

MIST Project Central

Summary

<https://acsprod.mcombs.utexas.edu/pc/default.aspx>

In an effort to be a more effective organization, MIST uses Project Central to allow the stakeholders and programming team to manage and coordinate projects. With Project Central, everyone is on the same page, Team contacts, tasks, timelines and documents are all available using your web browser.

Features

Project Central offers the ability to:

- Add New Projects – Project Central will allow users to submit projects for consideration quickly and efficiently without emails and phone calls.
- Add New Programming Tasks – In addition to adding full projects, smaller tasks that don't require much programming time can be added easily. Tasks can be routed to programmers quickly.
- Request Change Orders on Existing Projects – Projects that are currently in progress often experience changes in scope because requirements get discovered after the project start. Change requests to those projects can now be made online.
- Get Project Status – As projects and tasks progress and are completed, the data is updated in real time. Users can now track the status of their project without waiting for the next status meeting.
- MIST Software Catalog – Software is expensive to create. The MIST group tries to write software that can be used in multiple offices instead of just one office. As a result, software could already be in use in another part of McCombs. Users can browse the MIST software catalog for descriptions of software already developed for possible use within their offices.
- Frequently Asked Questions (FAQ) – Users can browse questions about Project Central functionality.
- Glossary – Software terms and Project Management terms can be confusing. In addition, some words have different meanings to different individuals. The Project Central Glossary gives everyone the same frame of reference.

Frequently Asked Questions (FAQ)

Q. How can I submit a new project request or a task request?

A. In order to submit a new project request or a task request, you can go to the "submit" link that appears in the navigation bar. Be prepared to enter:

- Any timeline constraints
- Priority Level (low, medium, high or critical)
- Background information about the project (including justification)
- A brief summary of the work needed and expected benefits
- The deliverables required for the project
- Any specific instructions for the developers

Q. When will my project or task be finished?

A. Each project is given an estimate before work begins. If very few things change, the duration of the project should be the same as the estimate. You can go to the "Project Detail" page to find the project's estimated target date for implementation.

Q. How is priority assigned?

A. Project requests and task requests are evaluated on a daily basis for:

- Severity of problem or business case
- Support of the College's strategic plan
- The benefit to McComb's core constituents
- Return on investment (ROI)
- Compliance with University, local, state and federal policies

Q. What is the "Master Agreement"?

A. The "Master Agreement" is a document that contains a series of procedures on how projects should be run.

Q. What is a Statement of Work (SOW)?

A. The Statement of Work is a electronic document that details what a project is to deliver, how it is to be delivered and when it will be delivered. A statement of work might also detail any constraints as well as risks for the project. There should be a separate statement of work for each project request.

Q. How do I change something in a project already underway?

A. Change often occurs in every software development project. When change occurs, the Change Request Management process is followed. This process is detailed in the Master Agreement, and must be followed for any significant changes for the project. The functional manager must request a change using the "Submit a Change" link in the navigation bar.

Q. Why can't I see all the projects?

A. For security reasons, only administrators can view all the projects. Each individual user can view projects for their logical area (i.e. MPO employees can only see MPO projects; UPO employees can see only UPO projects, etc)

Q. What is “Project Central”?

A. Project Central is an information center for all current development projects at the McCombs School of Business. Project Central offers the ability to:

- Add new projects
- Add new programming tasks
- Request Changes to existing projects
- Search for an existing project
- Get a summary of closed, current and future projects
- Browse closed, current and future project detail
- Browse the MIST Software Catalog
- Browse the Frequently Asked Question (FAQ) document
- Browse the glossary

Q. What is a JAD group?

A. A Joint Application Development (JAD) group is a team comprised of several potential users for a proposed system within an area. Traditional JAD groups consist of individuals from many different functional areas and don't always include just managers. The group is used by the analyst(s) to:

- Collect software requirements
- Validate software requirements
- Review software prototypes
- “Beta” test software
- Facilitate the “rollout” of software

Q. How often are project reports updated?

A. Projects are updated at least once per week; however more frequent updates may occur. You can go to the “Project Detail” screen to view the current status of a project.

Related Links

- [Project Central](#)