

Number:	08.2.4	Page:	1 of 2
Latest Version:	1.0	Revision Date:	04/08/2015
Effective Date:	05/11/2015	Replaces:	NEW
Revised By:	Joshua Graves	Review Cycle/Date:	Annual
Reviewed By:	Fonda Logston	Reviewing Unit:	PMO
Title:	Public Project Dashboard SOP		
Description:	This document is the operating standard for the Public Project Dashboard.		

Public Project Dashboard Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. The purpose of this document is to define the process of how projects are added to the Public Project Dashboard at projects.ok.gov.
2. Scope
 - 2.1. This document applies to the PMO and OMES Communications.
 - 2.2. The Public Project Dashboard was created in response to the **Oklahoma State Government IT Project Monitoring and Transparency Initiative**, set forth at **62 O.S. §34.11.8** (http://www.ok.gov/OSF/Rules_Policies_&_Statutes.html).
3. Discipline
 - 3.1. Program Management Standards
4. Terms and Definitions
 - 4.1. Public Project Dashboard – A public-facing website displaying a list of projects with a forecasted cost or estimated budget greater than or equal to \$100,000.
 - 4.2. Sensitive Project Indicator – An indicator in the PPM Tool that designates security or compliance projects possessing sensitive or vulnerable information.
5. Instructions
 - 5.1. On the first Monday of each month, the PMO generates a list of all projects from the PPM Tool that have a total forecast cost greater than or equal to \$100,000. The list includes the following project information:
 - Project Number
 - Project Name
 - Phase
 - Public Description
 - Total Forecast Cost
 - 5.2. The PMO reviews for things in the Public Description that may indicate the Project Manager needs to revise the field. The PMO notifies the Project Manager via email when the Public Description contains the following criteria:
 - Lack of detail
 - Undefined technical terms
 - Acronyms/abbreviations that are not explained at least once

Number:	08.2.4	Page:	2 of 2
Latest Version:	1.0	Revision Date:	04/08/2015
Effective Date:	05/11/2015	Replaces:	NEW
Revised By:	Joshua Graves	Review Cycle/Date:	Annual
Reviewed By:	Fonda Logston	Reviewing Unit:	PMO
Title:	Public Project Dashboard SOP		
Description:	This document is the operating standard for the Public Project Dashboard.		

- 5.2.1. Projects that have the Sensitive Project indicator selected in the PPM Tool will not be included in the list. These are generally Security or Compliance projects.
- 5.3. Once the PMO has reviewed and revised the list of projects, they will create a CRM Case to send the list to OMES Communications.
- 5.4. OMES Communications approves or modifies the Public Descriptions and uploads the list to the Public Project Dashboard.
- 6. Roles and Responsibilities
 - 6.1. PMO
 - 6.1.1. Pulls a list of all projects that have a total forecast cost greater than or equal to \$100,000.
 - 6.1.2. Reviews for things in the Public Description that may indicate revisions are needed.
 - 6.1.3. Creates a CRM Case to send the project list to OMES Communications.
 - 6.2. OMES Communications
 - 6.2.1. Approves the Public Descriptions and uploads the list to the Public Dashboard.
- 7. References
 - 7.1. Oklahoma State Government IT Project Monitoring and Transparency Initiative – 62 O.S. §34.11.8 (http://www.ok.gov/OSF/Rules_Policies_&_Statutes.html)