PPMM Tools and Templates

Initiation Templates
1. OIT Pre-Meeting Agenda
2. Sponsor Summary Page
3. Snapshot Initiation Plan
4. Initiation Plan
5. Project Team Member Roles & Responsibilities
6. Kickoff Meeting Agenda

Planning and Tracking Templates
1. Detailed Project Schedule
2. Functional Specs (Case Scenarios)
3. Technical Specs
4. Architecture Review Board Questionnaire
5. Fit Gap Analysis
6. Testing Framework and Test Plan Template
7. Campus Readiness Templates
8. Vendor Management Plan
9. Project Status Report
10. Meeting Minutes

Delivery / Go Live Templates
1. Training Plan
2. Roll-out Schedule
3. SOC Service Support Checklist
4. Service Registration Form
5. Knowledge Base Plan

Close-out Templates
1. Post Project Review Checklist
2. Sponsor Close-Out
3. Lessons Learned