

**Project:** Integrated Process Group (iPG)  
**Purpose:** Ensure that the iPG meets its objectives

**Activity:** Project Management

<u>Entry Criteria:</u> Continued commitment to PI	<u>Verification (Measures)</u>	<u>eXit Criteria</u> Continued commitment to PI
<p><b>Inputs</b></p> <ul style="list-style-type: none"> <li>- iPG charter</li> <li>- Previous year's PI goals and appraisal results</li> <li>- PI goals</li> <li>- Previous year's strategy, plans, and goals</li>   <li>- Annual iPG program plan</li>   <li>- Estimated resource requirements</li> <li>- Working group work products</li> <li>- Previous meeting minutes, updated iPG status report and action items, issues for decisions, work products identified for approval</li> <li>- Action items, working group plans and status, current iPG status report issues, proposed agenda</li> <li>- Directorate needs</li> </ul>	<p><b>Tasks: (Responsibility)</b></p> <ol style="list-style-type: none"> <li>1. Maintain iPG charter</li> <li>2. Assist Sponsors in establishing their process improvement (PI) goals</li> <li>3. Develop strategy to accomplish goals.</li> <li>4. Develop annual iPG program plan, review and approve.</li>   <li>5. Establish and maintain working groups to implement the plan. [e.g. <i>Technical Team, PI consulting (proposed), Metrics WG, Learning Resource Group, Communications, Process asset WG, iCMM evolution, ...</i>]</li> <li>6. Solicit funds.</li> <li>7. Provide technical oversight and review.</li> <li>8. Conduct monthly iPG meetings and occasional offsites.</li>   <li>9. Review status bi-weekly. [<i>Review proposed agenda, track action items, take corrective action as required</i>]</li> <li>10. Ensure directorate needs are met within resource constraints.</li> </ol>	<p><b>Outputs:</b></p> <ul style="list-style-type: none"> <li>- iPG charter</li> <li>- PI Goals</li>   <li>- Strategy to Accomplish goals</li> <li>- Approved Annual iPG program plan including: <i>Goals, Strategies, Measures, Actions, Schedule, estimated resources, roles and responsibilities, with commitments.</i></li>   <li>- Working group charters and plans</li>   <li>- Funds from various sources</li>   <li>- Approved working group work products, corrective actions,</li> <li>- Minutes, action items and decisions, cross organizational understanding</li>   <li>- Updated iPG status report, agenda for the next iPG meetings, additional action items</li>   <li>- Tasking Working groups for support, action items to the working groups, for example through training, appraisal, consulting, mentoring, analysis</li> </ul>

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<p><b>Inputs</b></p> <ul style="list-style-type: none"> <li>- Status from member directorates</li> <li>- Status from member directorates</li> <li>- Information, strategy</li> <li>- Issues needing resolution, budget shortfalls</li> </ul>	<p><b>Tasks:</b> <i>(Responsibility)</i></p> <ol style="list-style-type: none"> <li>11. Create Formal quarterly report for sponsors.</li> <li>12. Review Status with sponsors quarterly.</li> <li>13. Communicate with current and potential customers/directors.</li> <li>14. Align activities to actual resources.</li> </ol>	<p><b>Outputs:</b></p> <ul style="list-style-type: none"> <li>- Formal quarterly report</li> <li>- Action items and corrective guidance</li> <li>- Support for the effort and new members.</li> <li>- Revised plan</li> </ul>
<p><b>Notes and References:</b></p> <p>PA11, Project Management</p>	<p><b>Roles, Responsibilities:</b></p> <p>Program Office provides project management.          Art Pyster: Manager, iPG chair          Linda Ibrahim, Larry LaBruyere: Technical leadership          Nancy Depoy: Management Assistant, iPG Secretary</p>	<p><b>Summary Description:</b></p>