

Project Management Methodology

The Project Management Methodology consists of four components:

- The PMM Methodology Manual (361 pages)
- The PMM Desk Reference (100 pages), and
- The PMM Templates (19 templates)
- PMM Express (for non-complex projects)

The PMM is a "template-driven" methodology, in that the project manager steps through the various PMM Templates, as the project progresses through Initiation, Planning, Control/Execution, and Closeout.

PMM Express

PMM Express was developed as a streamlined guide to assist in the management of smaller, less complex projects within the State of Michigan. *PMM Express* is a customized version of the State of Michigan Project Management Methodology (PMM). For more information on the State's PMM, visit: www.michigan.gov/projectmanagement.

A Project contains the following major phases:

- **Initiation** (charter development)
- **Planning** (project plan development)
- **Execution** (executing the project plan, maintaining the schedule, weekly status report preparation and status meetings)
- **Control** (managing scope changes and managing issues)
- **Closeout** (validating customer expectations, documenting best practices and lessons learned, and official project sign-off)

A Project Schedule contains several **key components**. These components include **tasks** (derived from the work breakdown structure or WBS), **dependency relationships** between tasks, **task duration** (normally in person hours), and **assigned resources** (normally personnel) at the task level.

The **applicable PMM templates** include:

- **Project Charter**
The Project Charter is the formal document authorizing resources to be expended for a project. It also details the budget, scope, and high-level schedule of the project.
- **Project Plan**
The Project Plan dictates how the project will be managed, including project approach, and how risk, communications, budgeting, quality and resources will be managed.
- **Project Status Report**
The Project Status Report is the mechanism for the project manager to communicate progress and risks/issues to project stakeholders, most importantly sponsors and the project team.
- **Project Issue Document**
Used to formally document major project related issues that require escalation.
- **Project Change Control Request**
Used to formally request approval for significant changes to the project scope. Scope changes that impact the project budget, schedule, resources, or quality should be approved.
- **Post Implementation Evaluation Report**
Used to receive formal project sign-off and to document project execution, best practices and/or lessons learned.
- **Project Lessons Learned**
Used to document project-based lessons learned and best practices throughout the project.

The **Project Management Resource Center (PMRC)** has established a four-prong approach for implementing project management in state government:

- **Training**
- **Methodology**
- **Tools**
- **Center of Excellence**

PMM Express

The Application of the State's Project Management Methodology to Non-Complex Projects

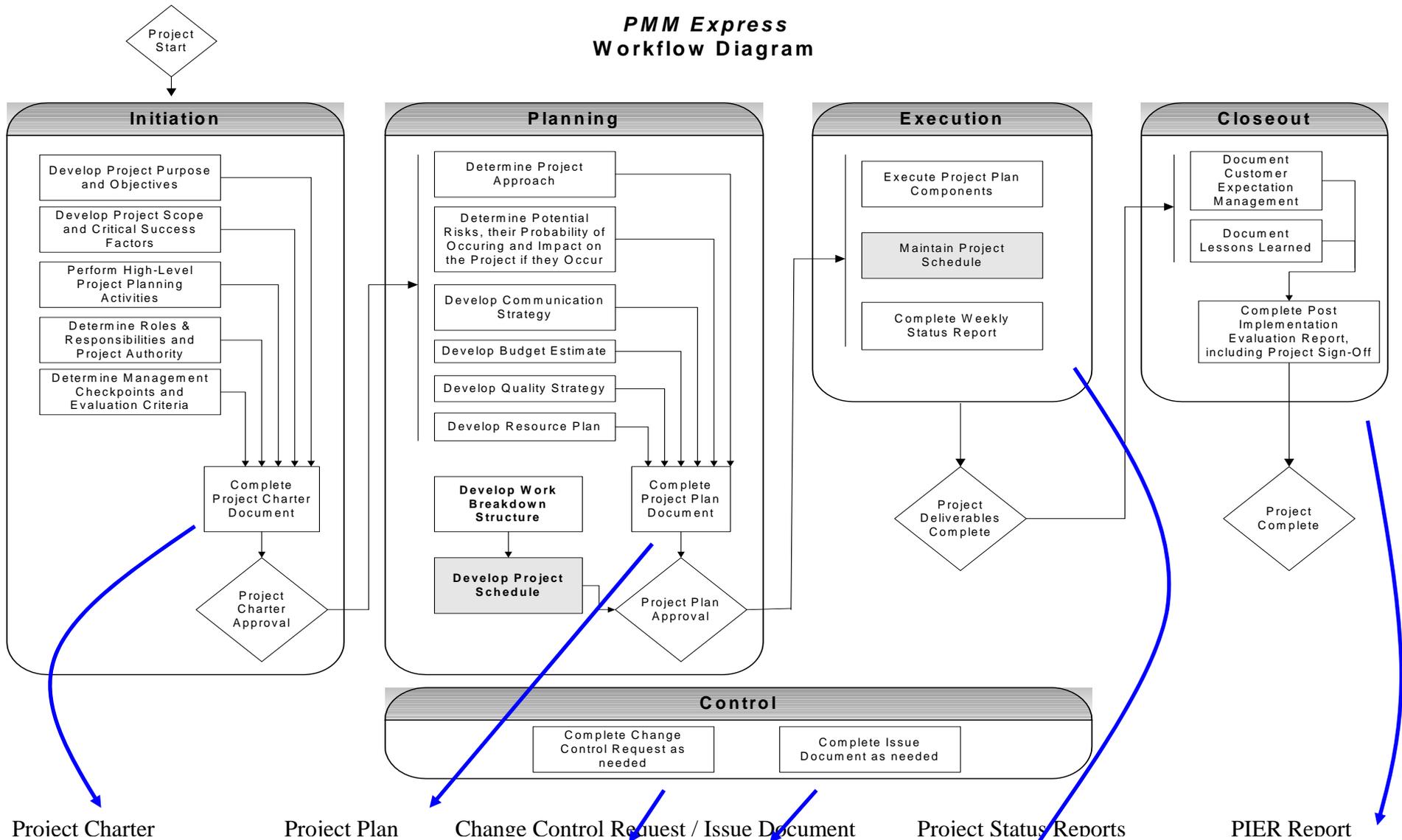


A Ready Reference for planning and implementing short term projects.

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**Project Management Resource Center
Michigan Department of Information Technology
www.michigan.gov/projectmanagement**

PMM Express Workflow Diagram



Project Charter

Project Plan

Change Control Request / Issue Document

Project Status Reports

PIER Report