



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

Project Title	
Project Lead	
Project Manager	

Project Requested By...

Primary Contact	
Email	
Phone	
Unit/Department/Program	
Secondary Contact	
Email	
Phone	
Unit/Department/Program	

Date of Initial Consultation with Client	
Date Presented to OIT Leadership Team	

Project Accepted (PL Initials)	Project Rejected (PL Initials)
Reason for Rejection	

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



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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)

Requested Start Date	
Requested Completion Date	
Expected Termination Date	
Post-Project Maintenance Plans	



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Project Portfolio

Project Notes and Brainstorming

Date	Notes



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Project Portfolio
Project Debrief

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

What could be done to improve upon this project?

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

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

What are the key lessons learned that can be applied to future projects?