7/13/2015

Meeting w/ Salim

NOTES:

* Explained PMO processes
* Described goals for project
* Discussed plans for project
* Showed example of how PM Tool Project Profile might look
* Idea: when intake form gets approved, recipient could receive a pin and use it to log into PMBook and see project’s profile page
* Salim would like to help
* We can use Wordpress or another tool to help w/ front end
* May move scrum time to 9:30

NEXT STEPS:

1. Figure out database structure
2. Work on forms & intake
3. Work on Facebook structure
4. Dashboards

TO DO:

* Ask Bill Shelton for database help, ask about Wordpress
* Get conference number from Chaeny

7/13/2015

Meeting w/ Ross K.

NOTES:

* There is not an instance of Wordpress where Briana can develop internal tool
* Ross suggested using Django
* We need a user-friendly interface that can interact w/ database
* Looking for assistance w/ development environment

TO DO:

* Ask Bill Shelton about development environment

7/14/2015

Meeting w/ Emily

NOTES:

* Julia is open to process change that works best
* Intake: if form needs more info. PMO support either asks requestor or schedules a 1 on 1, PMO support updates form, “evaluation of resources” rather than “prioritization”
* WSR: received after project is kicked off
* Roadmap Reviews answer the question of when things will start
* Recommended project numbers be used as identifiers for projects
* Don’t use project ID number to differentiate between active projects
* Approved projects go through roadmap review meeting then capacity planning meeting
* Possibly have tags

7/15/2015

Meeting w/ Emily

NOTES:

* Improvements to consolidated doc: going to be organized by chapter, only intake info. needed for gate 0, section for pm info., design section, gate 1 will be high-level plan, etc., decision boxes are being built in
* There could be “skinny” version of doc. for projects that are not building new things
* People hate that doc. is in Word, some would like to see doc. on Github
* Ideas for project: have links to other docs such as CIQ in text fields, when pin number is assigned it should be stored even for rejected projects, there should be an undo or recovery button for version control, version control possibly tied to access control