Project Governance Committee
Minutes

The purpose of the Mines Project Governance Committee is to provide executive leadership and oversight of the project efforts at Mines.

Attendees:
- Rebecca Flintoft
- Vicki Nichol
- Sam Spiegel
- Mike Erickson
- Clayton Durkee

Clayton started the meeting saying that there were no requests to prioritize so he wanted to talk about the overall project environment. He said that he would like to do this periodically so that all the members have a good understanding of the environment that we are working in.

He started the presentation with a Resource Capacity slide that showed, as an example, 65% of the available time a resource has is used for Administrative and Operational (keep the lights on tasks) efforts. That leaves only 35%, for example, for project work of all kinds. If we include the mandatory projects that reduces the time available for projects even further.

The next slide showed the project portfolio by over and under 100 hours (the dividing line between minor projects and larger projects). It also showed the number the PGC prioritized projects, the number of mandatory projects and the minor projects. A question was asked if our portfolio is similar to other schools our size, if there are comparison numbers available. Clayton said he would check. There was also a question about how each of the projects is prioritized. The larger requests go through this committee, some of the minor ones go through the Banner and BI committees, but it was noted that some most likely do not go through some prioritization process.

The next slide showed the Run/Grow/Transform for projects. The run category was the biggest at 76%. This is somewhat reflective of the large number of the minor projects, which are mostly marked as run projects.

The next slide showed the Status of the projects. This graph showed the projects that are active (In Process), the projects waiting in the queue for resources (New) and the project on hold. Questions were asked about how quickly the projects are completed, how many are completed in a year, how many have been closed, and what is the
average turnaround time for the projects. Clayton noted that these reports would be worked on in the system, as the appropriate data is available.

The last slide showed the current project requests. These are requests that have not been converted to project and are a part of the backlog of requests.

Clayton asked the committee members for help in getting project requests in the system so they can be captured and appropriately tracked.

There was also a question of how do we communicate the project activities to campus. Part of the answer is the visibility into the projects through the Mines Help Center portal. Another might be posting reports to the PPM website or other places to give visibility to them. This can be a topic of discussion of a future meeting.