

PM Software Evaluation and Selection Process

November 23, 2010



Project Summary

The Department of Administrative Services, Information Technology (IT) Services Applications group is responsible for providing application and web development services to divisions within DAS, boards and commissions, and the Governor's Office. IT Services is comprised of 15 developers and 1 business analyst. Currently, IT Services has over 12 active projects, 8 project charters awaiting signature, and in excess of 30 web sites or applications that they support. IT Services has no dedicated project manager.

IT Services currently utilizes network drives, SharePoint, a custom time tracking application and a shared custom help desk application to track tasks, projects, and documentation. None of the applications currently in use by the group can be considered a project management solution. IT Services finds it increasingly difficult to accurately provide quotes, schedule resources, track task completion, and complete projects on time. In addition, there is no single application that can be reviewed to determine current projects, status of those projects, amount of time a team member has spent working on a task, or project progress against the schedule.

Project Goal

Project Management Software Comparison and Recommendation

- Comparison of ten project management software packages against customer criteria.
- Recommendation of three software packages that meet or exceed the needs of the project sponsor.

Implementation Plan

Project Management Software Implementation Plan that can be used to implement the project sponsor's project management software selection. The plan includes hardware, installation, and training considerations.

Each Project Management software solution will be evaluated based on the following criteria:

- Is the software available from an Ohio based Vendor?
- If software is not available from an Ohio based vendor, is the vendor a US based vendor?
- Is the software available on State of Ohio State Term Schedule?
- Is the software available from a Minority Business Enterprise (MBE) or Encouraging Diversity, Growth & Equity (EDGE) vendor?
- From what vendor(s) can the software be procured?
- What is the cost of the project management solution?
- What is newest release (version)?
- What are the initial licensing fees?
- Are there on-going licensing fees?
- What number of users does the system support?
- Does the software require maintenance fees?
- Does the software allow source code ownership? Is the software open-source?
- What hardware is required to support the software?
- What project management functionalities (scheduling, cost control and management, resource allocation, collaboration, communication, quality management, document management, calculate critical path, etc...) does the software offer? What is unique from other solutions?
- Does the software offer employee time tracking functionality?
- Does the software offer issue tracking functionality?
- Does the software offer out of the box reporting? If so, describe.
- What type of security does the software offer? Does it allow multiple levels of security? Does it integrate with Active Directory? (Internal and External users)
- Does the vendor offer training with initial procurement? If so, what kind of training? Are their training manuals or job aids available?
- Have we identified other State of Ohio agencies using this software?
- If so, have we talked with this agency regarding advantages and disadvantages?
- Is the software web-based?

Project Benefits

IT Services desires to procure a project management solution that will also track employee time against tasks as well as serve as a issue tracking system. Initially, only the project management component of the solution will be implemented. The issue tracking functionality of the application will be implemented at a later time.

With implementation of a project management solution, IT Services will be able to strategically align resources with current projects and be able to better forecast, quote, and schedule future projects based on historical information that will begin to accumulate once a project management solution is implemented. IT Services will be able to streamline and create more efficient business practices that can support the customer base. The solution will also provide better visibility of projects and their current status to IT Services customer's through the project management software's reporting functionality.

Project Team

For more information about this project, contact team members

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