

MPQR New Projects Template Field Descriptions

When a major project team is first asked to attend a Major Project Quarterly Review (MPQR) the initial information requested is detailed in a 'New Projects' MPQR PowerPoint presentation. The goal is to establish an understanding of the project's IT solution, who is involved with the project, the estimated cost and timeline, along with an understanding of impacts to any other IT solution.

The table below indicates what input is needed per field for the New Projects MPQR 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.

New Project Presentation Slide	Slide Description	Section within Slide	Field Label on report/presentation	Description of input for field
Slide 1	Title Page		Project Name	Insert the name of the project as identified on the business case
Slide 1	Title Page		Project Sponsor	Insert the executive sponsor of the project's name, responsible for funding and oversight
Slide 1	Title Page		Project Manager	Insert the resource name responsible for managing the overall project's scope, resources and budget
Slide 1	Title Page		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
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

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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	What is the total estimated cost of the project?	Indicate the estimated cost for the entire project.
Slide 4	Progress to Highlight	Please answer the following questions	What is the estimated timeline of the project, from project initiation through implementation and closure?	Using dates or fiscal year/quarters to indicate the project's key milestones (conception, start date , implementation, finish date)
Slide 5	Solution		Describe the solution being proposed, i.e., transfer, off-the-shelf, custom development, etc.	Indicate if the IT solution is custom code, off-the shelf, SAAS, etc.
Slide 6	Other Systems/Interfaces		List other systems required to complete this project.	Indicate any IT system impacted by this project.
Slide 6	Other Systems/Interfaces		List all interfaces required to complete this project.	Indicate any IT system to interface with the solution and how data will flow (what data to what system)
Footer			Major Projects Quarterly Review	Title - no input
Footer			Date	Date of MPQR - no input
Footer			Page	Footer indicating page number - no input