

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of June 26, 2012

ITEM #

ITEM TITLE:

Request approval of contract with Turtle, Inc. to establish a project management department team within the information technology department and serve as the project manager on various priority “A” projects identified in the Information Technology Strategic Plan.

SPECIFIC BOARD ACTION REQUESTED:

Approve contract with Turtle, Inc. to establish a project management team within the information technology department and to provide project management leadership and oversight for the projects defined in the Peralta IT Strategic Plan.

ITEM SUMMARY: (PLEASE DISCUSS THIS ITEM)

Under the scope of this contract with Turtle, Inc. will provide project management leadership and oversight for the projects defined in the Peralta IT Strategic Plan. The primary mechanism for doing so will be a project management office (PMO), which Turtle, Inc. will assist in establishing and managing. Turtle, Inc. will manage several of the projects in the strategy. The term of this engagement would be from July 2, 2012 through no later than June 30, 2013 and a not to exceed cost of \$260,000. The not to exceed amount was included in the budgets presented and approved by the Board of Trustees at the February 28, 2012 Board meeting. The Chancellor recommends approval.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Measure E.

BACKGROUND/ANALYSIS:

As of June 30, 2012, Mr. Tortorice’s employment with the District as Chief Administrative Officer of Information Technology will end. Turtle, Inc. will step in and provide project management leadership and oversight for the projects defined in the Peralta IT Strategic Plan. The primary mechanism for doing so will be assisting with the establishment of a project management office (PMO), which Turtle, Inc. will assist the incoming Associate Vice Chancellor of Information Technology.

DELIVERABLES/SCOPE OF WORK:

Project Management Office (PMO) Tasks

- Assist the district in recruiting project managers from within the organization.
- Assist the district in identifying and contracting with consultant project managers when necessary.
- Establish a training program to develop district project managers.
- Provide mentoring to trainee project managers.
- Provide the district with an evaluation framework so that district project managers can be evaluated at the completion of each project.
- Establish project standards and methodology.
- Establish an escalation path process for project issues.

- Provide a simple source of data gathering for costs, time, and resource demands.
- Produce standard reports on the status of projects.
- Provide a mechanism for managing changes to project scope.
- Establish a process to define priorities among projects.
- Assist project managers in negotiating for needed resources.
- Implement project management tools such as project management software.
- Provide templates for project management deliverables such as the project charter and the project plan.

Project Management Tasks

Mr. Tortorice will manage the following projects that were identified as Priority A in the IT strategy:

- Standards-based IT procurement
- Rationalize IT spend with a consolidated IT budget
- Reduce TCO with lease/service agreements
- Web-based e-mail
- Student financial aid
- Institutionalize IT staff training and professional development
- Implement ITIL-Lite at the colleges and at the District
- Develop a strategy for eventual migration to the cloud (Priority B)
- Develop virtual PC architecture and standards for colleges and District (Priority B)

For each project, Mr. Tortorice follow the adopted project management methodology and produce the standard deliverables. If products or services are to be procured for these projects, Mr. Tortorice will write the requirements in consultation with stakeholders and work with Purchasing to prepare the bid documents (although he will not take part in the selection process).

ANTICIPATED COMPLETION DATE:

No later than June 30, 2012.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Consider approval of contract with Turtle, Inc. to establish a project management department team within the information technology department and serve as the project manager on various priority A projects identified in the Information Technology Strategy.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES X NO

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: *Ronald Gerhard*
Ron Gerhard, Chief Financial Officer

Date: 6/07/12

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Ronald Gerhard*
Ron Gerhard, Chief Financial Officer

Date: 6/07/12

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: *Ronald Gerhard*
Ron Gerhard, Chief Financial Officer

Date: 6/07/12

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____
Thuy T. Nguyen, General Counsel

Date: _____

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda

Not Approved, but Place on Agenda

Signature: _____
Wise E. Allen, Chancellor

Date: _____