



Project
Management
Office
New Employee
Reference Guide

**August
2015**

State of Oklahoma
Office of Management and Enterprise Services
Information Services Division
Project Management Office

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WELCOME

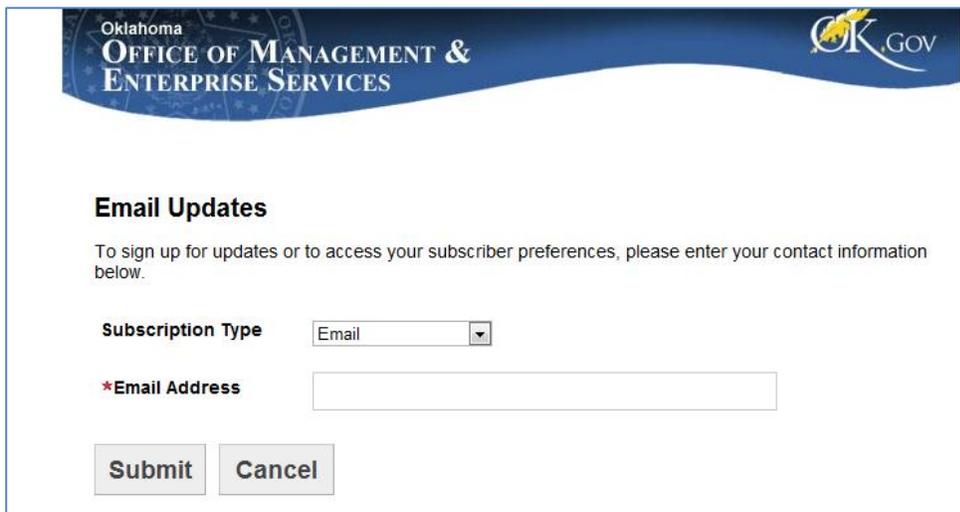
Welcome to Project Management Office part of OMES IS (Office of Management and Enterprise Services - Information Services) Plan and Manage Unit. This information is intended to assist you in becoming familiar with some of the aspects of the unit.

NOTIFICATIONS

On a regular basis, informational broadcasts regarding various topics are sent to employees. You can choose to receive any of these notifications by going to the following link: [Notifications Link](#)

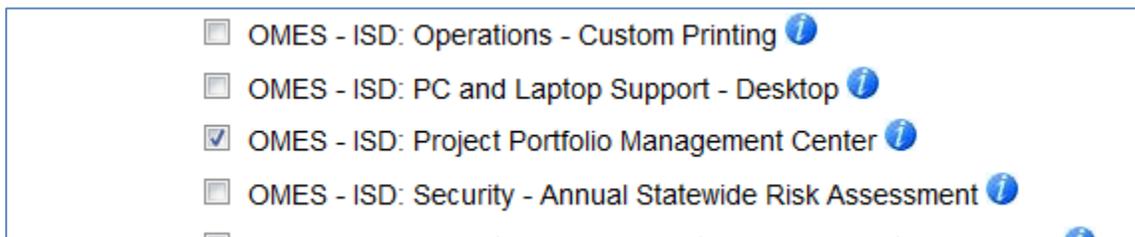
You will automatically be added to the OMES/ISD Employee Notification Group; therefore you will not see this one on the list.

Choose the email option, enter your email address, and submit. You will then see a large list of topics you can select. Merely put a check mark by those you are interested in and you will receive regular updates on those topics as they are made available.



The screenshot shows a web form titled "Email Updates" with the Oklahoma Office of Management & Enterprise Services logo at the top. The form includes a dropdown menu for "Subscription Type" set to "Email", a text input field for "*Email Address", and "Submit" and "Cancel" buttons.

All PMO Staff will need to click on the OMES – ISD Project Portfolio Management Center option.



The screenshot shows a list of notification topics with checkboxes and information icons:

- OMES - ISD: Operations - Custom Printing 
- OMES - ISD: PC and Laptop Support - Desktop 
- OMES - ISD: Project Portfolio Management Center 
- OMES - ISD: Security - Annual Statewide Risk Assessment 
- OMES - ISD: ... 

OFFICE HOURS

PMO staff members are allowed to use flextime, meaning that you can choose the hours you will work. You must begin any time from 6 a.m. to 9 a.m. and work an 8-hour shift. In addition to flextime, the PMO also supports a 4-day work week, where you work 4 10-hour days. In the first week after beginning work, you must decide what hours you will work and notify the PMO manager. Schedule changes then can only change with permission from your supervisor and on the start of a pay period.

EMAIL GROUPS

Typically, OMES/ISD utilizes the OK.GOV Notification system to send out notifications to staff and customers. However there are some email groups that are specific to PMO.

processfeedback@omes.ok.gov – This email group is used to submit changes to the ISD Process Library. Any staff members that have the responsibility of updating the ISD Process Library will be included in this group. To add additional staff to this group, contact the PMO Manager.

PMO TOOLS USED

The Project Management Office uses the following tools:

HP PPM Tool – This tool is used to manage and report on projects, software enhancements, technical enhancements and change management. If you are a project manager or project support staff, you will need to request to be added to the next training session for the HP PPM Tool.

Links to the PPM Tool:

Test: <https://ppmtest-sook.saas.hp.com/itg/web/knta/global/Logon.jsp>

Prod: <https://ppm-sook.saas.hp.com/itg/web/knta/global/Logon.jsp>

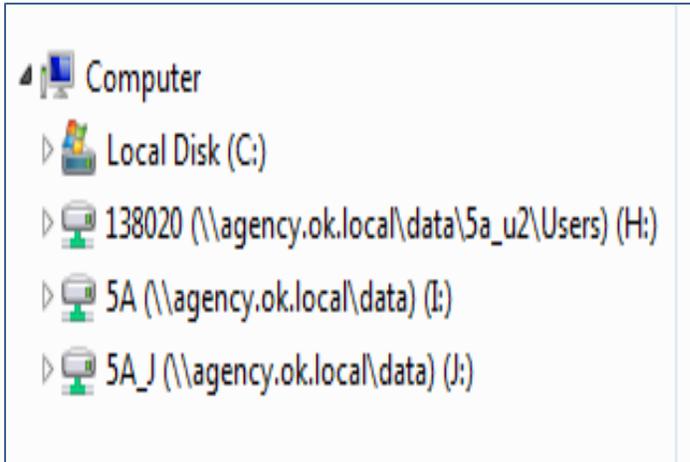
Eclipse Process Framework – This tool is used to update and publish the ISD Process Library content.

Link to Eclipse:

<http://eclipse.omes.ok.gov>

PMO FOLDER STRUCTURE

The Project Management Office uses the network to store all their completed and in-process documents. Users should not store documents on the PC itself, but utilize the following network folders for all documents:



The Local Disk (C:) – should not be used to store files.

Your H: drive can be used to store files for your personal use, this drive is not accessible to anyone else but you.

The I and J Drives are working drives accessible to those that have been given permission to various folders within them.

There are 3 folders within the J Drive:

Apps – This folder is used to store application information. Typically PMO will not have access to any folders within this folder.

Function – This contains additional folders pertaining to specific functional groupings of work. It is in this folder where you will find the PMO Folder.

Public – This folder is open to read and write to all staff on the network. Users can create folders, files, etc. It is recommended you do not store any PMO files within this folder.

Name	Date modified	Type
Apps	10/15/2011 8:58 AM	File folder
Function	3/27/2014 1:41 PM	File folder
Public	4/8/2014 2:40 PM	File folder

The Folders within the Function folder:

Name	Date modified	Type	S
AGENCY FINANCE	4/22/2014 11:41 AM	File folder	
All OSF	12/9/2013 8:41 AM	File folder	
AMANDAREports	4/15/2014 4:51 PM	File folder	
CENTRAL PURCHASING	4/7/2014 3:43 PM	File folder	
Consolidation	4/22/2014 1:53 PM	File folder	
CORE	4/22/2014 2:24 PM	File folder	
Customer Service	4/21/2014 3:44 PM	File folder	
Eclipse	12/31/2013 4:11 PM	File folder	
ISD Operating Standards	4/15/2014 12:43 PM	File folder	
ISD Training	2/3/2014 4:27 PM	File folder	
PMO	4/21/2014 9:05 AM	File folder	
QA	4/14/2014 9:25 AM	File folder	
Scan2Disk	10/15/2011 2:00 PM	File folder	
Vendor Management	3/20/2014 12:32 PM	File folder	

Typically, the PMO staff will access the following folders within the Function folder:

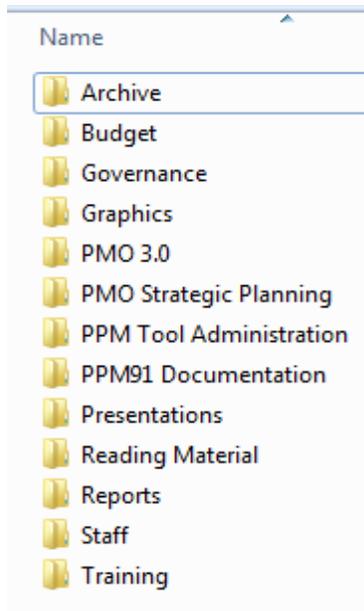
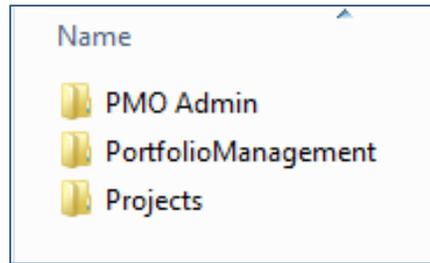
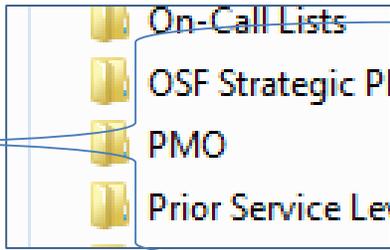
PMO – All PMO documents for projects, reports, training materials, etc. are stored in this folder structure.

Eclipse – This folder holds the Eclipse Application and all the documents used to update the ISD Process Library.

Consolidation – This folder holds all the consolidation documentation for each agency that has been or is in the process of being consolidated. The PMO is responsible for updating the: 00-Consolidated Agency List –OFFICIAL.xls spreadsheet.

ISD Operating Standards – This folder holds all the ISD Operating Standards that are in effect as well as those that are in the approval process.

There are 3 folders under the PMO folder:



PMO Admin – This folder is used for project management administrative type documents, original training material, reports, methodology, staff meeting minutes, etc... Only PMO Staff have access to this folder.

Archive – This folder contains various folders used in the past that are no longer used.

Budget – This folder contains the Plan & Manage Budget files.

Governance – This folder contains the documents pertaining to governance at all levels within the organization.

Graphics – These are graphics that are used in documents within the PMO.

PMO 3.0 – This folder contains the latest Project Management Methodology documents. It will shortly be replaced with the ISD Process Library that can be found on the web.

PMO Strategic Planning – This folder contains the PMO Strategic plans for current and past years.

PPM Tool Administration – This folder contains documents pertaining to the administration of the PPM Tool, Meeting Minutes, How To's, etc.

Presentations – This folder contains presentations used in the past to communicate the PMO.

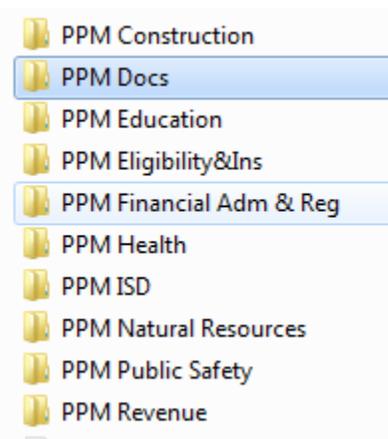
Reading Material – This folder contains documents and white papers from researchers and partners that give the PMO staff information about best practices or practices of other businesses.

Reports – This folder contains reports that are produced by the PMO.

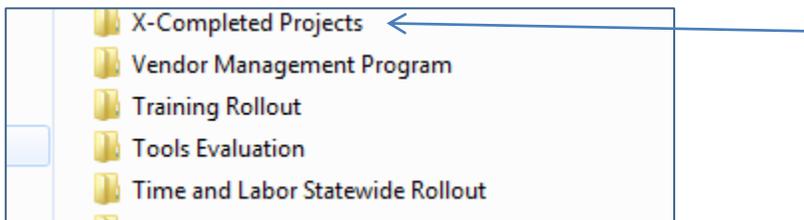
Staff – This folder contains information about staff and staff meetings.

Training – This folder contains all the original training materials and videos for the PMO.

PortfolioManagement – This folder contains the monthly reports for each of the portfolios, resource reports, and quarterly CIO reports. The PPM Docs folder has all of the HP PPM Documentation PDF's.



Projects – This folder will contain additional folders, one for each project. This is a place to store individual project information, such as high level plans, procurement paperwork, minutes to meetings, etc. As projects are completed, the specific project folder should be moved under the X-Completed Projects Folder.



PMO MEETINGS

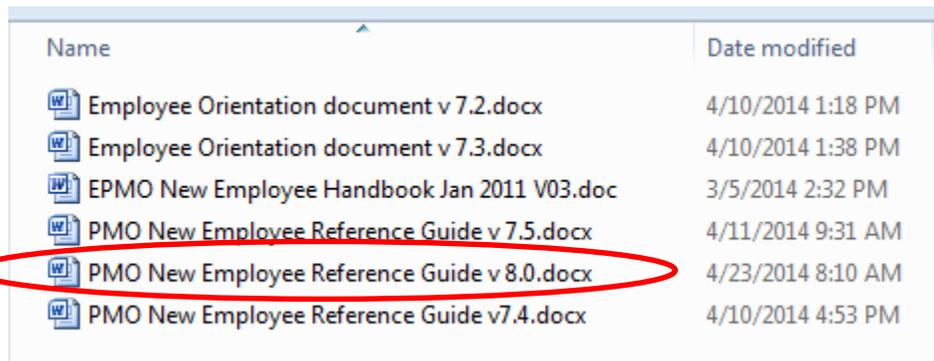
The PMO has staff meetings on a recurring basis. All PMO staff members are required to attend the staff meetings. Please make sure the PMO Manager has added you to the meeting invite for this meeting.

SURVEYS

If a PMO employee needs to create a survey, they must contact the Communications Liaison.

SAVING VERSIONS OF DOCUMENTS

- When PMO employees are saving documents on the network, they will often need to save a new version of a document without erasing the previous version. This is done by saving the new version of the file as either a major or minor version. Here's what each one means:
 - A minor version is a version that is in progress; for example, a version that contains incomplete sales figures.
 - A major version is one that is ready for a larger group to see; for example, if you typed in the final sales figures.



Name	Date modified
Employee Orientation document v 7.2.docx	4/10/2014 1:18 PM
Employee Orientation document v 7.3.docx	4/10/2014 1:38 PM
EPMO New Employee Handbook Jan 2011 V03.doc	3/5/2014 2:32 PM
PMO New Employee Reference Guide v 7.5.docx	4/11/2014 9:31 AM
PMO New Employee Reference Guide v 8.0.docx	4/23/2014 8:10 AM
PMO New Employee Reference Guide v7.4.docx	4/10/2014 4:53 PM

In the picture above, you can see that previous minor versions of 7.4 and 7.5 were created pending certain information. The most current document is version 8.0, which is a major version.

FIRE AND TORNADO PROCEDURES

In case of a fire, PMO employees in Room #2014 need to exit the area and proceed west to the Main Entry stairway. Proceed down the stairway to the first level and exit through the Main entrance and into the parking lot. Do not interfere with the fire department or other emergency vehicles or personnel. Also, do not re-enter the facility until directed by the OMES Safety Officer or OMES management.

In case of a tornado, exit the area and proceed west to the Main Entry stairway. Proceed down the stairway to the first level and into the Main corridor. From there, go through the double doors with the Tornado Shelter sign above them and proceed west down the corridor to the Tornado Shelter. Remain there until directed by the OMES Safety Office or OMES management.

REPORTING UNSCHEDULED LEAVE

All unscheduled leave must be reported to your manager, either in person or via phone or text. If you are onsite and need to leave, you may speak with your manager in person or by phone. If you are unable to make contact, leave a voicemail or text.

You are responsible for ensuring all your project meetings or activities are properly cancelled and attendees notified. You are also responsible for ensuring all of your duties and responsibilities are adequately covered and communicated during your absence.

If you are absent from work due to illness for more than three consecutive working days, you must provide a physician's statement to your manager when you return.

CHANGE MANAGEMENT FOR DHS STAFF

- Email DSD.BQ to schedule Change Management Training.
- Have Remedy Change Management software loaded on your computer. Call the Help Desk at 405-325-8400 for assistance, if needed.

OKDHS GOVERNANCE BOARD MEETINGS

The OKDHS Governance Board reviews, approves and recommends for funding and resource levels, all information technology projects. They assess projects for technical validity and value; ensure cross-division planning, scheduling and compatibility; and promote the strategic direction of the Oklahoma Department of Human Services.