

Time Collection Enforcement

2020 Internship Showcase

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Role of the Project Management Office

RTI International defines each of its projects as "an opportunity to drive positive change through new information, best practices, novel methods, and an integrated, multidisciplinary approach" (Projects, n.d.).

The Project Management Office assists the business in understanding objectives, progress, timelines, and risks to ensure these projects are completed as efficiently as possible.



GTS PMO Dashboard

Dashboard provides a view of the overall status of projects that are being managed by the GTS PMO. It is updated on a weekly basis to provide transparency in reporting baseline and enables a formal reporting process

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6	HM.Tasi	Any Dorg. Drinting Mobiles		ih.	110	Requirement gathering meetings have been completed for USS functional teams. Bit requirements gathering seasons have been scheduled.					
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_	Sala Tumbertalia	Elater Multipleten		475.	Page 19(35/2020	inside/also organizes and communities approach was approach by accord on monthly were saved watching for singler billing and the same to be according to saved and the same of the statement finding were saved watching terminates and the statement.					
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(SIMI Selicenzei	Date Dammy		115.	8/34/2020	Toth addivition in program. An insue lion surfained during partial toth loads. Resolution being formed but will we will most the next completion and baselined after successful insulation.					
	Series Prolition	Balaya Rachar		825.	1/14/2020	Two significant deliverables towards Mindel 4 have been sampleted, underg that apreads model by fiscal year and underg to same apportantion					
	Stelmenk (Respirited	Danethe Binosis		425.	6(14/2020	We are magging up UM and will be providing the versite results not much. Not much will leade use testing phase of the invoice and payed					
	Trac Gelesites - Enforcement	Mirelle Lervin		12%	8/11/2020	All three places of application design have been completed, suit reliest place while to project plan, testing to begin next week, briveloping a management plan.					
	Victori Realitio	Dratina Baik		10%	4(LB)2020	Virtual Republic Colgoint invisionment has been set up and the agreement with the Colgoint annulated seconds. Project plan mill be developed					



Time Collection and Compliance at RTI

The *Time Collection Enforcement Enhancements* project aims to improve timesheet entry compliance rates across the Institute through the following three objectives:



Update application's behavior and frequency.



Develop a Maccompatible version.



Deploy to international employees.

Timesheet compliance is affected by almost every employee and low rates can jeopardize RTI's eligibility for contracts and lead to financial repercussions.

Managing Time Collection Enforcement (TCE) and Documentation

- Develop a project timeline/plan (shown) to document all tasks, owners, and due dates.
- Lead weekly meetings with project team to check progress.
- Coordinate resource engagements across departments.
- *Build* record of action items, decisions, risks/issues, and mitigation.
- Create communication plan to keep employees informed.
- *Present* status reports (shown) during Chief
 Information Officer and Senior Leadership
 Team reviews.

	- Complete Control of	m Process	Harmong/Vent Starfard	4	4	1.4	1	2			5		7	-
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volect	Duration 6-8 weeks	June 1 - August 7	Ownerful	to where	112	10	1	1	1	1	31	- 5	8	1.1
.0	Initiation and Planning	Date .	Owner(s)	2	1		1	- 1		C.4.0	- 8	- 2	1	1
1	MAP Documents - Top Project Approval	4/1/20 - 1/6/20	John Border					1.1						
1	Obtain Application Developer	4/1/20 - 6/1/20	John Border											
3	Identify Project Team and Roles & Responsibilities	6/1/20 - 6/18/20	Civity, Mrelle											
-4	Project Kick-off Meeting	6/35/2020	Cindy Harroll / Mirelle Joevin											
	Draft Project Plan	6/11/20 - 6/19/20	Eindy Harrell / Meetle Joevin											67
-	Finaltie Project Plan	6/23/20 - 3/2/20	Condy Harnell / Minetle Jonyth			_			_				_	-
.0	beilge	10-00 20 1 7/4/20	Energination / Access (Johnson		-	-	-	_	-		_	-	_	-
	proget		John Border / Justin Johnson / Sara	_	_	-	-	_						-
	Functional Design Document Completed	1/28/20 - 6/05/20	Watson											6.
- 2	Add functioner to Day One	6/08/20 - 6/13/20	Kathleen Chersten / Morelle Ineven									-	_	0
	Bulld/Test	- mar 10 - m 10/100	The second second states							_		_		÷
1	Windows app - fevrise Pop-up frequency and message	6/1/20 - 6/12/20	RobertBandourov	-		-				_		-		er.
-	Lipdate TCE pop-up cadence	6/1/20 - 6/12/20	Robert Baindourov							-	_	_	_	t
-	Evente Mac OS Version of TCE	6/38/20 - 6/26/20	Robert Bandoursy			-					_	_		e
4	Testing (Design)	6/15/20 - 6/10/20	Robert Baindourov			-						-	_	c
5	NAT	6/29/20 - 7/30/20						_	-		_	_	_	c
-	Concerner and the second se		Matt Joyner, Justin Johnson, Sata				_	_		_		-		c
	54Windows Testing	3/8/30 - 3/35/30	Watson, Michelle Anderson, Dorakt Prustaglio				· · · ·				-			
	sgMac festing	7/6/20 - 3/20/20	Miralle	-									_	
- 6	Remediation	7/15/20 - 7/17/20	Robert, Pandian, John								_			
0	Change Management					_	1.		1.000		_			-
1	TCE Application Design KT	6/29/20 - 1/30/20	Rubert Bandourov								1 100		_	1
- 2	Changes to GTS Policy & Procedure	6/29/20 - 7/38/20	John Border		_						_	_		-
. 9	Ehanges to R11 Time-Reporting Policy & Procedure	6/29/20 - 7/30/20	Sarah Watson, Justin Johnson			_				- 1	_			£
4	Communications - Upon deployment	7/13/20 - 7/17/20	Jennifier Green, Zachary Read											E
.0	Implementation				_	_	For the		1.00	_	1.11	- 39	_	
1	bunti									_			_	c
2	Uninstall the current version of TCE to all users (Windows and Mac)	7/13/20 - 7/13/20	Sean Wilensch, Derik Davis						-				-	-
	Deploy the new version of TCE to all users (currently only Windows machines in North America) who currently have TCE	7/13/20 - 7/17/20	Sean Wuenoch, Denik Devis											Ē
4	TCE deployment to Mac users who use Deltek Time Collection	7/13/20 - 7/17/20	TBD, Help Deuk											Ē
5	BCE deployment to international personnel who use Deltex Time Collection	7/13/20 - 7/17/20	TEO, Helip Desk											£.
	Application Removal Prevention												-	
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	ARemoving local admin rights		-				-	-	-		-	-	_	-
	givanti checks daily/weekly for the TCE install and reinstalls as needed		-	-	-		-	_	-	-	-	-	_	<u></u>
	Cet-up a maintenance task in loants that will rerun the install if the software gets uninstalled			_			-	-	-		_	_		<u></u>
	pPlan to replace the TCE that is included during provisioning [imaging]			_	-		-	_			_	_	_	<u>. </u>
7	Poil Ge Live support & remediation	2 1000	jon .	_			_						_	1
P			1	-	-	_	-	_		-		-	-	1
1	Lessonsleamed	2 weeks	Cindy Henell / Minelle Joevin	_	_		_		-			_		1
	Project Closed	1 day	EindyHarrell / Minsile Joevin											67



Risk and Change Management

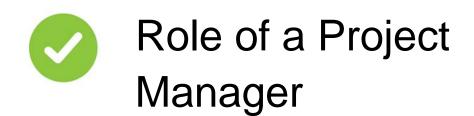
- Weeks before scheduled implementation, an addition to the application's features was proposed.
- New feature
 - would acknowledge employees working off-network and protect from being considered non-compliant.
 - categorized as a scope change, would require revising the timeline, resources, and cost.
- Cost-benefit analysis led the TCE team to quickly recalibrate, develop feature behavior and re-baseline schedule.



Key Takeaways



Improve RTI compliance rates; scope expanded to accommodate remote working conditions



The individual assigned to lead the team that is responsible for achieving the project objectives

Adaptability, communication, and risk management



Acknowledgments

- Cindy Harrell, Senior Manager
 Project Management Office (GTS)
- Dale Downey, Project Management Office (GTS)
- Time Collection
 Enforcement Project Team

University Collaboration Office



References

Projects. (n.d.). Retrieved from <u>https://www.rti.org/projects</u>.

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- Getty Images. Creative #1132047954, <u>https://www.gettyimages.com/detail/illustration/set-of-business-people-icons-such-as-meeting-royalty-free-illustration/1132047954?adppopup=true</u>

Thank you

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