

# IT Portfolio and Project Management Best Practices Sub-Committee

October 26, 2007  
1:30 pm - 2:30 pm EST

## Minutes

### Present:

In Person: Mike Anderson (Ontario) - Chair  
Tim Li (Ontario)  
Tamara Costa (Ontario)  
Sherry Fahim (City of Toronto)

Teleconference: Vance Hanson (British Columbia)  
Bruce Cuthbert (British Columbia)  
Jim Dickson (British Columbia)  
Cherie Freeman (Alberta)  
Johanna Looby (Alberta)  
Melissa Urban (Municipality of Windsor)  
Karen Dodge (Nova Scotia)

Regrets: Don Richardson (Canada)  
Jocelyn Robinson (Saskatchewan)  
Natalie Balko (Manitoba)

Recorder: Evelyn Ocampo

Item	Description	Discussion	Decision/Action
1.	Introduction of new members		New committee members: <ul style="list-style-type: none"><li>• Sherry Fahim (City of Toronto)</li><li>• Natalie Balko (Manitoba)</li><li>• Tamara Costa (Ontario) - secretariat support; will liaise with the group and work with Robert Ha on the website</li></ul>
2.	Review of October 5 meeting minutes		Minutes approved as written
3.	Jurisdictional Profiles	Only BC submitted a document so far	Mike reminded the group that an invitation is still open for the other jurisdictions to submit 1-2 page profile

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4.	Materials to be posted on website	<ul style="list-style-type: none"> <li>• Ontario will try to post some materials on the website by next week. These materials will be organized in such a way that they will be searchable and site will be password protected.</li> <li>• An email will be sent to everyone once this is done.</li> <li>• Members are encouraged to communicate with each other and comment/suggest on how the website can be improved.</li> </ul>	<ul style="list-style-type: none"> <li>• Materials available for posting:               <ul style="list-style-type: none"> <li>➤ Business Case Templates - Toronto, SK, AB, Canada (Item 7 of Oct. 5 meeting minutes)</li> <li>➤ Outcomes Management/Benefits Realization (Canada)</li> <li>➤ Taskforce Reports (ON)</li> <li>➤ Slide presentation on Gateway Review Process (ON)</li> <li>➤ IT Project Business Case Scorecard/Rubric - ON</li> <li>➤ Materials on Cost Estimation - ON</li> <li>➤ PMI Site - BC</li> <li>➤ Draft on updates of Project Approval/Project Assessment/Project Assurance processes – will be circulated for comments - BC</li> <li>➤ Documents on CPAR (Corporate Project and Application Registry) - BC</li> <li>➤ Prioritization Matrix – Windsor</li> </ul> </li> <li>• Tamara will follow-up with each jurisdiction to collect these materials for posting on the website</li> <li>• ON will inform the group each time new material is posted on the website</li> <li>• Material to be posted once ready: Online Gating Training and Support Tool – ON – this site currently links to copyrighted materials</li> </ul>

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**Minutes**

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5.	Naming the Group		The group agreed to name itself <b><i>“IT Portfolio and Project Management Best Practices Sub-Committee”</i></b> (ITPPMBPSC)
6.	Alberta's visit to Toronto	<ul style="list-style-type: none"> <li>• Alberta will visit Toronto on November 5 &amp; 6</li> <li>• Nov 5 – whole day session and everyone is invited to join</li> <li>• Nov 6 – Alberta will have one-on-one consultation with presenters</li> </ul>	<ul style="list-style-type: none"> <li>• Mike extended invitation to everyone to join the group in Toronto; Don &amp; Vance may be able to come</li> <li>• <i>Live meeting</i> is being considered for those who can't make it to Toronto</li> <li>• BC suggested 2 agenda items:               <ul style="list-style-type: none"> <li>➢ Benefits Realization/Outcome</li> <li>➢ Prioritization at Enterprise Level</li> </ul> </li> <li>• Group is encouraged to send to Mike topics to be included in the agenda</li> <li>• Agenda will be sent once finalized</li> </ul>
7.	Others	<ul style="list-style-type: none"> <li>• Sherry indicated that the City of Toronto is interested in Benefits Realization</li> <li>• It was suggested that a research section be included in the website</li> </ul>	<ul style="list-style-type: none"> <li>• Mike will request Don to present this on Nov. 5</li> <li>• Research section will be added to website</li> </ul>
8.	Next meeting		<b>November 16, 2007</b> 1:30 pm – 2:30 pm EST