

Project Decision Checklist

Use this checklist to guide you in deciding what assistance you may need from UW System's Project Management Office (PMO).

Project Goals

- ☐ Why is this project needed (technology change, policy change, process change, new initiative, etc.)?
- ☐ What are some potential goals or outcomes of the project?
- ☐ What are the reasons you have not done the project before?

Project Readiness

- ☐ What is the project's anticipated timeframe? (if known; otherwise, an estimate is OK)
- ☐ What resources do you have in mind for the project?

Project Management Need

- ☐ What kind of project management support do you need? Services include:
 - Project Management – Support to develop workflows, timelines, issue resolution, and change management strategies
 - Change Management – Support to develop change management strategies to identify and measure stakeholder awareness and messaging
 - Communication – Expertise to create and implement a communication plan for all audiences impacted by a project
 - Project pre-planning - Support to define a project's scope and plan or develop recommendations for execution
 - Project coordination - Support a project leader by overseeing organizational tasks for a project

Project Management Office Contact

- ☐ Contact the PMO at UWSystemPMO@uwsa.edu to let us know you would like to meet with us. We will schedule a meeting to learn more about your potential project and how the PMO can be support your office's needs.