sections are used for the overall scoring of the Project by the Enterprise Architecture group.
3	The EA User presses the "Submit" button.	The content of the document is stored on the SharePoint server and an email is sent out to the EA group to verify that it is complete and to "Submit it to the PMO for review." The document's underlying SharePoint list record is modified to include a score.
4	The EA User clicks on the links to "Submit" the Feasibility Scoring document to the PMO.	The user is directed to the EA Feasibility Scoring Evaluation Submission Approval screen. Here, they can leave the Recommended status as-is, or modify it so that the record will be submitted for review by the PMO.
5	The EA User selects "Submit for review by PMO" and presses "Save."	An email is sent to the PMO indicating that the EA group has completed their evaluation and scoring of the project and has provided a recommendation.

3.13. Feature: PMO Feasibility Review & Assessment

3.13.1. Functional Description

Actors	ISD Project Management Office (PMO)
Description	The Project Management Office (PMO) will perform a final Review and Assessment of the overall NCO, Feasibility Study, and Statement of Work. A large amount of criteria are used to make a final and comprehensive determination of the future viability of the project. If everything looks about right, the Project will move forward, receive funding, and get resources pending a final approval from the Director.
Priority	High

Pre conditions	<ul style="list-style-type: none"> The EA Group has provided their recommendation and scoring for review by the PMO. 																																																								
Post conditions	<ul style="list-style-type: none"> The project is sent up to the Director for Review based on the PMO's final recommendation. This could be a recommendation to either cancel or continue the project. 																																																								
Normal Course	<ol style="list-style-type: none"> The PMO receives an email indicating that the EA Feasibility Scoring document has been completed for a given project. A PMO User uses the email to navigate to the PMO Review and Assessment document. (An InfoPath form) The PMO User completes his/her assessment of the project feasibility and "Submits" the document for completion. The PMO Feasibility Study Review and Assessment document is actually scored by the Workflow algorithm established by the PMO itself. <div data-bbox="444 701 1417 1297" style="border: 1px solid red; padding: 5px;"> <p>Project Management Office > Feasibility Study Review and Assessment</p> <h3>Feasibility Study Review and Assessment</h3> <table border="1"> <thead> <tr> <th>New</th> <th>Upload</th> <th>Actions</th> <th>Settings</th> <th colspan="3"></th> </tr> <tr> <th>NCO ID</th> <th>Name</th> <th>Project Name</th> <th>Modified</th> <th>Modified By</th> <th>Checked Out To</th> <th>Feasibility Score</th> </tr> </thead> <tbody> <tr> <td>67</td> <td>Run thru test (2) <small>NEW</small></td> <td>Run thru test (2)</td> <td>11/24/2008 2:22 PM</td> <td>Herrera, Jim</td> <td></td> <td>100%</td> </tr> <tr> <td>54</td> <td>one two three <small>NEW</small></td> <td>one two three</td> <td>11/24/2008 11:46 AM</td> <td>Herrera, Jim</td> <td></td> <td>93.8%</td> </tr> <tr> <td>52</td> <td>Chad Stoker Test II <small>NEW</small></td> <td>Chad Stoker Test II</td> <td>11/24/2008 5:42 PM</td> <td>Stoker, Chad</td> <td></td> <td>77.7333333333%</td> </tr> <tr> <td>40</td> <td>The Test Project</td> <td>The Test Project</td> <td>11/7/2008 2:46 PM</td> <td>Herrera, Jim</td> <td></td> <td>100%</td> </tr> <tr> <td>38</td> <td>Implement PMO Automation</td> <td>Implement PMO Automation</td> <td>11/20/2008 10:27 AM</td> <td>Herrera, Jim</td> <td></td> <td>98.8%</td> </tr> <tr> <td>37</td> <td>Change the overall look of your document</td> <td>Change the overall look of your document</td> <td>11/21/2008 3:24 PM</td> <td>Herrera, Jim</td> <td></td> <td>53.6%</td> </tr> </tbody> </table> </div> <ol style="list-style-type: none"> The scoring information and other document statuses are stored in the "Feasibility Study Review and Assessment" list. 	New	Upload	Actions	Settings				NCO ID	Name	Project Name	Modified	Modified By	Checked Out To	Feasibility Score	67	Run thru test (2) <small>NEW</small>	Run thru test (2)	11/24/2008 2:22 PM	Herrera, Jim		100%	54	one two three <small>NEW</small>	one two three	11/24/2008 11:46 AM	Herrera, Jim		93.8%	52	Chad Stoker Test II <small>NEW</small>	Chad Stoker Test II	11/24/2008 5:42 PM	Stoker, Chad		77.7333333333%	40	The Test Project	The Test Project	11/7/2008 2:46 PM	Herrera, Jim		100%	38	Implement PMO Automation	Implement PMO Automation	11/20/2008 10:27 AM	Herrera, Jim		98.8%	37	Change the overall look of your document	Change the overall look of your document	11/21/2008 3:24 PM	Herrera, Jim		53.6%
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Alternative Courses	None																																																								
Exceptions	<p>If the Workflow calculations run into missing data or don't take the appropriate action to handle fields that have provided value, an ERROR in the Workflow may occur resulting in a WF Status of "ERROR."</p> <p>This appears to have the effect of stopping the email to the Director from occurring.</p> <div data-bbox="444 1675 1417 1850" style="border: 1px solid red; padding: 5px;"> <p>Workflow History</p> <p>View workflow reports</p> <p>The following events have occurred in this workflow.</p> <table border="1"> <thead> <tr> <th>Date Occurred</th> <th>Event Type</th> <th>User ID</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>11/24/2008 5:42 PM</td> <td>Error</td> <td>System Account</td> <td>Error updating a list item</td> </tr> <tr> <td>11/24/2008 5:42 PM</td> <td>Error</td> <td>System Account</td> <td>An error has occurred in WF Feasibility Score Calculation Update.</td> </tr> </tbody> </table> </div>	Date Occurred	Event Type	User ID	Description	11/24/2008 5:42 PM	Error	System Account	Error updating a list item	11/24/2008 5:42 PM	Error	System Account	An error has occurred in WF Feasibility Score Calculation Update.																																												
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Business Rules	None																																																								

Assumptions	The User must NOT have InfoPath on their desktop, or they will receive an error when working with this page. (Unless, the 'DefaultItemOpen' flag is set to '1'.)
Frequency of Use	Medium – Only approved projects will get this far. Once they do, this step will be critical in continuing the process. Relative to how frequently the “Create a new NCO” feature will be used... this is medium usage.
Notes and Issues	<p>**NOTE**</p> <p>Please refer to the document feature titled “Creating a New Concept Overview (NCO)” for more explicit details on how the “Close” and “Print View” buttons behave respectively on the InfoPath form.</p> <p>At this point, it is not possible to reject the work of the ISD Team Lead on the Feasibility or Statement of Work documents respectively.</p>

3.13.2. Stimulus/Response Sequences

#	Stimulus	Response
1	The PMO User clicks on the email link in their Inbox to create a new PMO Feasibility Study Review and Assessment document.	<p>A new PMO Feasibility Study Review and Assessment document is created and shown to the user in their browser.</p> <p>The relevant NCO ID and Feasibility ID are carried forward and included as part of the new record associated with this document.</p>
2	The PMO User fills out the necessary scoring information.	The information provided by the PMO User will be used later to apply a “score” to the document.
3	The PMO User presses the “Submit” button.	<p>The content of the document is stored on the SharePoint server and an email is sent out to the EA group to verify that it is complete and to “Submit it to the PMO for review.”</p> <p>The document’s underlying SharePoint list record is modified to include a score.</p> <p>An email is sent to the Director indicating that the PMO has completed their evaluation and scoring of the project and has provided a recommendation.</p> <p>The ISD Team Lead is notified about the status of the Feasibility Study and the Project overall.</p>

3.14. Feature: *Batch Director Feasibility Review*

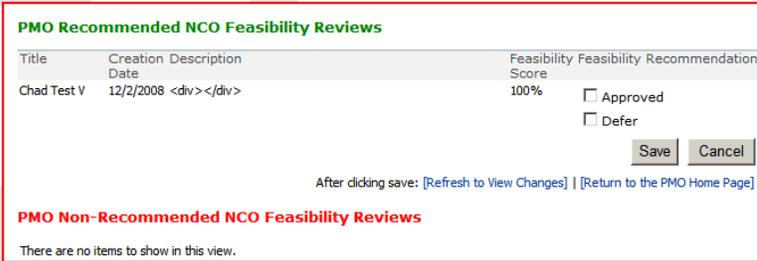
3.14.1. Functional Description

Actors	Director
Description	<p>Once the PMO rates the Risks and Benefits associated with the Project Feasibility (and possible Statement of Work) that’s documented in the Feasibility phase, the PMO will submit the Feasibility Review and Assessment document to SharePoint for scoring.</p> <p>At this point, SharePoint’s Workflow will take over and score the document</p>

	<p>and update a SharePoint List with that information. The Director will then review the scores and recommendations of the PMO and make a final decision on the viability of the project(s).</p>										
<p>Priority</p>	<p>High</p>										
<p>Pre conditions</p>	<ul style="list-style-type: none"> PMO has provided a recommendation complete with a valid score and Workflow status on the Feasibility Study Review and Assessment document associated with the project. 										
<p>Post conditions</p>	<ul style="list-style-type: none"> The Director accepts or rejects the project in conjunction with the PMO's recommendations. The entire set of documents are archived and stored for historic purposes and review. 										
<p>Normal Course</p>	<ol style="list-style-type: none"> Director receives a batch notification via email on a monthly or bi-weekly schedule. The director clicks on the email link to view the NCO Review and Assessment summary page <div data-bbox="441 760 1419 1094" style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p>PMO Recommended NCO Feasibility Reviews</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Title</th> <th style="text-align: left;">Creation Date</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Feasibility Score</th> <th style="text-align: left;">Feasibility Recommendation</th> </tr> </thead> <tbody> <tr> <td>Chad Test V</td> <td>12/2/2008</td> <td><div></div></td> <td>100%</td> <td> <input type="checkbox"/> Approved <input type="checkbox"/> Defer </td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> <p style="text-align: center; font-size: small;">After clicking save: [Refresh to View Changes] [Return to the PMO Home Page]</p> <p>PMO Non-Recommended NCO Feasibility Reviews</p> <p style="color: red; font-size: small;">There are no items to show in this view.</p> </div> Director is able to select from 2 options in the "Recommendations" section shown with a green title above. The "Non-Recommended" items are included in a separate list with a red title. Once the Director is satisfied with his/her decisions, he/she may hit the "Save" button for both the recommended and non-recommended categories shown. This will result in an email to the PMO of the status. The original Project Initiator, Project Sponsor, and Project Contact will also be notified that they will need to create a "Feasibility" document. 	Title	Creation Date	Description	Feasibility Score	Feasibility Recommendation	Chad Test V	12/2/2008	<div></div>	100%	<input type="checkbox"/> Approved <input type="checkbox"/> Defer
Title	Creation Date	Description	Feasibility Score	Feasibility Recommendation							
Chad Test V	12/2/2008	<div></div>	100%	<input type="checkbox"/> Approved <input type="checkbox"/> Defer							
<p>Alternative Courses</p>	<ol style="list-style-type: none"> Director receives a batch notification via email on a monthly or bi-weekly schedule. The director clicks on the email link to view the NCO Review and Assessment summary page. Director is able to select from 2 options in the "Non-Recommended" section shown with a red title. The Director can request that the PMO reconsider their "Non-Recommended" status or the Director can agree and click "No Action Required." Once the Director is satisfied with his/her decisions, he/she may hit the "Save" button for both the non-recommended items shown. Emails will be sent either to the PMO in the event of a "reconsider" decision or to the Project Initiator and Project Sponsor in the event of 										

	a “No Action Required” for the Non-Recommended items.
Exceptions	None
Business Rules	None
Assumptions	A PMO Feasibility Study Review and Assessment document must have been completed and a subsequent email delivered to the Director during the batch delivery cycle for this feature to proceed.
Frequency of Use	Medium – Only approved projects will get this far. Once they do, this step will be critical in continuing the process. Relative to how frequently the “Create a new NCO” feature will be used... this is medium usage.
Notes and Issues	

3.14.2. Stimulus/Response Sequences

#	Stimulus	Response										
1	Director clicks on the link in their Inbox that directs them to a monthly or bi-weekly queue of Feasibilities for their consideration.	<p>The FeasibilityBatchReview.aspx page comes up and displays “recommended” and “non-recommended” Feasibilities that have been evaluated.</p>  <p>PMO Recommended NCO Feasibility Reviews</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Creation Date</th> <th>Description</th> <th>Feasibility Score</th> <th>Feasibility Recommendation</th> </tr> </thead> <tbody> <tr> <td>Chad Test V</td> <td>12/2/2008</td> <td><div></div></td> <td>100%</td> <td><input type="checkbox"/> Approved <input type="checkbox"/> Defer</td> </tr> </tbody> </table> <p>After clicking save: [Refresh to View Changes] [Return to the PMO Home Page]</p> <p>PMO Non-Recommended NCO Feasibility Reviews</p> <p>There are no items to show in this view.</p>	Title	Creation Date	Description	Feasibility Score	Feasibility Recommendation	Chad Test V	12/2/2008	<div></div>	100%	<input type="checkbox"/> Approved <input type="checkbox"/> Defer
Title	Creation Date	Description	Feasibility Score	Feasibility Recommendation								
Chad Test V	12/2/2008	<div></div>	100%	<input type="checkbox"/> Approved <input type="checkbox"/> Defer								
2	Director picks “ Approved ” and presses the “Save” button on the Recommended item(s) of interest.	An email is sent to the ISD Team Lead that the Feasibility Study has been accepted along with any possible Statement of Work or other documents. The PMO will also be notified via email of the Director’s decision.										
3	Director picks “ Defer ” and presses the “Save” button on the Recommended item(s) of interest.	The item is marked for review during the next future Director batch cycle. Effectively, “deferring” it. No emails are generated.										
4	Director picks “ No Action Required ” and presses the “Save” button on the Non-Recommended item(s) of interest.	An email is generated informing the ISD Team Lead that their project will not continue as currently specified. More importantly, the details of the Feasibility scoring and Feasibility contents should be archived for historical purposes at this point. This will allow future Project Initiators a “Feasibility graveyard” to go review to see what aspects of a project idea cause it to be discarded.										

#	Stimulus	Response
5	Director picks “Reconsider” and presses the “Save” button on the Non-Recommended item(s) of interest.	An email is generated that informs the PMO that they need to reconsider their recommendation based on certain criteria.

DRAFT

4. Glossary of Terms

AOC – Administrative Office of the Courts.

EA Group – Enterprise Architecture Group: A governing body or group within the Administrative Office of the Courts that is responsible for the oversight and general design of Information Technology as it relates to the agency.

Executive Management – The ISD Director or other management entity responsible for overseeing the agency Information Services budget and project selection.

ISD – Information Services Division: A division within the Administrative Office of the Courts responsible for the maintenance and development of Information Technology Software and Hardware.

IT – Information Technology: A term commonly used to refer to computer software and hardware related technologies.

MOSS – Microsoft Office SharePoint Services: A collection of web-enabled ASP.NET technologies that run on Microsoft Internet Information Server platform and provides features such as document sharing, workflow, collaboration, and team communication.

NCO – New Concept Overview: A document that represents a new project idea.

PMO – Project Management Office: The group responsible for the oversight and direct management of projects within the Administrative Office of the Courts.