

Criteria for Use of Project Delivery Process



Background

Projects are defined as temporary efforts with a unique result while support/maintenance are on-going efforts with a similar result. So, by strict definition many “support” efforts could be considered a “project.” The question becomes; do these efforts need to use the Project Delivery Process?

To establish a dividing line for Mines, this document details the criteria below for what is considered a project that uses the Project Delivery Process versus what is considered maintenance or support and uses specific processes or procedures.

Criteria

Any effort that is estimated at 100 hours or more of staff time will be considered a project that uses the Project Delivery Process. Additional considerations that would make a project use the process, if it does not meet the 100 hours, include:

- The amount of money planned for the project (\$100,000 and above),
- The risk level (High from initial risk assessment), or
- The visibility of key stakeholders (VP or higher) to the project.

For example, if a requested effort is estimated to take 2 people two weeks of work to accomplish, some meetings to gather requirements, and some follow up, then it would use the process. If the project is under 100 hours and meets any of the three criteria above, then it would also use the process. Please note: The Project Delivery Process then sizes the project and would place it in the Small, Medium, Large, or Extra-Large category.

Further, if enhanced coordination, communication, and oversight are desired for specific support efforts, like upgrading a lab, they could be aggregated to become a project or a decision to use the Project Delivery Process could simply be made.