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| Detail Work Specification for EPM Implementation at LRDE, DRDO Phase II |
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**1. Executive Summary**

We have implemented the Microsoft’s Project Management Solution (EPM 2007) at LRDE, DRDO, which is a comprehensive solution helping us in managing our projects in a more effective and efficient manner. The solution is helping us in managing resources, activities, work schedules etc.

However to maintain this solution we would need an external project management consulting agency to manage the solution on day-to-day basis, both from Functional as well as from Technical point of view. The agency should be able to carry-out the system configuration changes which will help us in orienting the solution to LRDE’s changing and growing needs. The agency would be responsible for helping us map our upcoming initiatives / projects to the solution, besides helping us manage the current projects. They would be required to create a project / program related custom reports and dashboards as and when required.

For this solution to succeed in helping LRDE achieve higher level of Project Management maturity, we would need super specialized Project Management Consulting Agency to help us re-engineer and consolidate Project Management Processes at LRDE. The idea is to set-up a PMO, which would be the dedicated body within LRDE for setting and regulating Project Management standards, Performance Matrices and Processes. The Processes will be strictly mapped to the standards defined by PMI.

In addition to this, LRDE would like to upgrade its current solution to the newly launched EPM 2010 from Microsoft, which has enhanced capabilities such as Improved Task and Timesheet Management, Demand management feature to manage complete Project Life Cycle, Financial management, Resource capacity planning, Portfolio Management etc.

To briefly summarize the requirement, we would need the services of a specialist Project Management Consulting Agency to take-up all the following three set of activities (detailed below over following pages):

1. Managed Services (Including Professional Support)

2. PMO Set-up

3. Upgrade to Microsoft EPM 2010

**2. Managed Services**

**Needs and Expectations**

LRDE would be requiring the services of Project professionals to meet out its following needs:

1. Project Planning
2. Activity Tracking
3. Creating Project Report across all projects at LRDE

In order to meet-out the above needs, LRDE expects from the agency to offer resources of the following two kinds:

A. Project Server Administrator (PSA)

B. Functional Consultant (FC)

**A. PSA - Deliverables**

* + - 1. Managing Project Web Access Home Page

1. Managing Users and Group : on their day-to-day issues/queries on tool usage
2. Managing Security
3. Managing Views: View based access permission to be assigned to individual for every project
4. Customizing Project Web Access
5. Cleaning up Project Server data
6. Implementing Updates to Enterprise Fields and Views
7. Updating the Enterprise Resource Pool and Managing new/ out-going Resources
8. Managing Timesheets
9. Report Configuration: Preparing Fortnightly reports on the assigned formats
10. Changes to the ‘Look and Feel’ of a Program on timely manner
11. Configuring, Generating and Modifying Views for Data Analysis
12. Configuring Project Workspaces for New / Existing Programs
13. Proposing Changes to an EPM Environment.
14. Carry out activities required to manage the system performance, down-time and availability
15. Responsible for imparting EPM Server Administrative training to the IT Administration team of LRDE and gradually assist the latter take over the EPM Administration activity.
16. Responsible for doing Back-office EPM related work of LRDE.
17. Carry out basic improvements to reports and views as and when required.
18. Kind of reports to be generated:

* Report on Configuration changes; weekly/ monthly
* Report on Improvements to ‘Views’ and ‘reports’; weekly/ monthly
* Report on System performance, availability and time; weekly/monthly

**Note:** The deliverables would be reported against the Performance Metrics

* TAT (Turn Around time)
* Overdue dates
* Progress Percentage et al.

**B. Functional Consultant - Deliverables**

* + 1. Assist the LRDE Project Managers to create, publish and track their respective projects.
    2. Collect information and update the schedule and other project related data pertaining to LRDE Projects.
    3. Generate and publish reports and views for LRDE’s projects as and when required.
    4. Assist PMO Team to create events, project and process documentation and contributing to Project Knowledge repository.
    5. Generate knowledge about the current business process, design current business flows, study current business processes and its complication to other team member.
    6. Capture the details of existing Project processes of LRDE and suggest relevant improvements on the same.
    7. Designing Template for each project.
    8. Changing existing configuration whenever needed by LRDE.
    9. Coordination and Interaction with core team members, end users & other team members (consultants).
    10. Preparing end user training Documents.
    11. Responsible for all communication, to communicate with LRDE’s core team, implementing team, Technical consultant and his project leader.

**Estimated Duration** (for which these resources will be engaged)

A. Project Server Administrator – For one year

B. Functional Consultant – For two year

These resources will work as per the working hours followed by LRDE.

**3. PMO Setup**

**Needs and Expectations**

LRDE requires to set-up a dedicated staff function within the organization for setting and regulating the Project Management standards, Performance Matrix and Processes. The aim is to ensure implementation and proper use of project management methodologies. The Processes set-up should strictly be adhered by the Knowledge Areas and Process Groups prescribed by PMI.

The agency is required to be the GREP (Global Registered Education Provider) of PMI for minimum of last 10 years and should possess the experience of Project Management (PM) consulting, PM software deployment and developing competencies among professionals on Project Management area.

The proposed PMO set-up activities should include the following stages:

1. Gain agreement on PMO Blue-print from the Executive Sponsors (LRDE Management Team) and establish the PMO’s Mission and Objectives.
2. Establish PMO Structure and its integration with existing organizational structure.
3. Define Project Management Processes for projects at LRDE; to be primarily based on PMI guidelines
4. Establish
5. Risk assessment criteria
6. Project status review and reporting criteria
7. Project security, roles and responsibilities
8. Project compliance criteria
9. Project Monitoring and Performance measurement metrics
10. Budget Guidelines and Financial Reporting

E. Standardize project documentation and communications

F. Standardize Project Management tools and techniques

This activity will pass through three phases; establishing three level of maturity, one in each phase viz. Project Management, Program Management and Portfolio Management, in that order and each phase will comprise of following activities

1. Standardization of processes
2. Establishing measurable and performance metrics
3. Establishing controls

**Deliverables**

1. Standardized Project Management Processes
2. Detailed documentation of these Processes
3. Train the Project Management Team on these Processes

**As per the working hours of LRDE, these activities would be conducted**

**4. Upgradation to Microsoft EPM 2010 (optional)**

**Needs and Expectations**

After attaining the maturity on following Project Management Practices internally on our Projects, LRDE look forward to upgrade its existing Project Management Solution to the newly launched Microsoft EPM 2010 with enhanced features.

The aim is to have Improved Task and Timesheet Management, Demand management feature to manage complete Project Life Cycle, Financial management, Resource capacity planning, Portfolio Management etc, Improved Business Intelligence Reporting, Improved Project Team Collaboration features etc.

The scope for Implementation of EPM 2010 should include:

**Microsoft EPM 2010 Deployment**

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| 1. Install and Configuring Microsoft SQL Server, Reporting Services and Analysis Services 2008 2. Install, Configure and Customize Microsoft SharePoint Server 2010 3. Install, Configure and Customize Microsoft Installing Project Server 2010 4. Creating a Microsoft Project Web App site 5. Custom Reports Development 6. SharePoint Development |

**Configuration and Customization**

1. Demand Management
2. Portfolio Selection
3. Capacity Planning (Skill level)
4. Schedule Management
5. Resource Management
6. Time and Task Management
7. Financial Management
8. Team Collaboration
9. Reporting and Business Intelligence
10. Program Management

**Map the Project Processes defined on PMO to the tool**

The Project Management Processes that should be mapped to Microsoft Project Server and SharePoint Server as defined during PMO set up activity. The process groups include:

* 1. Initiating
  2. Planning
  3. Executing
  4. Controlling and Monitoring
  5. Closing

**Functional Activities to be performed**

1. Create Project Plan and publish
2. Create Program and publish
3. Create Portfolio and publish

**Data migration from Project Server 2007 to Project Server 2010**

After the migration the Agency has to ensure that the Project Team is able to make a seamless transition to EPM 2010 version thus installed.

**Deliverables**

1. Implementation and Configuration of EPM 2010
2. Migrating all Project Details on the newer version
3. All PMO Processes should be mapped on EPM 2010 version
4. EPM 2010 Training for following category of professionals:
5. Project Managers
6. Team Members
7. System Administrators