

Commonwealth Office of Technology

Rated Service Description

Project Management

CS20 Per Hour

COT's Office of Enterprise Technology employ staff that are skilled in project management and portfolio management tools and techniques. OET staff can assist agencies in selecting projects and managing their project portfolios. OET staff can also serve as the project manager for an entire project or for only those portions of a project for which COT has specific responsibility.

CS20 Includes the following HARDWARE

Not Applicable

CS20 Includes the following SOFTWARE

None

CS20 Includes the following SERVICES

The EPMO provides the following Project Management Services:

- Project start-up – Assign temporary project managers during project initiation when internal project managers are unavailable. When an agency project manager becomes available, the project will be handed off to the agency.
- Program / project assistance – Provide project management services to projects that are near deadline and need assistance to meet that deadline.
- Program / project assessment – Review a project or program (and the program's projects) by interviewing key project staff and gathering and analyzing information about the project. The information gathered is used to determine the project's status, including whether the project is meeting its objectives, whether the project is on schedule, and whether the project is over budget. Information gathered is used to determine what corrective actions should be taken, if any.
- Project Management Personnel – Assign project managers, program managers, and assistant project managers to projects. This service may be used by Cabinets when internal project management expertise is lacking.
- Portfolio Management is the process of selecting projects that have the highest return on investment for the Commonwealth and will help the Commonwealth meet its strategic goals. The EPMO provides the following Portfolio Management services for Capital IT projects and IT projects that are applicable to multiple cabinets.
- Business case analysis – Review project requests and candidate projects to ensure they will meet business needs. This service is similar to the Capital Planning Process.
- Project portfolio assessment – Provide a high-level assessment of all projects within a Cabinet, Office, or Department. Then determine if specific projects should be assessed.
- Project tracking and oversight – Track the status and progress of all projects within an agency.
- Project debriefs - Provide presentations regarding a project to the stakeholders or other groups.
- Application portfolio assessment – Provide a high-level assessment of all applications within a Cabinet, Office, or Department. Then determine if specific applications should be assessed.

CS20 To Initiate Service or Report a Problem with this service

Please contact the Commonwealth Service Desk:

- 24x7 Phone support: 502-564-7576 · Toll free support number: 800-372-7434
- Via e-mail CommonwealthServiceDesk@ky.gov

CS20 Additional Service Clarifications

None