

**SEATTLE CHILDREN'S RESEARCH INSTITUTE
OPERATING POLICIES / PROCEDURES**

DEPARTMENT: Project Management Office (PMO)
POLICY NUMBER: PMO-01
REPLACES: RPM-PMO-001
EFFECTIVE DATE: September 21, 2007
REVISION DATE: September 24, 2008
POSTED FROM: _____

TITLE: Project Initiation

SUMMARY:

The Project Management Office (PMO) provides full project management, project support and training services. The appropriate project initiation form must be completed by the project sponsor and returned to the PMO Director before services will be rendered. Upon receipt, the director will evaluate the request with the PMO staff. If approved, the assigned project leader will contact the project sponsor to begin work.

POLICY/PROCEDURE:

The goals of this policy are to:

- Ensure that project requests are properly evaluated before initiated.
- Ensure that basic project information is available before the project is initiated.
- Ensure the PMO resource availability prior to initiating a project.

PROCEDURE:

01-1.1 The project sponsor must complete the appropriate project initiation form and return it to the PMO Director to request services. There are multiple types of projects that the PMO will support and the appropriate initiation form should be utilized. Following is a list of available initiation forms and their use:

01-1.1.1 **Event project initiation form.** Any event project;

01-1.1.2 **Standard project initiation form.** Any project other than event, process improvement or communication.

01-1.2 Initiation forms will be reviewed by the PMO Director and staff once a week.

01-1.3 The PMO will review the initiation form for the following:

- 01-1.3.1 **Service level** – to ensure sufficient PMO resources are available to support the project;
 - 01.1.3.2 **Project objective or purpose** – to ensure that it aligns with the strategic goals of Seattle Children’s;
 - 01.1.3.4 **Schedule constraints** – to balance resource requirements and ensure that the constraints are feasible;
 - 01.1.3.5 **Estimated budget** – to ensure sufficient resources are available to successfully complete the project;
 - 01.1.3.6 **Value** – to ensure the project will add value for the customer;
 - 01.1.3.7 **Leadership** – to ensure appropriate leadership support for the project.
- 01-1.4 Once the project is deemed feasible, the PMO Director will assign a Project Leader and the project information will be entered into the PMO project database.
- 01-1.5 The assigned project leader will then contact the Project Sponsor marking the beginning of the PMO project support.

Submitting Office: Project Management Office (PMO)

Approved by:

\s\Heather Lindemann, PMP, Director of Project Management and Strategic Initiatives, 09/24/2008

\s\ Approver Name, Title, Date