

Oklahoma Information Technology Mentorship Program



What is the OITMP?

- The Oklahoma Information Technology Mentorship Program is an educational outreach connecting IT professionals from OU, OneNet, and other institutions with students in the technology field.
- It is part of an NSF grant to enhance Oklahoma's educational and research capability through network improvements.

- **The goal:**

IDENTIFY, DEVELOP and RECRUIT Talent

- Activities include:
 - Presentations to students throughout OK
 - Job shadowing opportunities (on-site & virtual)

- On-Site
 - Schedule a time with us to see what we do!
- Virtual
 - e-mail us at pmo@ou.edu (OU IT Project Management Office)
 - Facebook: [oknetworkmentor@groups.facebook.com](https://www.facebook.com/groups/oknetworkmentor)



What is...

- **Project management** is the discipline of planning, organizing, motivating, and controlling resources to achieve specific goals (Wikipedia)
- A **Project** is defined as a temporary endeavor designed to produce a unique product, service or result. (PMBOK)

Traits of a Project Manager

Active Listener

Strategic Thinker

Organization Skills

Communications

Leadership

Referee- Conflict Resolution

Multi-tasker

Self Starter

Motivator

Persistence

Adaptable

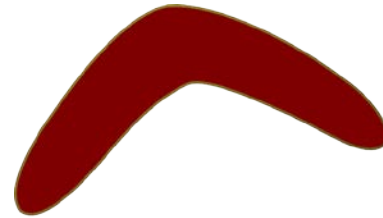
Facilitator

Baking Skills!



- Began my career at OU IT in 1999 in Telecommunications
- Bachelors of Liberal Studies 2002
- Changed positions 5 times in 6 years.
- Project Management Office was formed in 2005
- First Project was implementation of online parking permits
- Credentials, PMP- 2009
- New Construction
- Service Level Agreement Rep- Expanded my horizon

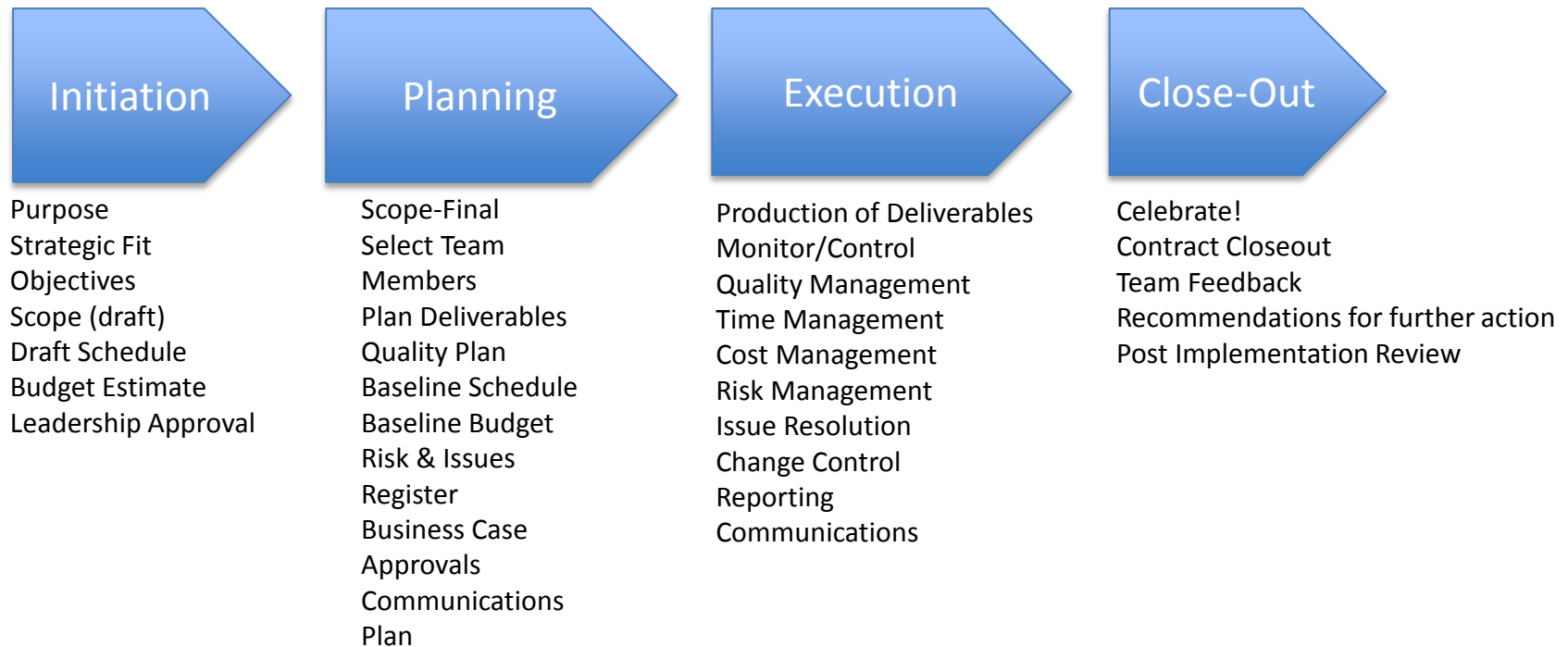
- Shift to Portfolio Management
- Opportunity to grow.
 - Enterprise Portfolio Manager for the Education and Natural Resources Business Segment for the Office of Management and Enterprise Services for the State of Oklahoma.
 - 76 State Agencies
 - State CIO



- Another Opportunity....
- Returned to University of Oklahoma in July 2013 after 1 year absence.
- Enterprise Portfolio Manager-
 - Project Management Tool Implementation
 - Project Governance Implementation
 - And- moving 600 servers into a new data center.

- Provide Project Portfolio Management Support to the Organization
 - Conduct Portfolio Review with Each Group
 - Manage Large Scale Projects
 - Provide insights on:
 - Organizational Resources
 - Projects
 - Project Portfolio Governance

Project Lifecycle



Browser: <https://i21.innotas.com/home.pa#%5BT5%2CM81%5D> All Projects

File Edit View Favorites Tools Help

Find All Type Keyword, ID, or Name

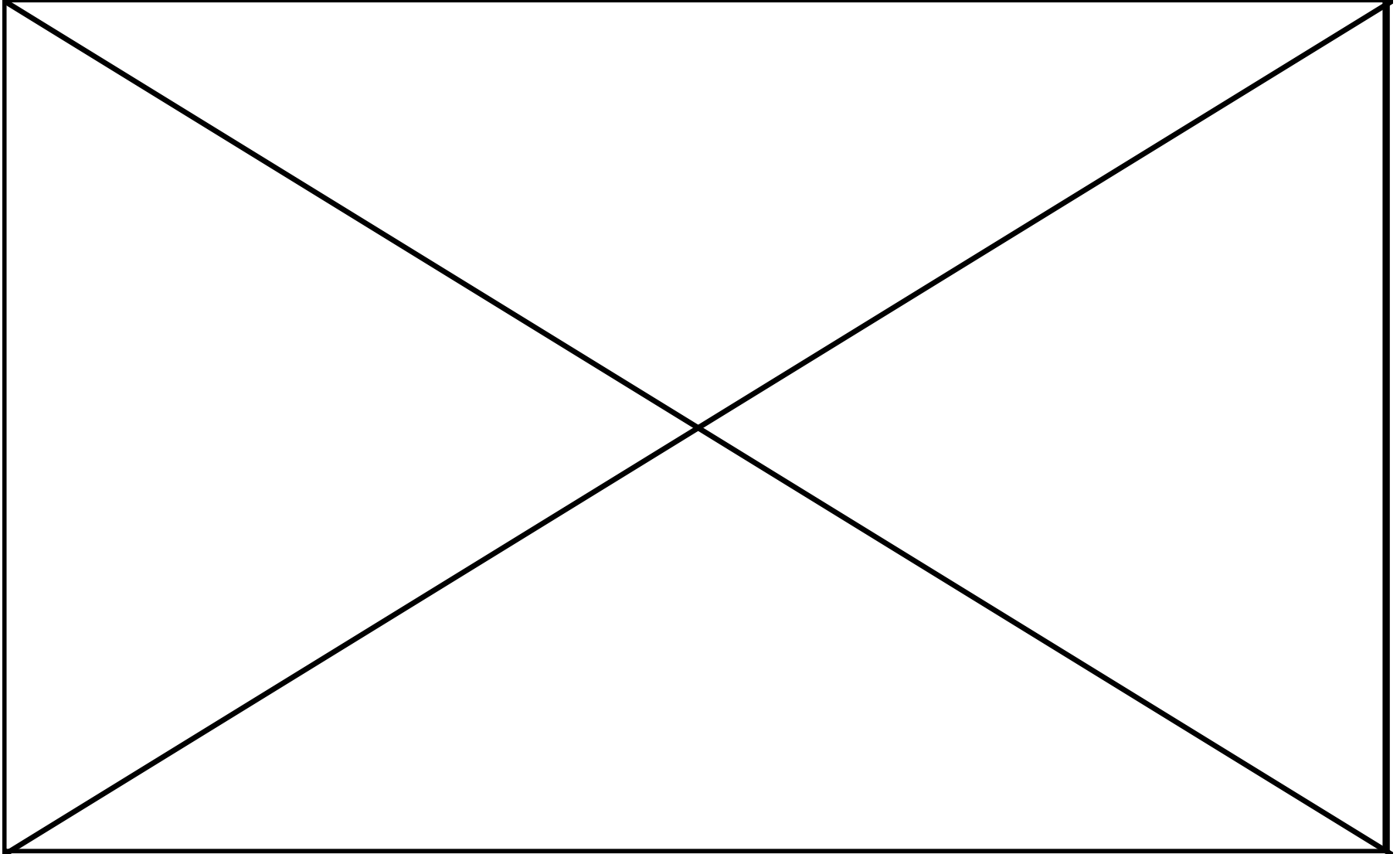
My Arena Organization Applications Portfolios Requests **Projects** Issues/Risks Resources What If Reports Dashboards

All Projects (39)

H	Title	Project Manager	Requesting Department	Division	Type	Priority	Score	Start Date	Target Date	Completion Date	Status
<input type="checkbox"/>	Firewall Refresh	Gray, Zane	Campus Support - Infrastructure	Campus Support	Efficiency						Hold
<input type="checkbox"/>	Wireless Redundancy	Gray, Zane	Campus Support - Infrastructure	Campus Support							Hold
<input type="checkbox"/>	Migration out of NOC	Hendrix, Lisa	Campus Support - Infrastructure	Campus Support	Efficiency	0: Immediate		10/01/2013	12/15/2013		Active
<input type="checkbox"/>	Transformation to S2	Hendrix, Lisa	Information Technology	Information Technology	Efficiency	1: High		10/01/2013	10/31/2014		Active
<input type="checkbox"/>	A-File Cluster Migration	Hendrix, Lisa	Campus Support - Infrastructure	Campus Support	Efficiency	1: High		10/04/2013	03/21/2014		Active
<input type="checkbox"/>	Security Camera Maintenance	Hendrix, Lisa	IT Infrastructure	Information Technology	Maintenance	2: Medium			06/30/2014		Active
<input type="checkbox"/>	Federated Authentication	Hendrix, Lisa	Campus Support - Infrastructure	Campus Support	Efficiency	0: Immediate			06/30/2013		Active
<input type="checkbox"/>	Buchanan Shutdown	Hendrix, Lisa	Campus Support - Infrastructure	Campus Support	Efficiency	2: Medium				12/22/2013	Active
<input type="checkbox"/>	SQL Cluster Refresh	Hendrix, Lisa	Campus Support - Infrastructure	Campus Support							Hold
<input type="checkbox"/>	Phone switch upgrade	Hendrix, Lisa	Campus Support - Infrastructure	Campus Support							Hold
<input type="checkbox"/>	Phase II Firewall Migrations	Hendrix, Lisa	Campus Support - Infrastructure	Campus Support							Hold
<input type="checkbox"/>	Imaging-Vto V Storage Expansion	Hendrix, Lisa	Information Technology	Information Technology	Efficiency	1: High			10/31/2013		Active
<input type="checkbox"/>	Exchange Issues	Hendrix, Lisa	IT Infrastructure	Information Technology	Efficiency	1: High			12/20/2013		Active
<input type="checkbox"/>	Salesforce SSO	Hendrix, Lisa	Campus Support - Infrastructure	Campus Support	Efficiency	1: High			10/31/2013		Active
<input type="checkbox"/>	Update to new release of ILM	Hendrix, Lisa	Campus Support - Infrastructure	Campus Support	Efficiency	2: Medium			10/07/2013		Active
<input type="checkbox"/>	Fix Micros/RMC email	Hendrix, Lisa	Campus Support - Infrastructure	Campus Support	Efficiency	0: Immediate			10/07/2013		Active
<input type="checkbox"/>	PCI systems Monitoring	Hendrix, Lisa	Campus Support - Infrastructure	Campus Support	Efficiency	2: Medium			10/07/2013		Active
<input type="checkbox"/>	PCI Compliance fixes for Micros	Hendrix, Lisa	Campus Support - Infrastructure	Campus Support	Efficiency	0: Immediate			10/07/2013		Active
<input type="checkbox"/>	Replace PCI backup sys	Hendrix, Lisa	Campus Support - Infrastructure	Campus Support	Efficiency	0: Immediate			10/07/2013		Active
<input type="checkbox"/>	GLUU appliance Upgrade	Hendrix, Lisa	Campus Support - Infrastructure	Campus Support	Efficiency	0: Immediate			10/31/2013		Active
<input type="checkbox"/>	D2L Storage Migration	Hendrix, Lisa	Provost Direct	Provost	Growth	1: High			11/03/2013		Active
<input type="checkbox"/>	Test-	Hendrix, Lisa	Academic Affairs	Provost	Efficiency	0: Immediate		11/11/2013	12/04/2013	12/31/2013	Proposed
<input type="checkbox"/>	System Center 2012 Implementation	Kobza, Chris	IT Community Experience	Information Technology	Efficiency	1: High		05/06/2013	11/08/2013		Active
<input type="checkbox"/>	VMWare View COA Pilot	Kobza, Chris	College of Architecture	Provost	Innovation	1: High		09/09/2013	12/15/2013		Proposed
<input type="checkbox"/>	LabStats Refresh	Kobza, Chris	IT Community Experience	Information Technology	Maintenance	2: Medium			10/31/2013		Active
<input type="checkbox"/>	License Environment Refresh Design	Kobza, Chris	Campus Support - Infrastructure	Campus Support	Maintenance	2: Medium			05/01/2014		Active
<input type="checkbox"/>	Oracle Demo	McDonald, Michele	Information Technology	Information Technology	Maintenance			10/14/2013	10/15/2014		Open
<input type="checkbox"/>	ERP Phase 1 Migrations	McDonald, Michele	Campus Support - Applications	Campus Support	Efficiency	1: High		10/01/2013			Active
<input type="checkbox"/>	Sooner Card Data to eclub	Sicula, Tim	Housing	Student Affairs	Efficiency	2: Medium			10/31/2013		Proposed
<input type="checkbox"/>	Anti-Virus Change	Skrdl, David	Campus Support - Security	Campus Support	Efficiency	1: High			12/02/2013		Active
<input type="checkbox"/>	Office 365	Thompson, Paul	Campus Support - Infrastructure	Campus Support	Innovation	2: Medium			03/15/2014		Active
<input type="checkbox"/>	Software Defined Networking	Younkins, Matt	Information Technology	Information Technology	Maintenance	2: Medium			10/04/2014		Active
<input type="checkbox"/>	Microsoft team standards Lab conformance	Younkins, Matt	Information Technology	Information Technology	Maintenance	3: Low			10/18/2013		Active
<input type="checkbox"/>	Simple K Phase II web interface	Younkins, Matt	Facilities Management	Administrative Affairs	Innovation	2: Medium			03/31/2014		Hold

Notification(s) Powered by INNOTAS

Scope....



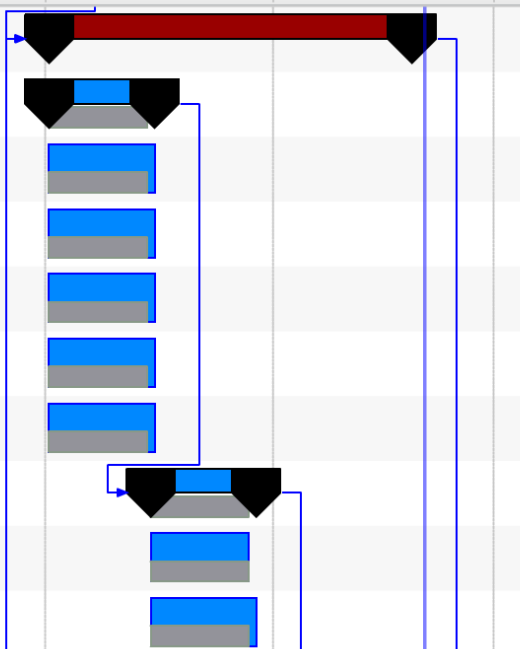
Task Workbench: Project: Innotas FastTrack Implementation

View Workbench

- All Projects
 - Innotas FastTrack Implementa
 - Project Info
 - Exec Summary
 - Staffing
 - Tasks (50)**
 - Issues/Risks (15)
 - Attachments (15)
 - Baselines
 - Team
 - Rollup
 - Reports
 - Dashboards

              Info Details  Critical Path   Sched Fr

#	Name	Duration	Start
17	Build	36 days	10/01/2013
18	Project Inventory and Management	11 days	10/01/2013
19	Project Info Fields	11 days	10/01/2013
20	Project Status Reporting Fields	11 days	10/01/2013
21	Project Issues/Risks	11 days	10/01/2013
22	Project Task Workbench	11 days	10/01/2013
23	Project Templates	11 days	10/01/2013
24	Resource Management Work	11 days	10/15/2013
25	Allocations and Scheduling	10 days	10/15/2013
26	Project Cost Management	11 days	10/15/2013



Trust

Productivity

Cost



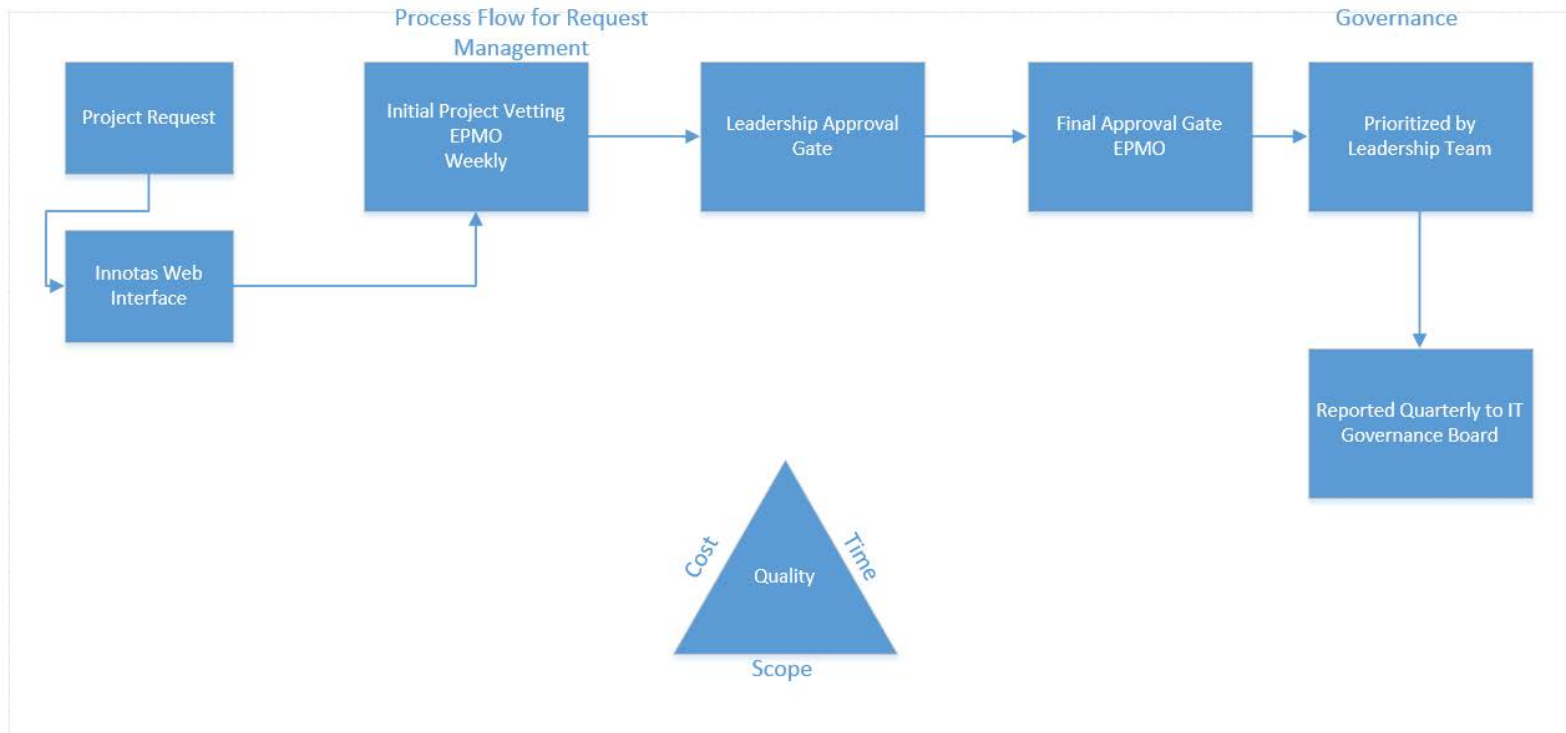
Trust

Productivity

Cost



Project Portfolio Governance



Resource Management

Capacity & Demand-Resource													
Contour													
	Priority	11/01/2013			12/01/2013			01/01/2014			Totals		
		Actual Capacity	Events	Alloc	Actual Capacity	Events	Alloc	Actual Capacity	Events	Alloc	Actual Capacity	Events	Alloc
Alcock, Bruce		0.90	-0.10	0.90	0.68	-0.32	0.94	0.91	-0.09	0.00	0.83	-0.17	0.60
Maintenance	2: Medium			0.18			0.14			0.00			0.10
Shared Services Time	0: Immediate			0.72			0.80			0.00			0.50
Bergeron, Chad		0.90	-0.10	1.08	0.68	-0.32	0.77	0.91	-0.09	0.56	0.83	-0.17	0.80
License Environment Refresh Design	2: Medium			0.09			0.09			0.09			0.09
Maintenance	2: Medium			0.18			0.14			0.00			0.10
Office 365	2: Medium			0.17			0.17			0.17			0.17
Software Defined Networking	2: Medium			0.30			0.30			0.30			0.30
System Center 2012 Implementation	1: High			0.18			0.00			0.00			0.06
VMWare View COA Pilot	1: High			0.16			0.07			0.00			0.07

- Prioritize!
 - Know what is important
 - Don't let the "immediate" overshadow the "important"
- Delegate!
 - Know when to ask for help
 - Build a circle of trust
 - Give credit where it is due

- Get to know your customer
 - Get out from behind the desk
 - **Don't be afraid** to drop in on someone
 - Follow up on issues

- **Overcome fears**
 - Step out of the “**comfort zone**”
 - Take charge when things are going wrong
 - Be accountable (**it's OK to be wrong**)



- Have fun!
 - Breaks can get you out of a rut (not too frequent...)
 - Make your office the place you enjoy being at.
 - Be that person everyone wants to be around
 - **Lead by example!**

- A Brief Note About Resumes...
 - Keep it brief!
 - No more than 2 pages (3 at most).
 - You don't need to write a novel, because we won't read it.
 - Keep it relevant!
 - Tailor your resume to match the job you are targeting.
 - Leave out extraneous details. These will come out in the interview process.
 - Sell yourself.... Yourself!
 - Don't let a recruiter/headhunter sell you.

- Can you do it?
- Will you love it?
- Will we like you?



George Bradt, Contributor

I highlight things leaders do well as examples for others to follow

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LEADERSHIP | 4/27/2011 @ 11:45AM | 559,093 views

Top Executive Recruiters Agree There Are Only Three True Job Interview Questions

 66 comments, 66 called-out

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The only three true job interview questions are:

1. Can you do the job?
2. Will you love the job?
3. Can we tolerate working with you?

That's it. Those three. Think back, every question you've ever posed to others or had asked of you in a job interview is a subset of a deeper in-depth follow-up to one of these three key questions. Each question potentially may be asked using different words, but every question, however it is phrased, is just a variation on one of these topics: Strengths, Motivation, and Fit.



Image by World Economic Forum via Flickr

it professional

TRUSTED PARTNER TRUSTED ADVISOR

connections
how you RELATE.

competencies
what you KNOW.

inspires greatness

designs relevant solutions

builds relationships

understands the business of OU

pursues innovation

grows in experience and wisdom

collaborates routinely

cross-trains for versatility

communicates meaningfully

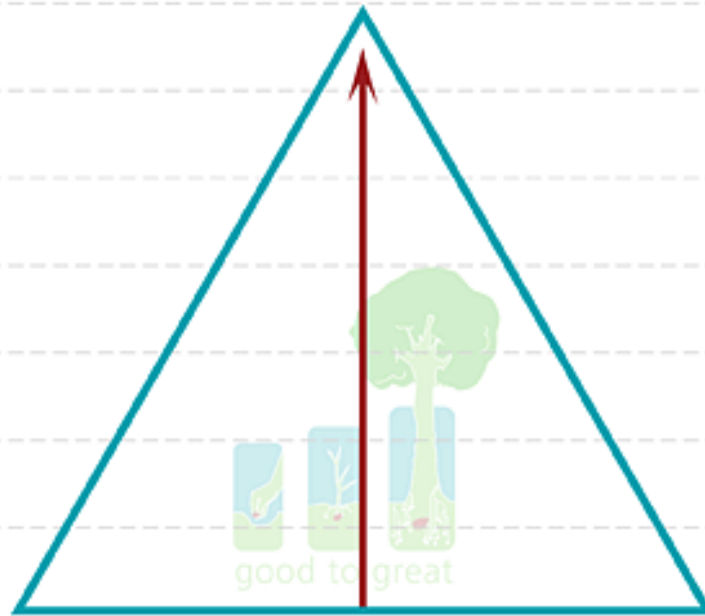
continues education and training

takes ownership

gains OU IT knowledge

focuses on customers

cultivates job specific skills



GENEROUS RESPECTFUL ENTHUSIASTIC ADAPTABLE TRUTHFUL

GREAT

character
who you ARE.

- What you should do...
 - Be positive.
 - Have someone else critique your resume.
 - Research your potential employer
 - The interview....
 - Be honest during the interview.
 - Practice the interview
 - Ask relevant questions
 - Thank the interviewer both in person, and later in writing.

- What to look for...
 - Money isn't everything. There are sometimes trade-offs for higher salaries
 - More hours
 - More travel
 - Fewer benefits
 - Reputation. Find a place that everyone is talking about. Ask the people that work there if it is worth it!
 - Family friendly environment. Flexible work hours can be important.

- What to look for... (cont.)
 - Look at the “whole package”
 - Dress code?
 - Distance to work?
 - Free parking?
 - Starbucks nearby?
 - Shared office space?
 - Time-off policy?
 - Condition of office?
 - Retirement
 - Training and learning opportunities!

Congratulations! But now...

- Suggestions for success...
 - Never compromise your morals.
 - Be honest... it's hard to remember all of the lies you've told, and who you told them to.
 - Be there for other people... and they will be there for you.
 - Be positive! It's contagious.

- Suggestions for success... (cont.)
 - Don't take things personally... in the grand scheme of things, it's just a job!
 - Rule your destiny.
 - Step outside of your comfort zone – and be ready for change.
 - Nothing in your job is worth getting angry over.
 - Your customer is why you are where you are. Be there for them.

- You will never have enough time or money...
always have a backup plan.





- Jobs at OU
 - <http://jobs.ou.edu>
- Jobs at OneNet
 - <http://www.okhighered.org/job-opportunities>

If you got 'em, ask 'em!



Please take a moment to fill out the evaluations...
or NOT! The evaluations are completely optional!

No personal or personally identifiable data is collected.

Data is used by the grant providers to gauge success.

The End (about time too...)

**THANK
YOU**