



# Project Charter



Project Information		Project Methodology																	
<b>Project Name:</b>	California IT – A Commitment to Green	This project will use a project management methodology based on the PMBOK.																	
<b>Executive Sponsor:</b>	TBD	<b>Project Deliverables</b>																	
<b>Project Manager:</b>	Marjorie Rubenstein	<ol style="list-style-type: none"> <li>Green Best Practices for IT Business Solutions</li> <li>IT Mobile Workforce Guidelines for Managers and Employees               <ul style="list-style-type: none"> <li>Recommended IT telecommuting roles</li> <li>IT telecommuting training resources</li> <li>Keys for IT telecommuting success</li> </ul> </li> <li>IT Policy Letter Institutionalizing Green</li> <li>Presence at Green Events (GTC, Earth Day, job fairs)</li> </ol>																	
<b>Assistant PM:</b>	Valerie Holley	<b>Major High-Level Milestones</b>																	
<b>Approved By:</b>		<table border="1"> <thead> <tr> <th>Milestone</th> <th>Planned/ Estimate</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Establish Green Best Practice</td> <td>11/06/08-04/01/09</td> <td></td> </tr> <tr> <td>Create IT Mobile Workforce Guidelines</td> <td>11/06/09-04/01/09</td> <td></td> </tr> <tr> <td>Institutionalize IT Green</td> <td>11/06/09-06/01/09</td> <td></td> </tr> <tr> <td>Attend Outreach Events</td> <td>04/01/09-06/01/09</td> <td></td> </tr> </tbody> </table>			Milestone	Planned/ Estimate	Actual	Establish Green Best Practice	11/06/08-04/01/09		Create IT Mobile Workforce Guidelines	11/06/09-04/01/09		Institutionalize IT Green	11/06/09-06/01/09		Attend Outreach Events	04/01/09-06/01/09	
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<b>Approval Date:</b>		<b>Core Team Members</b>																	
<b>Start Date:</b>	11/06/08	All ITMA XVI Participants																	
<b>Estimated End Date:</b>	06/11/09	<b>Customers/Stakeholders</b>																	
<b>Project Background</b>		All State IT professionals																	
<p>Many Green IT efforts have been initiated; however, there is a lack of clear statewide directions and few tools to implement. Departments are left to optionally implement “Green” in silos and fail to realize the efficiency and savings of economies of scale. The ITMA XVI has selected the deployment of mandated Green IT initiatives which meet the Class Project Criteria as described below.</p>		<b>Customer Benefits</b>																	
<b>Business Problem / Opportunity</b>		<p>California citizens and State government benefit by:</p> <ol style="list-style-type: none"> <li>Leveraging California as a “Green Giant” to influence IT industry</li> <li>Reducing negative impact on the environment</li> <li>Improving recruitment and retention efforts</li> <li>Increasing worker productivity and morale</li> <li>Reducing energy consumption</li> <li>Reducing e-waste</li> <li>Minimizing project costs</li> <li>Contributing to the Global community</li> <li>Improving operational recovery response</li> <li>Improving California’s standing as a Green leader</li> <li>Creating a win-win-win for employees, managers, and the environment</li> </ol> <p>In addition, there’s minimal risk associated with this project. The successful completion of this project relies solely on the efforts of the ITMA XVI members.</p>																	
<b>Project Purpose</b>																			
<p>The purpose of the <i>California IT – A Commitment to Green</i> Project is to reduce the State’s adverse impact on the environment and position itself as a desirable IT employer by providing Green guidelines and best practices for IT business solutions and promoting a mobile workforce.</p>																			
<b>Project Objectives</b>																			
<ol style="list-style-type: none"> <li>Establish partnerships with other Green efforts</li> <li>Establish Green best practices for IT business solutions</li> <li>Establish guidelines for a mobile workforce               <ol style="list-style-type: none"> <li>Establish recommended IT telecommuting roles</li> <li>Identify IT telecommuting training resources for supervisors and managers</li> <li>Establish keys for IT telecommuting success</li> </ol> </li> <li>Participate in outreach activities and events</li> <li>Institutionalize Green best practices for IT business solutions</li> </ol>																			



# Project Charter

## Strategic Fit:

1. Government Code 15276 – Telecommuting
2. State CIO's 5-Year IT Plan – Green Initiative
3. State CIO's initiatives – IT consolidation and cost of ownership reduction
4. National Association of State CIO (NASCIO) Green IT Initiative

## Successful Completion Criteria

1. Published Green Best Practices for IT Business Solutions
2. Published IT Mobile Workforce Guidelines for Managers and Employees
3. Draft IT Policy Letter Proposing Institutionalizing Green
4. Participate in at least one (1) Green Event
5. Sponsorship for continued Green efforts

## Project Trade-off Matrix

Resources	Somewhat flexible
Schedule	Not flexible*
Scope	Most flexible

\*The project end date of June 2009 is fixed.

## Budget

Source of Funding:	Participating Departments and other interested parties donation of time and materials, including member time	
Projected Project Costs:	Human Resources	\$116,000
	Printed Guidelines	1,500
	Web Hosting	2,000
	Graphic Artist	500
	Travel/Outreach Events	500
	Total	\$120,500
Project Budget:	\$0	
Expended to Date:	n/a	

## ITMA XVI Resource Requirements

Green IT Best Practices Team	<ul style="list-style-type: none"> <li>• Research best practices for IT business solutions</li> <li>• Gather and provide information to Design Team</li> <li>• Establish partnerships</li> </ul>
IT Best Practices Telecommuting Team	<ul style="list-style-type: none"> <li>• Research guidelines</li> <li>• Gather and provide information to Design Team</li> <li>• Establish partnerships</li> </ul>
Outreach Team	<ul style="list-style-type: none"> <li>• Communicate with exempt State organizations</li> <li>• Schedule events</li> <li>• Coordinate resources for the event</li> <li>• Participate at events</li> </ul>

Design and Marketing Team	<ul style="list-style-type: none"> <li>• Create and manage marketing plan</li> <li>• Create and manage communication plan</li> <li>• Design the environmentally friendly guides</li> </ul>
Institutionalize IT Green Team	<ul style="list-style-type: none"> <li>• Draft IT Policy Letter</li> <li>• Establish partnerships</li> </ul>
Administrative Team	<ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Assistant Project Manager</li> <li>• Assist with documentation</li> </ul>

## Project Scope

1. Establish partnerships with other Green efforts.
2. Green Best Practices for IT Business Solutions
3. IT Mobile Workforce Guidelines for Managers and Employees
  - o Recommended IT telecommuting roles
  - o IT telecommuting training resources
  - o Keys for IT telecommuting success
4. Draft IT Policy Letter to institutionalize the change in the SAM/SIMM, FSR, ITPP
5. Participate in outreach events

## Out of scope

1. Implementation of technology recommendations
2. Implementation of telecommuting
3. Mandatory targets
4. Telecommuting liabilities and union issues
5. Telecommuting equipment and infrastructure
6. On-going maintenance
7. Final change in the SAM/SIMM, FSR, ITPP
8. Recycling programs

## Assumptions and Constraints

### Assumptions:

1. Project will be completed by June 2009
2. We will secure a project sponsor to issue the IT Policy Letter
3. We will establish strong and supportive partnerships
4. Everyone is concerned with the environment
5. Secure sponsorship to continue Green efforts

### Constraints:

1. Governance documentation process
2. Time frame
3. Resources limited to ITMA XVI participants and partnerships
4. No budget

## Class Project Criteria

1. Statewide impact
2. Be strategic in nature and a value to the IT communicate
3. Involve everyone in class
4. Be completed by the end of the Academy program
5. Provide period status reports to Class Managers
6. Obtain funding, external resources needed