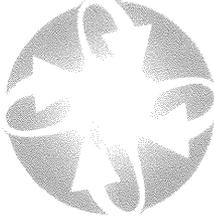


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|  <p>Office of Systems Integration "SERVING CALIFORNIA"</p> | <p>PMO PROCEDURE</p> <p>Control Number: OSI-AP-08-13</p> |
| <p>Project Executing Procedure</p> | <p>Effective Date: August 28, 2008</p> |

1.0 Purpose:

In support of OSI Policy on Project Management #OSI-AP-08-03, this procedure establishes the process by which projects are executed. The processes are used to complete the work defined in the project management plans to accomplish the project's requirements as defined in the charter, FSR/APD, and/or project scope statement.

2.0 Definitions and References:

2.1 Master Project Management Plan: A formal document that defines how the project is Executed, Monitored and Controlled, and Closed. The Master Project Plan includes or references other detailed plans including:

- 2.1.1 Cost Management
- 2.1.2 Quality Management
- 2.1.3 Staff Management
- 2.1.4 Communication Management
- 2.1.5 Risk Management
- 2.1.6 Procurement Management
- 2.1.7 Contract Management
- 2.1.8 Governance with Issue Escalation and Resolution Process
- 2.1.9 Configuration Management
- 2.1.10 Change Management

2.2 Office of Systems Integration: The Office of Systems Integration (OSI) provides project management services for the California Health and Human Services Agency. The OSI also provides standards, guidelines, policies and procedures for the efficient, effective and successful initiation, planning, execution and closure of these projects.

2.3 Other References:

- 2.3.1 Information Technology (IT) Oversight Framework
http://www.cio.ca.gov/Government/IT_Policy/pdf/IT_OvrsghtFrmwrkR2-25-04s.pdf
- 2.3.2 Project Management Body of Knowledge (PMBOK) Third Edition, Project Management Institute (PMI)
- 2.3.3 Office of Systems Integration, Best Practices Website (BPWeb)
<http://www.bestpractices.osi.ca.gov>

3.0 Roles and Responsibilities:

- 3.1 Contract Manager: The Contract Manager is responsible for managing and tracking the Contractor contracts for the project. This includes negotiating amendments, reviewing work authorizations and invoices, and ensuring that all contractual terms and deliverables are met.
- 3.2 Project Sponsor: The Project Sponsor is responsible for advocating for the project at the executive level and with control agencies and stakeholders.
- 3.3 Project Manager: The Project Manager executes the project management plans. The Project Manager continuously manages and evaluates the overall project performance to provide confidence that the project will satisfy the relevant quality standards.
- 3.4 Project Team: The Project Team is responsible for performing the tasks defined for them in the project staffing plan and project master plan. Team members will consist of people having various skills sets, at varying levels of performance, from multiple organizations within the public and private sectors. Team members will be determined by the needs of the project and will fluctuate as the project continues. Team members will consist of permanent, limited term and contracted employees at all levels within the project.
- 3.5 Quality Manager: The Quality Manager is charged with overseeing and ensuring both product and process quality for the project. The Quality Manager provides insight into the project and contractor methods of doing business by reviewing process and product activities for adherence to standards and plans.

4.0 Procedure:

Note: Not all project activities are sequential and many are iterative based on the project needs.

| <u>ACTIVITY</u> | <u>DESCRIPTION</u> |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Begin Execution Phase Activities | The Project Manager can begin delivery phase activities following the completion of all planning phase activities including approval of the PMP, project funding, FSR/APD, and project acquisitions. |
| 2. Assemble Execution Phase Project Team | The Project Manager follows the necessary steps for obtaining the human resources needed to complete the project. |
| 3. Develop Team | The Project Manager evaluates each individual skill sets to ensure that the each team member has the proper skill sets for each upcoming project phase |
| 4. Assign Resources | The Project Manager assigns resources to each of the project tasks as identified in the project schedule. |
| 5. Execute Project Management Plans | The Project Manager executes the project management plan activities by performing the activities contained within each of the plans such as Communication Plan, Risk Management Plan, etc. |
| 6. Direct and Manage Project Execution | The Project Manager will direct the various technical and organizational resources that exist in the project to execute the work defined in the project management plans. |
| 7. Execute Task Assignments | The Project Team Members execute tasks as assigned performing the activities of the project in accordance with the project management plan. |

8. Conduct Progress Status Meetings

The Project Manager conducts all of the progress status meetings. Status on all work accomplished is collected and will provide input into the overall project performance report.

Based on the progress meetings, information is made available to all appropriate stakeholders in a timely manner.

9. Update Project Schedule and Management Plans

The Project Manager updates the Project Schedule and Management plans as the project moves through the life cycles. Normal execution variances will cause some re-planning. Such variances may or may not affect the project management plans or schedule.

10. Quality Assurance

The Quality Manager continuously evaluates the overall project performance on a regular basis to provide confidence that the project will satisfy the relevant quality standards. Quality Assurance process is necessary for applying the planned, systematic quality activities to ensure that the project employs all processes needed to meet requirements.

11. Acceptance of Deliverables

The Contract Manager will receive, review and accept project deliverables.

12. Complete Execution Phase Review and Lessons Learned

The Project Manager contacts all participating stakeholders to review and document lessons learned in the execution phase.

5.0 Revision History

History of document changes, whether they are minor typographical errors, major improvements, or re-engineering efforts.

| Date | Revision Number | Change |
|------|-----------------|---------------|
| | 1.0 | New Procedure |
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