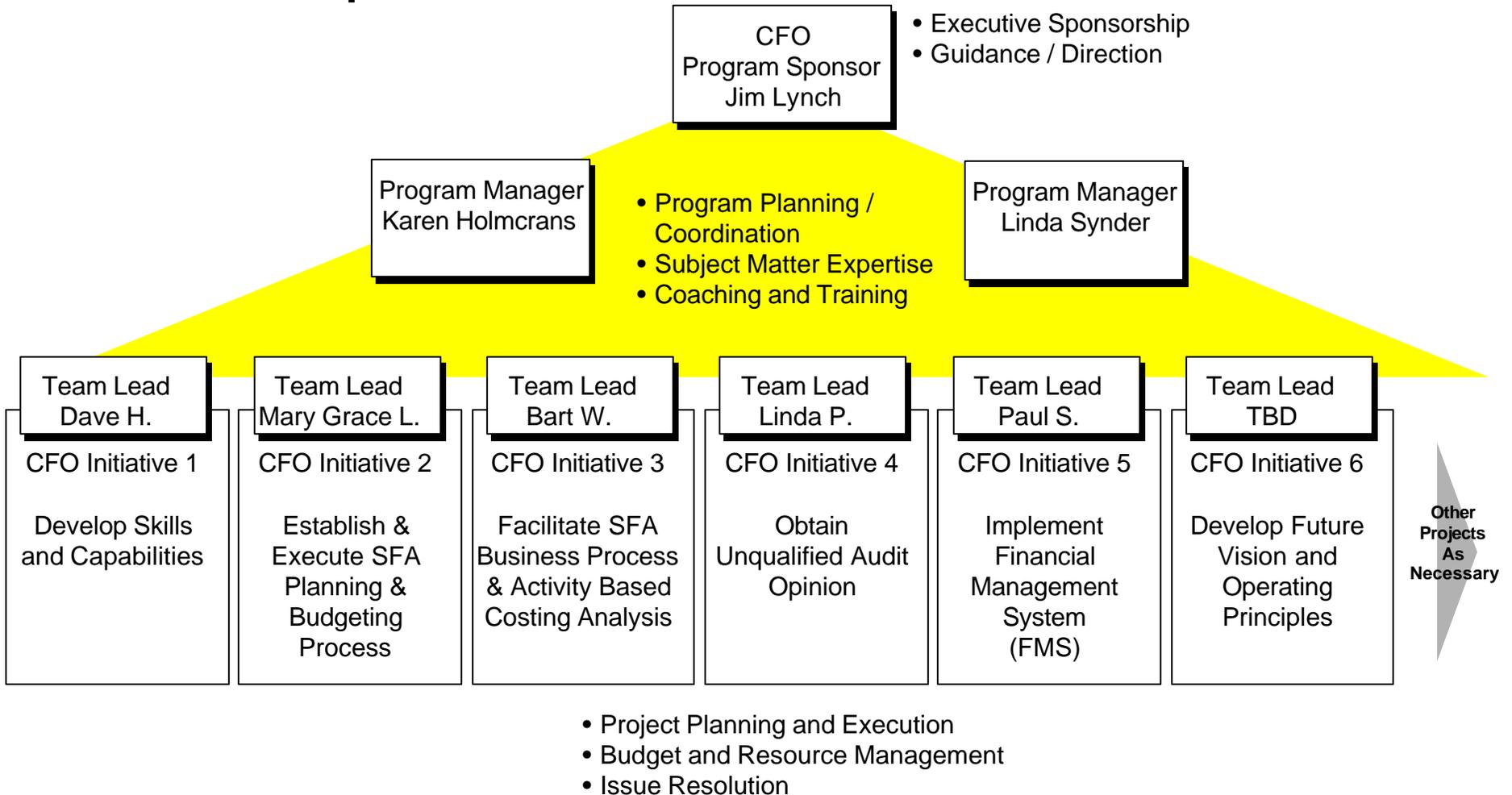




A Program Management approach will support the management of initiatives as a portfolio....





The “detail” required for each project will depend on a number of factors that include

- Strategic nature and visibility of the project within CFO and SFA
- Impact of the project on customers and SFA / CFO employees
- Overall factors such as cost, resource commitment and duration
- Role and mix of contractors
- Experience of project team
- Whether a separate, robust team is in place already (i.e., FMS)



Types of Detail / Requirements

The types of detailed planning and support tools and processes will include

- Project Workplan (possibly developed and maintained in MS Project)
- Bi-Monthly Status Report (written)
- Project Profile (required for projects where other more robust project planning and management tools are not available - example included in this package)
- Other project planning materials as needed

Further - attendance at a bi-monthly status meetings to discuss verbally project status.