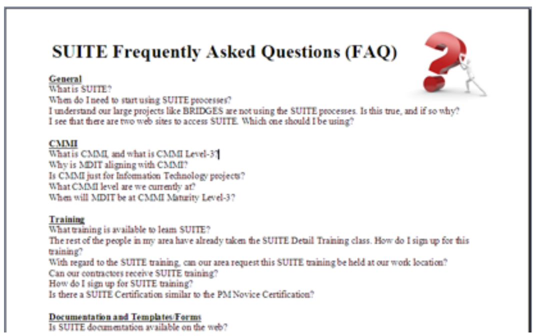
For more information

Contact your local
SUITE Support Team

or

Send us an e-mail at:

SUITE @ Michigan.gov



SUITE Frequently Asked Questions (FAQ)

General
What is SUITE?
When do I need to start using SUITE processes?
I understand our large projects like BRIDGES are not using the SUITE processes. Is this true, and if so why?
I see that there are two web sites to access SUITE. Which one should I be using?

CMMI
What is CMMI, and what is CMMI Level-3?
Why is MDIT aligning with CMMI?
Is CMMI just for Information Technology projects?
What CMMI level are we currently at?
When will MDIT be at CMMI Maturity Level-3?

Training
What training is available to learn SUITE?
The rest of the people in my area have already taken the SUITE Detail Training class. How do I sign up for this training?
With regard to the SUITE training, can our area request this SUITE training be held at our work location?
Can our contractors receive SUITE training?
How do I sign up for SUITE training?
Is there a SUITE Certification similar to the PM Novice Certification?

Documentation and Templates/Forms
Is SUITE documentation available on the web?

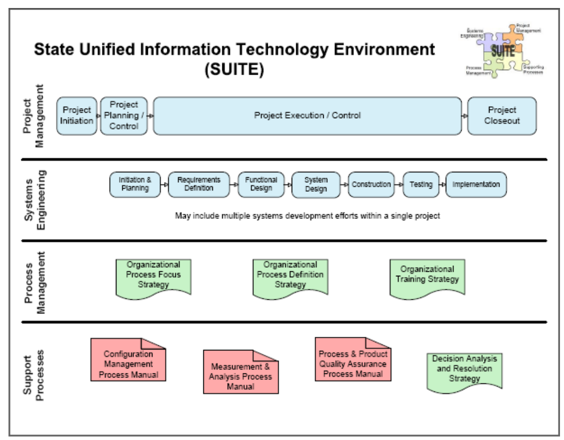
SUITE

Quick Start Guide

A roadmap for using SUITE on your project

Version 1.0

August 2010



Step 1: Relax

- **SUITE is all about making your project more successful.** It can only help you.
- **The department wants you to use SUITE.**
- **There are a ton of resources at your disposal** and **a lot of people who are willing to help**.
- **Expect to do more documentation and work up front**. SUITE is about identifying defects earlier in the project when they are less costly to fix. Build some extra time into your first project schedule for this. Each subsequent project will be a little faster and easier.
- **Remember, it's not just about filling out the forms.** To maximize the benefits, leverage the entire SUITE methodology.

Step 7: Contribute to the SUITE community

- **Promote the use of SUITE in your area.**
- **Support your local SST.**
- **Help or mentor co-workers who are just beginning to use SUITE.**
- **Provide copies of your completed templates** (security and confidentiality permitting) to co-workers for use as **examples**.
- **Share your best practices**. If you've developed tools, templates, or user guides that were helpful to you, they will probably be helpful to others.
- **Consider joining one of the SUITE teams**. There is still much work to be done and we need all the help we can get.
- **Become a SUITE champion**.

SUITE Champion!

Step 6: Provide feedback

- **Help us make SUITE even better**. Send your comments and suggestions for improvement to SUITE@michigan.gov.
- **Have an idea for improving the templates?** Click on the Comments/Suggestions link at the top of any SEM Template to access our on-line submission form.
- **Forward your success stories.** Help us demonstrate how SUITE is improving efficiency and reducing costs throughout the department.

Step 2: Know your available resources

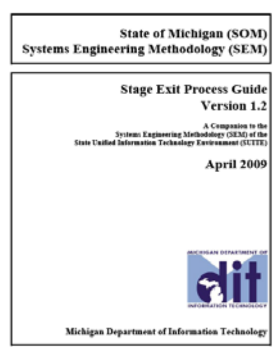
- **Check out the SUITE Website at www.michigan.gov/suite**. It provides links to the Project Management Methodology (PMM) and the Systems Engineering Methodology (SEM), including manuals, process guides, templates, newsletters, and training information. There is a wealth of information available to you.
- **Check out the SUITE State of Michigan Website at http://inside.michigan.gov/dtmb/wr/epm/suite.** You'll find all kinds of information about the SUITE project and the various teams working to make it a success. There are also progress reports, presentations, contact lists, best practices, and links to additional resources.
- **The most recent templates are available from the forms page on the DTMB intranet site** at http://inside.michigan.gov/dtmb. From the DTMB home page, just click on "Common DTMB Forms".
- **Know the members of your local SUITE Support Team (SST).** Each area has an SST to promote SUITE and assist staff with the implementation of SUITE and the SEM. If you haven't already been provided with information about your local SST, ask your supervisor or manager.
- **Review the list of Frequently Asked Questions** by clicking on the SUITE FAQ link on the SUITE website.
- **SUITE@michigan.gov is the official mailbox of the SUITE project.** If you can't find it anywhere else, just send us an e-mail.

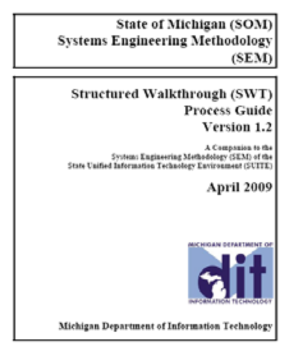
Step 3: Take advantage of SUITE training opportunities

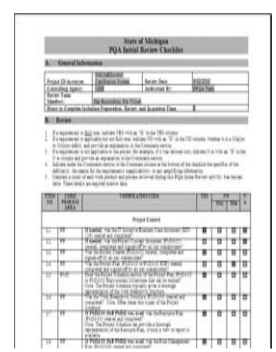
- **Check with your SST about individual coaching and training.** Some SST's may provide mentors who will work with you "one-on-one" throughout the course of your project.
- **Ask your SST about attending the SUITE / SEM Detail Training workshop.** This introductory class is presented locally and provides an overview of the SUITE project, with a detailed look at the SEM and its components and processes. It's considered a prerequisite for other SUITE workshops and is highly recommended for staff who looking to get started with SUITE.
- **An additional series of SUITE training workshops are available to all DTMB staff.** All classes are provided by DTMB staff at no charge. A description of each workshop, class schedules and registration information can be found by clicking on the training link in the SUITE Team Room or on the SUITE website.
- **Check with your SST to find out about other local training opportunities.** Some areas have arranged to have the SUITE workshops presented on-site especially for their staff.

Step 5: Work the methodology (continued)

- **Use Stage Exits to obtain formal sponsor and stakeholder approval for the deliverables required in each SEM stage.** You should complete the stage exit process before beginning work on the next stage. Refer to the SEM Overview Diagram or SEM Express Diagram to see the expected deliverables for each stage. See the SEM Stage Exit Process Guide for more information about the Stage Exit process.
- **Notify your local SST or PMO whenever you complete a Stage Exit.** The completion dates must be reported to management as part of the Monthly SEM Progress report that is prepared for each area of DTMB.
- **Collect project metrics as you go.** Project metrics are the best indicators we have to determine how effectively SUITE / SEM works in our environment. Create the Project Metrics Collection form (SEM-0188) in the Initiation and Planning Stage. Then update the form at each Stage Exit. The project lead must forward the updated SEM-0188 form to SUITE@michigan.gov after each stage exit and within 45 days after the system has been released to the production environment. For more information on metrics collection, see the Measurement and Analysis Process Manual.
- **Leverage the Process and Product Quality Assurance (PPQA) review to ensure optimal utilization of the SUITE methodology.** A PPQA review is performed on each project. A team will be assigned to review and evaluate the existence / completeness and quality of artifacts associated with your project, at specific checkpoints during the project. All reviews are conducted from a "coaching" perspective. See the Process and Product Quality Assurance Manual for more information.

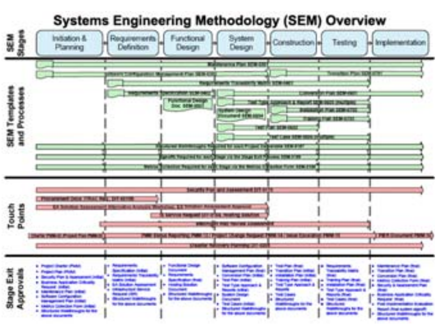


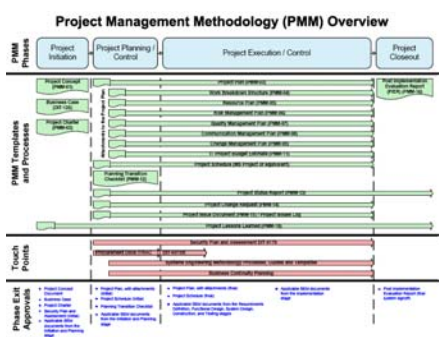




Step 5: Work the methodology

- **Always start with the most recent templates.** Whenever you begin working on a new template, start by downloading the most recent version from the DTMB intranet site. The templates are constantly being streamlined and improved, so starting with the latest version could save you a lot of work.
- **Complete the templates as listed in the Overview Diagrams.** Some templates may be created in one stage and updated during one or more others. Add as much information in each stage as you can and complete the template as indicated in the overview diagram.
- **Pay careful attention to the Touch Points.** These are the processes you need to use to get work and project deliverables from other areas of DTMB (e.g. - Procurement, Enterprise Security, Infrastructure Services, E-Michigan) so they are ready and available when your project needs them. See the SEM Manual for more details.
- **Use Structured Walkthroughs to ensure product quality.** Structured Walkthroughs are formal reviews of work products (e.g. – project documents, SEM templates, code modules, etc.) and are required for all major project deliverables. See the SEM Structured Walkthrough Guide for more details.





Step 3: Take advantage of SUITE training opportunities (continued)

- **Educate client management and staff.** They play a key role in the SUITE methodology and have a vested interest in making it work. Although many of the SUITE training workshops are geared toward technical staff, some are intended for client staff as well (e.g. – Business Requirements, Testing, Structured Walkthroughs and Stage Exits).
- **Review the "SEM Template Instructions" document** (SEM-0000) on the forms page in TechTalk. Or you can just click on the Instructions link at the top of any SEM Template. This guide will tell you with everything you need to know about using the templates, from how to download them, to how to use the SEM toolbar and template functions.
- **Read the documentation on the SUITE website.** Start with the Overview Diagrams and then move on to the SEM Manual and Process Guides. You will also want to familiarize yourself with the various PMM and SEM templates.

SUITE/SEM WORKSHOPS

These sessions are open to all state employees. For more information about which class works best for you/your area please contact a member of your area's SUITE Support Team or send an email to SUITETRAINING@Michigan.gov. Please Note: The SUITETRAINING mailbox was converted to MS Outlook. If you are a GroupWise user and get a message that says "undeliverable", please delete SUITETRAINING from your Frequent Contacts and resend the original email requesting training.

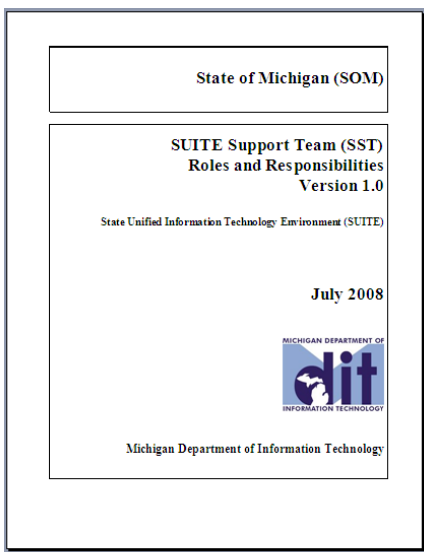
Managers please note: If you would like to have a workshop held at your site, contact the person listed in the table below.

Workshop	Primary Contact	Date, Time, Location	Cost
Writing a Good Business Requirement	Alice Leininger	See Below	No Charge
Software Configuration Management **New and Improved!**	Tina Symington	See Below	No Charge
SUITE Express	Samuel Roberts	See Below	No Charge
Structured Walkthroughs and Stage Exits	Alan DeKoninck	See Below	No Charge
CMMI Overview	Dan Buonodono	See Below	No Charge
Effort/Duration Estimating	Phillip Hofmeister	See Below	No Charge
Working with the Office of Enterprise Security	Rock Rakowski	See Below	No Charge
Metrics Collection Process	Dan Buonodono	See Below	No Charge

Step 4: Start your project

- **Get the big picture.** Go to the SUITE website and click on the "SUITE Overview Diagram". This will help you understand the PMM phases and SEM stages and their relationship to one another.
- **Reach out to your local SST for assistance.** They may be able to provide you with tools, or learning aids. They may also be able to assign a mentor to help guide you through the process.
- **Establish a working relationship with your local Program Management Office (PMO).** They will likely need to track and report your progress as part of your area's monthly SEM Progress Report. They may also be able to assign a project resource to help guide you through the SUITE process, or provide a standard project template.
- **Identify co-workers who have worked with SUITE** who can provide advice and assistance.
- **Consider the potential size and complexity of your project**. Estimate the total person hours that will be needed to complete it. Are their potential risks? Is it a multi-agency effort or highly visible? Will it require new infrastructure components?

SUITE Support Team


State of Michigan (SOM)

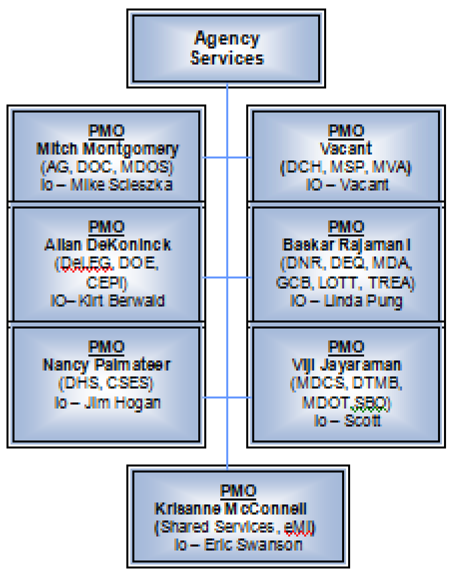
SUITE Support Team (SST)
Roles and Responsibilities
Version 1.0

State Unified Information Technology Environment (SUITE)

July 2008

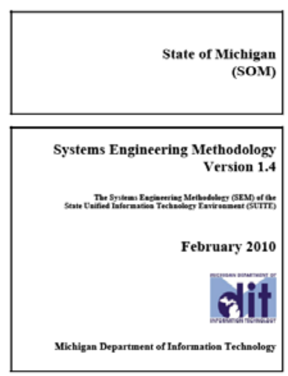
Michigan Department of Information Technology

PMOs



Step 4: Start your project (continued)

- **Decide whether to use the full SEM or SEM Express**, based upon the estimated project effort and associated risks. As a guideline, if the total effort will exceed 1000 hours you will want to use the full SEM. If the total effort is between 200 and 1000 hours, you may be able to use SEM Express. For efforts less than 200 hours, you may be able to avoid a formal project altogether and just use the SEM Maintenance Template (SEM-0931). See the SEM Maintenance Guide for more details.
- **Review the PMM Overview Diagram** (link on the SUITE website) and note the various project phases. Use this diagram as a guide to the work that needs to be done in each phase.
- As you work through your project, **refer to the Overview Diagrams** to determine the work that needs to be completed in each phase / stage.
- **Tailor the SEM per the requirements of your project.** Individual templates may be added or eliminated as appropriate. But be careful not to eliminate templates if doing so would detract from the value of using the methodology. Be prepared to justify your decisions as they could be reviewed at a later date. See Chapter 2 of the SEM Manual for additional guidance on tailoring.

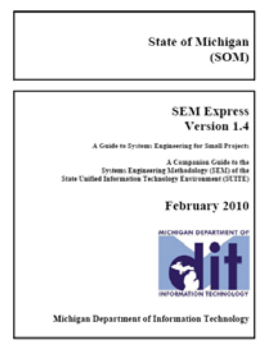

State of Michigan (SOM)

Systems Engineering Methodology
Version 1.4

The Systems Engineering Methodology (SEM) of the State Unified Information Technology Environment (SUITE)

February 2010

Michigan Department of Information Technology


State of Michigan (SOM)

SEM Express
Version 1.4

A Guide to Systems Engineering for Small Projects

A Companion Guide to the Systems Engineering Methodology (SEM) of the State Unified Information Technology Environment (SUITE)

February 2010

Michigan Department of Information Technology


State of Michigan
(Insert System or Project Name Here)
System Maintenance Document