CTP – ProSight Enhancements January 2009

Forms Updated:
Investment Business Case
Investment Business Case – Original Approved
Investment Approval – Latest Approved
Project Business Alignment
Project Business Alignment - Original Approved
Project Business Alignment – Latest Approved
Procurement Business Alignment and Initiation (APR)
Procurement Business Alignment and Initiation (APR) – Original Approved
Procurement Business Alignment and Initiation (APR) – Latest Approved
Budget Plan;
Change Control Request > 10%;
Project Plan
Project Status
PMD Project Baseline Status Setup (PMD only)
Quality Management and IVV Plan
Resource Plan
Project Analysis Worksheet
Project Closeout Report
ProSight Change Control Request

1. The category "Project Status" uses the Value list "Project Status" now contains "Cancelled" for agency user input. This category appears on the forms:
Draft Appendix A:
PMD Project Evaluation;
PMD Recommendation and Approval - Change Requests;
PMD Recommendation and Approval - Strategic Planning;
Procurement Business Alignment and Initiation (APR);
Project Business Alignment
And the scorecards:
2 Baseline Report;
Non-Major Project Baseline Report;
RPT Appendix A 09_10;
Appendix A - Draft;
CIO Approval List;
RTIP Funding and Expenditure Detail Master;
RPT AppendixA

2. The category "Investment Approval Status" has a new value "Agency Portfolio Investment". Agency Portfolio Investment is a category designation for investments that do not qualify as Commonwealth investments (major or non-major projects or procurements). It allows agencies to manage their agency portfolio within the Commonwealth Technology Portfolio (CTP) by keeping the two types of investments separate. If an investment becomes a CTP investment, this designation needs to be

changed. This value can only be set by admin/PMD Director at agency behest.
This change was a ProSight User Group request.
This category/value list appears on the forms:
Change Control Request > 10%;
PMD Recommendation and Approval - Change Requests;
PMD Recommendation and Approval - Strategic Planning;
Project Charter;
Project Status

3. The Project Charter form, Project Description & Scope Tab has an added text box under the Project Description and Scope text boxes entitled "Stakeholder Requirements" This text box provides user entry for Stakeholder Requirements for Disaster Recovery – The user will state whether or not the IT solution for the project is required to recover an agency essential function. If yes, the user will describe how the IT solution will meet the recovery time requirements. This category text box appears on the form:
Project Charter

4. A method to flag a Request for Service (RFS) and provide data is available. Data entry categories include a value box for "Does the project or procurement require a RFS?" (Yes/No); a value box for "If a RFS is required, has the RFS been submitted? (Yes/No); a text box for a "Description"; a date category box for "If a RFS has been submitted, what date was the RFS submitted?" and a text box for a"RFS Number":
These categories appear in open and locked versions on the forms:
Project Business Alignment
Project Business Alignment - Original Approved
Project Business Alignment – Latest Approved
Procurement Business Alignment and Initiation (APR)
Procurement Business Alignment and Initiation (APR) – Original Approved
Procurement Business Alignment and Initiation (APR) – Latest Approved

5. A budget table category for "Other" is now available in budget tables for FY09 and beyond. Two entry rows for "Other 1" and "Other 2" is available and a descriptive text box is below the table to allow a description of "Other1" and "Other 2" to be entered.
This change was a ProSight User Group request.
The budget table entries are available on the forms:
Budget Plan;
Change Control Request > 10%;
Project Plan
Project Status
PMD Project Baseline Status Setup (PMD only)
Project Closeout Report

6. The Quality Management and IV&V Plan form, Product Testing Tab, Project Testing Schedule table; and the IV&V Tab, IV&V Schedule table each now have 25 new entry rows (150 new category entries) for a total of 50 rows. This change was a ProSight User Group request.

These categories appear on the form:
Quality Management and IVV Plan

7. Scorecards have been reorganized into folders. Descriptions have been entered for each scorecard. Scorecard names, where appropriate have been renamed to give a better depiction of the scorecard use.

8. Query Based Portfolios have been set into a master folder called Commonwealth Query Based Portfolios and then organized into sub-folders: Major Projects, Non-Major Projects, All Projects & All Procurements, All Procurements, ProSight Change Control Requests, and RTIP. The RTIP folder is only accessible by PMD.

9. The Investment Business Case, question #4: Is this project mandatory? Now has APA as a mandate source. A value box (Yes/No) is available to answer “If mandatory, is it APA?”; a text box is available to describe “If yes, Why?”.
These categories appear in open and locked versions on the forms:
Investment Business Case
Investment Business Case – Original Approved
Investment Approval – Latest Approved

10. Resource Plan Resources Allocated links with the Project Analysis Worksheet: The Project Analysis Worksheet now allows a user to select the best solution (#1,#2,#3). Based on the solution chosen on the Solution Comparison Tab, the Resource Estimate is populated to the Resource Plan, Resources Allocated Tab. The Resource Plan Allocated Resources can also be updated or entered without using the Project Analysis Worksheet.
These categories appear on the forms:
Project Analysis Worksheet
Resource Plan

11. Display of Original CIO Approvals in open forms:
The original CIO approval is displayed as a locked date time stamp in the open version of the Investment Business Case, Project Approvals Tab and the Project Charter, Approvals Tab. This alleviates the need to open locked versions to find the CIO approval.
These categories appear in the open version on the forms:
Investment Business Case
Project Charter

12. Clear Date and Time Stamps: (PMD) This change allows PMD to clear the date time stamps for Approvals when no value is chosen in the associated approval flag category.

13. ProSight Change Control Request (CCR) form and scorecards now available for agency use. A form for submitting fixes, enhancements or changes for the Commonwealth Technology Portfolio –ProSight to the ProSight Change Manager is now available. Also, scorecards for monitoring the progress of CCRs in pending or open, or closed approval status by the ProSight Change Control Board are available in a scorecard

folder “ProSight Change Control Request”. This change was a ProSight User Group request.