

The intent of these guidelines is to assist in the presentation of ISSC (Information Systems Steering Committee) project documents in a timely and effective manner. Prior to the meeting, members of the Committee review the documents and thus are familiar with the topic. After each presentation, time is allowed for questions to clarify items, provide details that may not have been addressed in the document, confirm certain data, or items arising from discussion.

*~Please keep it brief, allowing approximately 5 minutes for the Presentation~*

### **Project Charter**

Introduce the Charter addressing the main points:

- One sentence describing the Project and the goal or desired outcome; for example,
  - Implementing a new system “to improve the registration process”
- How does this align with the University Strategic Plan/s; for example,
  - Increase enrolment, lower operating costs, increase efficiencies, etc.
- Target completion date (final Milestone in the Charter) and Go-live date
- Funding and resources
- Major risks
- Q&A session

### **Project Management Plan**

Brief recap of project and goal (as above), with updated data as applicable; for example,

- New budget amount, new scope, new completion date – these should be quite accurate at this point, and will form the “**baseline**” against which to monitor project progress, cost and schedule
- Outline of **how** the project will be managed (risks, issues, schedule, team)
- If any, additional details, challenges, or issues as a result of further planning activities
- Q&A session

### **Project Final Report**

Brief recap of project and goal (as above):

- Highlight successes
- Overall project performance: On Time, On Budget, Met/Not met Success Criteria
- Q&A session