

MPQR Projects Full Template Field Descriptions

When a major project team is asked to attend a Major Project Quarterly Review (MPQR) the initial information requested is detailed in a 'New Projects' MPQR PowerPoint presentation. Once established the project team is requested to fill out the 'MPQR Projects Full Template' (Full Template) for future MPQR meetings.

The goal is to provide a mechanism for presenting the detail status of a project through its lifecycle.

The table below indicates what input is needed per field for the MPQR Projects Full template. Questions when filling out the template are to be directed to Department of Technology and Information's (DTI) Project Portfolio Management team via email: DTI_PPM@state.de.us. Submission of the project presentation is to the same email account.

Full Presentation Slide	Slide Description	Section within Slide	Field Label on report/presentation	Description of input for field
Slide 1			Project Name	Insert the name of the project as identified on the business case
Slide 1			Project Sponsor	Insert the executive sponsor of the project's name, responsible for funding and oversight
Slide 1			Project Manager	Insert the resource name responsible for managing the overall project's scope, resources and budget
Slide 1			Business Case #	Insert business case number (TIMS unique number)
Slide 2	Project Resources	State Team	Project Sponsor(s)	List the project sponsor(s)'s name(s)
Slide 2	Project Resources	State Team	Project Manager	List the project manager's name
Slide 2	Project Resources	State Team	Project Coordinator	List names of project coordinators
Slide 2	Project Resources	State Team	State Partner(s)	List the names of State of Delaware associated organizations
Slide 2	Project Resources	State Team	Functional Lead	List the names of functional/business leads
Slide 2	Project Resources	State Team	Organizational Change Lead	List the names of the OCM lead
Slide 2	Project Resources	Non-State Team	Vendor Manager(s)	List the names of vendor managers
Slide 2	Project Resources	Non-State Team	Vendor Partner(s)	List the names of vendors

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Slide 2	Project Resources	Non-State Team	Independent Reviewers	List the names of resources identified to review/audit the project outside of your organization
Slide 2	Project Resources	Non-State Team	Federal Partner(s)	List Federal organizations involved with the project
Slide 3	Overall Status Summary		Current Project Summary of Major Changes from Last Review	Insert project phase (Pre-Initiation, Initiation, Planning, Executing/Monitoring/Controlling, or Closing), issues resolved, scope changes, procurement activity, business case status (Draft, PTR, Recommended, under revision)
Slide 4	Progress to Highlight	Please answer the following questions	Project Budget on Target?	Yes or No
Slide 4	Progress to Highlight	Please answer the following questions	Project Milestone Dates on Target?	Yes or No
Slide 4	Progress to Highlight	Please answer the following questions	Project Resources Available?	Yes or No
Slide 4	Progress to Highlight	Please answer the following questions	Post Production Support Budget Completed and Funding Identified?	Yes or No
Slide 4	Progress to Highlight	Please answer the following questions	Overall % Complete of Work Effort?	Indicate the percentage of work that has been completed for the overall project
Slide 5	Schedule		Project Start Date	Indicate the start date of the project
Slide 5	Schedule	Project Milestone Dates	Requirements Sign Off Date	Indicate the date the requirements are signed-off
Slide 5	Schedule	Project Milestone Dates	Baseline Date	Indicate the date the project schedule is base-lined
Slide 5	Schedule	Project Milestone Dates	Design Sign Off Date	Indicate the date the system/network design is signed off
Slide 5	Schedule	Project Milestone Dates	Testing Sign Off Date	Indicate the date testing is completed and signed-off
Slide 5	Schedule	Project Implementation Dates	Original Implementation Date(s)	Indicate the baseline implementation date for the project
Slide 5	Schedule	Project Implementation Dates	Current Implementation Date(s)	Indicate the current implementation date for the project

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Full Presentation Slide	Slide Description	Section within Slide	Field Label on report/presentation	Description of input for field
Slide 5	Schedule	Project Complete Date	Original Completion Date	Indicate the baseline completion date for the project
Slide 5	Schedule	Project Complete Date	Current Completion Date	Indicate the current completion date for the project
Slide 6	Attention Areas	List delays and problems (technical/functional) since last status update was given	Note issues/delays	Insert impacts and dependencies
Slide 6	Attention Areas	List delays and problems (technical/functional) since last status update was given	Technical Issues	Insert impacts and dependencies
Slide 6	Attention Areas	List delays and problems (technical/functional) since last status update was given	Functional Issues	Insert impacts and dependencies
Slide 6	Attention Areas	List corrective actions or strategies being taken	Note Action Plan	Indicate the action plan
Slide 6	Attention Areas	List corrective actions or strategies being taken	Note Strategy to address	Indicate the strategy
Slide 6	Attention Areas	List corrective actions or strategies being taken	Note any assistance needed	Indicate any assistance needed
Slide 7	Risk and Mitigation	List Risks and Issues	Note Risks	Insert impacts and dependencies
Slide 7	Risk and Mitigation	List Risks and Issues	Note Issues	Insert impacts and dependencies
Slide 7	Risk and Mitigation	List Mitigation Actions Being Taken	Note Mitigation	Indicate the mitigation
Slide 7	Risk and Mitigation	List Mitigation Actions Being Taken	Note any strategies deployed	Indicate the strategy
Slide 8	Deliverables	List main technical deliverables completed since last update	List Technical deliverables	Indicate the technical deliverables
Slide 8	Deliverables	List main functional deliverables completed since last update	List Functional deliverables	Indicate functional deliverables

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Full Presentation Slide	Slide Description	Section within Slide	Field Label on report/presentation	Description of input for field
Slide 9	Project Costs		Total Project Budget	Title - no input
Slide 9	Project Costs		XX.X Million	Insert full cost for project, include internal and external costs
Slide 9	Project Costs		Funds Expended to Date	Title - no input
Slide 9	Project Costs		As of mm/dd/yy \$XX Million	Insert per the date DTI indicates the amount of funds that have been expended on this project, including internal state costs
Slide 9	Project Costs		Quarter Projected Hardware PO \$ M	Insert the quarterly projected hardware purchase order total
Slide 9	Project Costs		Quarter Projected Software PO \$ M	Insert the quarterly projected software purchase order total
Slide 9	Project Costs		Quarter Projected Vendor PO \$ M	Insert the quarterly projected vendor services purchase order total
Slide 9	Project Costs	Do your project costs include all State resources?	State FTE	Indicate State FTE costs
Slide 9	Project Costs	Do your project costs include all State resources?	Casual/Seasonal	Indicate State Casual/Seasonal costs
Slide 9	Project Costs	Do your project costs include all State resources?	Facilities	Costs associated with renting space, facility modifications (power, HVAC, etc.)
Slide 10	Project Budget	Current Federal Dollars	\$	What is the total amount of Federal funding needed for the project?
Slide 10	Project Budget	Current State Dollars	GF \$	What is the total amount of State of Delaware general funds needed for the project?
Slide 10	Project Budget	Current State Dollars	ASF \$	What is the total amount of State of Delaware associated special funds needed for the project?
Slide 10	Project Budget	Current Total Project Budget	\$	Add the above three numbers - should match total project budget from previous slide
Slide 10	Project Budget	Original Federal Dollars	\$	What is the original total amount of Federal funding needed for the project?
Slide 10	Project Budget	Original State Dollars	GF \$	What is the original total amount of State of Delaware general funds needed for the project?

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Full Presentation Slide	Slide Description	Section within Slide	Field Label on report/presentation	Description of input for field
Slide 10	Project Budget	Original State Dollars	ASF \$	What is the original total amount of State of Delaware associated special funds needed for the project?
Slide 10	Project Budget	Original Total Budget	\$	Add the above three numbers
Slide 10	Project Budget	Additional funding is needed to complete the project	GF \$	What additional general funds are needed not included in current state dollar box
Slide 10	Project Budget	Additional funding is needed to complete the project	ASF \$	What additional special funds are needed not included in current state dollar box
Slide 10	Project Budget		Did your budget increase in the last 3 months	Yes or No
Slide 11	Lessons Learned	List Lessons Learned	List Lessons Learned	List key lessons learned (what you would do again, was a problem but worked out, what was a problem and caused serious impact)
Slide 12	Goals for Next Review	All projects should have	ongoing support budgets defined	Action items to support category should be noted
Slide 12	Goals for Next Review	All projects should have	training and education plans developed	Action items to support category should be noted
Slide 12	Goals for Next Review	All projects should have	help desk plan developed	Action items to support category should be noted
Slide 12	Goals for Next Review	All projects should have	functional support plan developed	Action items to support category should be noted
Slide 12	Goals for Next Review	All projects should have	appropriate level of detail in requirements	Action items to support category should be noted
Slide 12	Goals for Next Review	All projects should have	volume of work with new solutions identified and current number of resources projected	Action items to support category should be noted
Slide 12	Goals for Next Review	All projects should have	Impact of change control on the project budget defined	Action items to support category should be noted
Slide 12	Goals for Next Review	All projects should have	legacy system retirement plan, where applicable	Action items to support category should be noted
Footer			Major Projects Quarterly Review	Title - no input
Footer			Date	Date of MPQR - no input
Footer			Page	Footer indicating page number - no input