IT Project Guidance

Project Delivery Information Organisation

Version:

0.1

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## Description

To improve onboarding and efficient collaboration on desired outcomes, it is important to put in place in a means of organising work and deliverables in a manner that is as intuitive as possible so that training is not required.

## Synopsis

A file structure is proposed that provides a logical place to explore with guidance and find information on a project’s background, desired objective and outcomes, options considered and discounted, assumptions, risks, issues, decisions, roles, processes, people, etc.

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## Introduction

## Issue

Risk is added to projects when delivery team members are uncertain of the expectations of their role on the team.

The risk is compounded when a team that was previously functional has change and replacement resources are expected to fill expectations unstated by their peers.

## Resolution

A resolution of these common issues is the organisation of a project information space where such information can easily be found and contributed to by stakeholders.

## Outcomes

The objectives include but are not limited to:

* Getting new resources up to speed quickly as to
  + Their responsibilities and expected deliverables,
  + Current context (expectations, obligations (eg regulations, policies and agreements), guiding principles, past decisions, assumptions, risks, issues, roles, people, and processes).
* Providing zones for:
  + Sharing internal to project management.
  + Sharing within the delivery team
  + Sharing outside the delivery team

## Considerations

While determining the approach consider the following points:

* Page Groups/Folders require be sorted in a specific order.   
  Consider using ‘00.’ as a prefix  
  *(noting that 10+ sub items is suspect of being too much in one area)*.

# Structure

The following is an example recommended layout of project information

* 00. Published: acceptable to publish to users external to the delivery.
* 01.Development: for internal team work
* 00.Introduction:
  + 01.Executive Summary
  + 02.Background
  + 99.Legacy
* 01.Resources:
  + 01.Templates
    - Office Templates
  + 02.Media
  + 03.Guidance
    - 01.Onboarding
    - 02.Operations
      * 00.Direction
      * 01.Discovery
      * 02.Definition
      * 03.Design
      * 04.Deployment
    - 99.Legacy
* 03.Registries:
  + - 00.Business Outcomes Registry: (keep them front and centre)
    - 00.Tools & Services Registry:
    - 01.Assumptions Registry
    - 02.Constraints Registry
    - 03.Dependencies Registry
    - 04.Issues Registry
    - 05.Risk Registry
    - 06.Delivery Roles Registry
    - 07.Delivery People Registry
    - 08.Engagement Registry
    - 09.Meeting Registry
      * 00.Minutes
    - 10.Decisions Registry
    - 99.Legacy
* 04.Delivery Roles:
  + 00.Direction / Management / Governance
    - 00.Reports
  + 01.Discovery
    - 00.Constraints
    - 01.Stakeholders
    - 02.Personas
    - 03.System Permissions & System Roles
    - 04.Capabilities
    - 05.Dependencies
  + 02.Definition
    - Functional Requirements
    - Quality Requirements
    - Transitional Requirements
    - Integration Requirements
  + 03.Design:
    - 01.Presentations
    - 02.SAD
    - 03.TDD
  + 04.Assurance:
    - 00.Quality
    - 01.Privacy
    - 02.Security
    - 03.Performance
  + 05.Comms & Engagement
  + 06.Deployment
  + 07.Support
  + 08.Operations
  + 09.Maintenance
  + 99.Legacy
* 05.Deliverables:
  + 00.Reports
  + 00.Constraints
  + 00.Definition
  + 00.Design
  + 99.Legacy
* 99.Legacy: *a space to move stuff to that* may *have residual value someday.*

Appendices

Appendix A - Document Information

### Versions

* 1. Initial Draft
  2. Minor Updates

### Images

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### Tables

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### References

**There are no sources in the current document.**

### Review Distribution

The document was distributed for review as below:

|  |  |
| --- | --- |
| Identity | Notes |
| Sandy Britain, Enterprise Architect |  |
| Russell Campbell, Project Manager |  |
| Karen Fisher, Program Advisor |  |
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### Audience

General.

### Terms

Refer to the project’s Glossary.

##### IT

: acronym for Information, using Technology to automate and facilitate its management.

##### ICT

: acronym for Information & Communication Technology, the domain of defining Information elements and using technology to automate their communication between entities. IT is a subset of ICT.