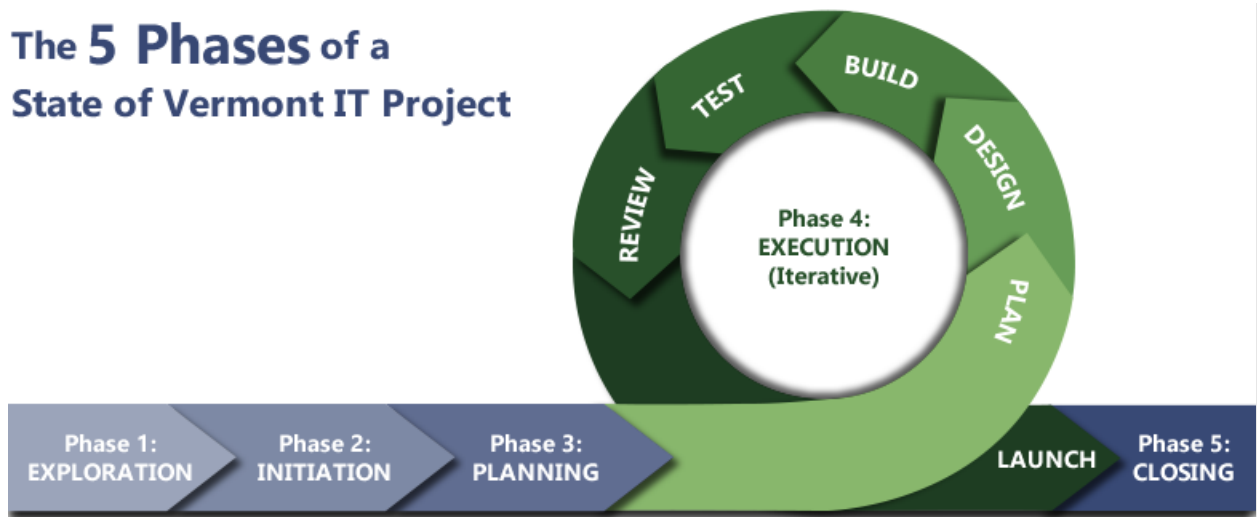


PROJECT MANAGEMENT APPROACH & DELIVERABLES

The State follows the EPMO project hybrid lifecycle. The lifecycle leverages Agile principles and practices, particularly during the implementation phase. Contractor Project Manager will participate in the completion the activities recognized in the EPMO project lifecycle ([Project Process | Enterprise Project Management Office \(vermont.gov\)](#)) and will produce project deliverables identified in Table 1 and as directed by the State, using Azure DevOps, the EPMO's project management tool and Microsoft Office products in v2013 or newer (Word, Excel, Project, Visio, etc.), and Adobe PDF, or other formats as acceptable to the State.

The 5 Phases of a State of Vermont IT Project



Project Management Deliverables

The successful outcome of the project is managed and documented according to applicable project deliverables outlined in Table 1.

TABLE 1: Project Deliverables

Project Artifact or Deliverable Document	State Project Manager (SPM)	State Business Analyst	State Enterprise Architect	Contractor Project Manager (CPM)	Comments	Frequency
Stakeholder List	A/R	C		C/I		Once and updated as needed
Charter	A/R			C/I	SPM - Creates with SOV Team CPM - Reviews and agrees to or	Once and updated via signature by CPM or changes identified

					provides change request of items	
Prioritized Product Backlog	A	R		C/I		Once and updated as needed
Release Road Map	A		R	C/I		Once and updated via signature by CPM or changes identified
Architect Vision	A		R	I		Once
Management Plans						
Implementation Approach/Methodology	A/R			C/I	SPM - Creates with SOV Team CPM - Reviews and agrees to or provides change request of items provides change request of items	Once and updated via signature by CPM or changes identified
Testing	A/R			C/I		
Communication	A/R			C/I		
Risks & Issues	A/R			C/I		
Quality / Acceptance Criteria	A/R			C/I		
Change (OCM & PCR)	A/R			C/I		
Requirements	A/R			C/I		
Scope	A/R			C/I		
Vendor	A/R			C/I		

Budget	A/R			C/I		
Schedule	A/R			C/I		
Roles & Responsibilities (RACI)	A			R		Once and updated as needed
Meeting Minutes	A			R	Produced within 24 hours of occurrence	Per occurrence
Status Reporting	A			R		Per occurrence
Implementation Master Schedule (MPP)	A/R			C/I		Updated weekly at a minimum
Implementation Activities & Sequencing	C/I			A/R		Once Content will be updated as needed within the Implementation Master Schedule (MPP)
Risk Log	A			R		Per occurrence and updated weekly at a minimum
Issues Log	A			R		Per occurrence and updated weekly at a minimum
Decision Log	A			R		Per occurrence and updated weekly at a minimum
Change Log	A			R		Per occurrence and updated weekly at a minimum
Total Budget / Spend Tracking	A/R			I		Per occurrence and updated monthly at a minimum

Capability Matrix	A	R		C		Once
Product Backlog	A	C		R		Once and updated as needed
Sprint Backlog	A	C		R		Once and updated as needed
Formal Acceptance Sign-off	A			R		Per occurrence
Targeted Architect Vision	A	R		C		Once
Updated/Final IT ABC Form	A/R	C	C	C		As needed
Lessons Learned	A	C	C	R		Once
Closeout Report	A	C	C	R		Once

R = Responsible for completing the work

A = Accountable for ensuring the work is completed as defined

C = Consulted for input

I = Informed