

# Complex Program Management Needs Assessment & Desktop Technology Check List Tool

## Self-Assessment of Transition Needs & Readiness

- Current Use of Spreadsheets with Project Requirements more than Scope & Time
- Have a Desktop Standalone Project License & Mastered Functionality
  - Forward Scheduling; Baseline; Track
  - Have a Standard Project Template
  - Generic Resources
  - Resource Assignments to Tasks
  - Capacity Forecasts & Planning
- Readiness to Choose & Standardize on an Enterprise Project Management Technology
  - Project Managers have mastered 90% of Desktop Project Technology
  - Managing Multiple Projects Competing for Same, Limited Resources
  - Establish an Enterprise Resource Pool for all Generic Resources
  - Develop Standard Enterprise Wide Reports
  - Establish Custom, User Defined Project & Resource Fields

## Project Management Maturity (PMM) Levels--Technology Checklist- 90% of Solution---Project Desktop

- PMM Level 2- Forward Schedule
  - Company Holiday Calendar
  - Phases or WBS
  - Project tasks linked with Precedence Dependence Diagram
  - Frozen Baseline Schedule
  - Track Actual
  - Manage with Tracking Gantt Schedule
- PMM Level 3- Resource Requirements
  - Establish Generic Resources in Resource Pool
  - Assign Resources to Task using Work Formula
- PMM Level 4 Capacity Planning
  - Forecast Capacity- Force count & Working Hours (Resource Calendar)
  - Capacity Planning Using resource requirements & Capacity Forecast