

IT PROJECT MANAGEMENT COMMUNITY OF PRACTICE

2024 CALENDAR OF EVENTS

January 17 8:30 AM - 9 AM	PM CoP Coffee Chat - Deliverables Deliverables in project management are tangible results that are crucial for measuring progress and success. Selecting which ones to document depends on complexity and stakeholder needs, while agile projects adapt their deliverables as scopes change. Gate certification relies on properly documented deliverables, but common challenges include ambiguity and misalignment.
February 7 8:30 AM - 9 AM	PM CoP Coffee Chat - RFP Best Practices A request for proposal (RFP) is a formal process that organizations use to compare proposals from different vendors and choose the one that best aligns with the project's goals and meets the specified criteria. Let's discuss best practices to ensure transparency, fairness, and competitiveness in the vendor selection process, ultimately aiding in the successful execution of the project.
February 21 12 PM - 1:30 PM	Lunch & Learn - Agile Management & Project Examples The new section 701 rules raised many questions and a desire to learn more about how to effectively use Agile methodology in both IT and non-software projects. This lunch and learn will help to clarify and educate our CoP about Agile, offer case studies on projects utilizing this methodology, and answer any questions.
March 6 8:30 AM - 9 AM	PM CoP Coffee Chat - Oversight is not Enforcement Oversight in project management involves monitoring and supervising project activities, it is not about imposing rigid control or dictating every detail. Instead, it aims to strike a balance between providing guidance and allowing team members the autonomy to perform their tasks efficiently. Let's discuss how you can best utilize this support to your project or program.
April 3 8:30 AM - 9 AM	PM CoP Coffee Chat - Managing Teams Remotely Managing teams remotely in project management requires a shift in focus from physical presence to effective communication, collaboration tools, and trust-building. Project managers need to establish clear expectations, maintain regular communication, and leverage technology for seamless teamwork.
May 1 8:30 AM - 9 AM	PM CoP Coffee Chat - Best Practices as an IT Project Manager IT project management, best practices are essential for ensuring the successful delivery of technology initiatives. These practices include meticulous requirement gathering and documentation, rigorous project planning, and thorough risk assessment. These principles help optimize project performance, mitigate potential setbacks, and deliver IT solutions that meet or exceed expectations.
May 15 12 PM - 1:30 PM	Peer Networking Event This is an opportunity for our community of practice to come together in-person. The purpose of the event is to further develop our professional relationships, foster opportunities for growth, and encourage a sense of community. This should result in further engagement in our coffee chats and lead to more relevant communication and sharing of knowledge.
June 5 8:30 AM - 9 AM	PM CoP Coffee Chat - Committing to a Schedule & an End Date in Agile In Agile project management, committing to an end date and schedule takes on a dynamic and adaptive approach. Instead of rigidly fixing a timeline at the project's outset, Agile teams focus on delivering value incrementally and collaboratively. They commit to shorter timeframes known as sprints. While Agile promotes adaptability, it doesn't mean there's no commitment to timelines.
July 10 8:30 AM - 9 AM	PM CoP Coffee Chat - Considerations at Project Start When initiating a project several essential considerations must be addressed. First and foremost, it's crucial to clearly define the project's objectives and scope, setting the boundaries for what the project will and won't encompass. Identifying and engaging with stakeholders is another fundamental step, ensuring that their expectations and requirements are understood and managed. There are many other considerations, let's discuss.
August 7 8:30 AM - 9 AM	PM CoP Coffee Chat - Project Prioritization Project prioritization is a crucial process for ensuring that limited resources and time are allocated to the most strategically valuable projects. It involves evaluating and ranking potential projects based on factors such as alignment with organizational goals, potential return on investment, resource availability, and risk assessment. By prioritizing projects, a business can focus on those initiatives that offer the greatest strategic impact.
August 21 12 PM - 1:30 PM	Lunch & Learn - Panel Discussion: Evolution of Project Management Recent project management has evolved significantly to adapt to the changing business landscape and technological advancements. Traditional waterfall methodologies have given way to more flexible approaches, such as Agile and Scrum, which prioritize iterative development, collaboration, and customer feedback. Let us learn from our peers on how we can all adapt to the changes and outlook of project management.
September 4 8:30 AM - 9 AM	PM CoP Coffee Chat - Business Process Redesign Business process redesign involves the systematic and strategic overhaul of existing workflows and procedures within an organization to enhance efficiency, reduce costs, and improve outcomes. This practice aims to optimize how work is performed by reevaluating and reengineering processes, often incorporating automation and technology solutions. Project managers play a pivotal role in driving and facilitating these transformations, as they need to lead cross-functional teams, define objectives, and monitor progress.
October 2 8:30 AM - 9 AM	PM CoP Coffee Chat - Lean Methodology Lean methodology is a systematic approach focused on eliminating waste and improving efficiency in processes. It emphasizes continuous improvement, respect for people, and customer value. Lean principles aim to streamline operations by identifying and reducing non-value-adding activities, optimizing resource utilization, and fostering a culture of innovation. By doing so, organizations can enhance productivity, reduce costs, and deliver higher quality products or services while remaining responsive to customer needs.
October 16 12 PM - 1:30 PM	Lunch & Learn - Lessons Learned across the State Lessons learned refer to the valuable insights and knowledge gained from previous projects, whether they were successful or faced challenges. These insights are collected and documented to improve future project planning and execution. They include both positive outcomes and areas where improvements are needed, helping project managers and teams make better decisions, avoid repeating mistakes, and enhance project performance.
November 6 8:30 AM - 9 AM	PM CoP Coffee Chat - Resource Capacity Planning Resource capacity planning is a critical process that involves assessing the availability of resources, such as personnel, equipment, and materials, to ensure they align with the demands of a project. This method helps in balancing workloads, preventing resource bottlenecks, and optimizing resource allocation to meet project goals efficiently. By effectively managing resource capacity, organizations can enhance project outcomes, reduce overutilization or underutilization of resources, and ensure that projects are completed on time and within budget.
December 4 8:30 AM - 9 AM	PM CoP Coffee Chat - Procurement & Vendor Management Procurement and vendor management are integral components of project management, encompassing the processes of sourcing, contracting, and overseeing external suppliers or vendors. Project managers need to maintain a transparent and collaborative relationship with vendors, aligning their work with the project's objectives, and managing the contractual aspects to ensure timely and quality delivery of goods and services.

All time in Pacific Standard Time.

If you have questions, we want to hear from you! Get in touch: WaTechmiPMCoP@watech.wa.gov