

Project Management Assistance



February 27, 2015

Last updated: December 21, 2017

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Rate:

- Senior level FTE \$80.25/hour
- Lead level FTE \$91.25/hour
- Contractor, contact the Applications Development IT Manager at 402-471-0648 for contractor availability and rates

2. General Overview

The service includes the application of knowledge, skills, tools and techniques to project activities to meet the project requirements. Project management is accomplished through the project management process groups of initiating, planning, executing, monitoring and controlling, and closing. The managing of a project may include:

Staffing is provided by the OCIO. Staff consists of any combination of the following staff members:

- FTE's (Full Time Employees)
- Contract staff provided by the State's Contracting Service – Covendis
- Identifying the project requirements
- Addressing the various needs, concerns and expectations of the stakeholders in planning and executing the project
- Setting up, maintaining and carrying out communications among stakeholders that are active, effective and collaborative in nature
- Managing stakeholders towards meeting project requirements and creating project deliverables
- Balancing the competing project constraints, which include, but not limited to:
 - Scope
 - Quality
 - Schedule
 - Budget
 - Resources
 - Risks

The service will also include team member access to Clarity PPM (the State of Nebraska's project and portfolio management system) for the duration of the project.

4. Roles and Responsibilities

It will be the responsibility of the Office of the CIO to provide quality resources that will apply the knowledge, skills, tools and techniques to project activities to meet the project requirements.

5. Requesting Service

Contact either the Application Development IT Manager at 402-471-0648 or by contacting the CIO Help Desk at 402-471-4636. It may be necessary to explain the various options that are available and determine customer requirements. Those discussions will allow a solid estimate of tasks, costs, and timeframe.

6. Billing Information:

The Office of the CIO uses a system of Billing Accounts, Job Codes and Work Orders for authorizing work and tracking costs for specific projects. The customer may designate which job code and work order to use or request a new job code and work order. Contact the Office of the CIO for assistance with developing an accounting structure that meets the needs of the agency.

7. Service Hours, Response Times and Escalation:

Agencies can receive support by contacting the Applications Development IT Manager at 402-471-0648 or by contacting the CIO Help Desk at 402-471-4636.

Project Management services are available Monday through Friday, 7AM until 5PM unless otherwise agreed upon between the client and the project management staff.

For further information, please contact:

Office of the CIO Help Desk
cio.help@nebraska.gov
402-471-4636 or 800-982-2468