



College of Education • Office of Information Technology  
**Project Portfolio  
Overview**

<b>Project Title</b>	
<b>Project Lead</b>	
<b>Project Manager</b>	

**Project Requested By...**

<b>Primary Contact</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Unit/Department/Program</b>	
<b>Secondary Contact</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Unit/Department/Program</b>	

<b>Date of Initial Consultation with Client</b>	
<b>Date Presented to OIT Leadership Team</b>	

<b>Project Accepted</b> (PL Initials)	<b>Project Rejected</b> (PL Initials)
<b>Reason for Rejection</b>	

<b>Roles Assigned...</b>	<b>Name</b>	<b>Skills</b>
<b>Implementation Team</b>		
<b>Communication</b>		
<b>Professional Development</b>		
<b>Security/Quality Assurance</b>		



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**Project Portfolio**  
**Project Definition • Client Interview**

**What is the perceived need or purpose for what we are trying to do?**

**What caused people to see this as a problem that needed solving?**

**What criteria are people going to use to judge this project a success?**

**Who has a stake in the solution or outcome?**

**How do the various stakeholders' goals for the project differ?**

**What functions or people might the project's activities or outcomes affect?**

**Who is going to contribute? (People, space, time, tools, money)**

<b>Requested Start Date</b>	
<b>Requested Completion Date</b>	
<b>Expected Termination Date</b>	
<b>Post-Project Maintenance Plans</b>	



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**Project Portfolio**

**Project Notes and Brainstorming**

Date	Notes



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## Project Portfolio

### Project Debrief

<b>Project Completion Date</b>	
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<b>Termination Plans</b>	
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<b>Maintenance Plans</b>	
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<b>Throughout the project planning and implementation, what worked well and what didn't work?</b>	
<b>Worked Well</b>	<b>Didn't Work Well</b>

<b>What could be done to improve upon this project?</b>

<b>How well did the project/team do...</b>	<b>Rating</b>
<b>In achieving goals and meeting project objectives?</b>	1-Needs Improvement
<b>At meeting deadlines and the final completion date?</b>	1-Needs Improvement
<b>At monitoring and staying within budget?</b>	1-Needs Improvement
<b>Communicating?</b>	1-Needs Improvement

<b>Were the resources allocated appropriately, sufficiently, and efficiently used? (time, people, money)</b>

<b>What are the key lessons learned that can be applied to future projects?</b>