



<b>Meetings</b>	<ul style="list-style-type: none"> <li>Leadership Team meets to prioritize project</li> <li>Meet with PMO to review deliverables</li> </ul>	<ul style="list-style-type: none"> <li>TASC (Technology, Architecture and Strategy Council)</li> <li>Service Delivery Review Meeting</li> <li>Support Strategies and Planning Early Review</li> <li>Security Review Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing Team Meetings</li> <li>Ongoing Check-In Meetings with Sponsors/ Stakeholders</li> <li>Vendor Meetings, if necessary</li> <li>Process meeting for fulfillment process</li> <li>Final Support Strategies Planning meeting</li> <li>Final Service Delivery Review Meeting</li> <li>Change Advisory Board Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Post Implementation Review Meeting</li> <li>Project Team Feedback Meeting</li> <li>Celebration</li> </ul>																
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Mini-Charter</li> <li>SGG Budget Template (for SGG Projects)</li> </ul>	<ul style="list-style-type: none"> <li>Full Charter (KS,PS,PM)</li> <li>Status Updates on Project Dashboard (PM)</li> <li>Unanet Forecasts (PM)</li> <li>Post Project Documentation (PM)</li> <li>Requirements Document (PM,PT)</li> <li>TASC review minutes (PM)</li> <li>Risk Assessment/Mgmt plan (PS, PM)</li> <li>Functional Specification (TO)</li> <li>Request for Proposal (PS,PM)</li> <li>Project Budget (PS,PM)</li> <li>Project Change Budget (PS,PM)</li> <li>Work Breakdown Structure (PM,PT)</li> <li>Project Staffing Worksheet (PM)</li> <li>Review RACI Matrix (PS,PM)</li> <li>Review Full Charter (PS, PMO)</li> <li>Hospital Project Agreement (PM,PMO,PS,HL)</li> <li>Security Review (PM, SM,TO,BO,OO)</li> <li>Support Strategies Planning (PM,OO)</li> </ul>	<ul style="list-style-type: none"> <li>Communication Plan (PS,CR,PT)</li> <li>Fulfillment Process Defined (PMO)</li> <li>Test Plans Defined (QA)</li> <li>Support Strategies Planning (PM, OO)</li> <li>Production Transition Acceptance (PM, SM)</li> <li>Change Management Request (PM)</li> <li>IT Services Pre-Release (PM)</li> </ul>	<ul style="list-style-type: none"> <li>Lessons Learned Survey (PM)</li> <li>Post Implementation Review (PMO)</li> <li>Project Closing Acceptance (PM,PS)</li> <li>Post completed documents to Project Folder in Docushare (PM)</li> </ul>																
<b>Sign-Off</b>	<p>Legend:</p> <table border="0"> <tr> <td>C = Client</td> <td>BO = Business Owner</td> <td>OO = Operations Owner</td> <td>QA=Quality Assurance</td> </tr> <tr> <td>S= Project Sponsor</td> <td>PT = Project Team</td> <td>TO= Technical Owner</td> <td>P=Product Manager</td> </tr> <tr> <td>SM = Product Manager</td> <td>PM = Project Manager</td> <td>F=Finance</td> <td>HL=Hospital Liaison</td> </tr> <tr> <td>KS = Key Stakeholders</td> <td>SSP= Support Strategies Committee</td> <td>PMO=Project Management Office</td> <td>CR=Campus Readiness</td> </tr> </table>				C = Client	BO = Business Owner	OO = Operations Owner	QA=Quality Assurance	S= Project Sponsor	PT = Project Team	TO= Technical Owner	P=Product Manager	SM = Product Manager	PM = Project Manager	F=Finance	HL=Hospital Liaison	KS = Key Stakeholders	SSP= Support Strategies Committee	PMO=Project Management Office	CR=Campus Readiness
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<b>Tools</b>	<ul style="list-style-type: none"> <li>PMO Toolkit</li> <li>Status Dashboard</li> </ul>																			