

DISCUSSION NOTES

PROJECT INFORMATION

DATE PREPARED: 9/12/2002

PROJECT NAME: Indiana Learning Portal

PROJECT ID:

CLIENT NAME: Indiana Learning Portal Partners /
Indiana Humanities Council

EXECUTIVE SPONSOR: Dave King

PROJECT MANAGER: Michael Barnett

PROJECT SPONSOR:

MEETING INFORMATION

MEETING DATE: 9/06/2002

MEETING TOPIC: Initial Risks and
Constraints

MEETING LOCATION: IHETS

MEETING ATTENDEES:

ILPP: Dave King

Haverstick: Michael Barnett

MEETING AGENDA:

Discuss the anticipated risks and constraints for the project. These will become part of a Risk Mitigation Strategy document that shows the likelihood of occurrence, the level of impact, the level of control, approach to managing, responsibilities, etc.

In addition, this list is just a starting point. Dave and Mike came up with some of these risks in the Sep 6th meeting, and the rest Mike and the team identified afterwards. As the project continues, this list and the Risk Mitigation Strategy document will be dynamic documents that are updated as we identify new risks or determine risks have been avoided.

DISCUSSION NOTES

Risk/Constraint

A partner becomes disenchanted and pulls funding from the project

A partner becomes disinterested or disenchanted, leaves the project, and we lose access to the resources and/or constituents they would have provided

A partner's involvement slips due to other commitments

Do not gain consensus among a group of very diverse partners at the table regarding strategy, scope, functionality, software, etc.

Do not gain consensus regarding technologies to be used for prototype

Dave King of IHETS is Executive Sponsor, but the funding agent is the Indiana Humanities Council. Risk of difference of opinions as well as two different parties to please at the same time.

Get bogged down in the strategy area and spend too much time trying to figure out strategic direction. Possibility increased by the presence of so many parties involved.

Scope of the project is very large, i.e., "all Indiana learners." Projects with too large a scope often lose focus and/or take too long to complete.

DISCUSSION NOTES

<p>A project of this scope has never been completed by any other state. Risk of attempting something that has not been done; don't have guidance and learnings from other exact same projects.</p>	
<p>We plan for and design the wrong functionality and services because we don't get enough end-user feedback</p>	
<p>Identified end-users that we interview might not be representative of the population as a whole</p>	
<p>The Dave King Factor - heavy reliance upon Dave King as Executive Sponsor of this project, whose absence as both the visionary leader and the relationship hub for this project would put its completion at risk</p>	
<p>Principle sponsor relationships are currently with Dave King, Pete Knopf, and Diana Moon. Risk having all our relationship eggs in one basket.</p>	
<p>"Common Solution" runs risk of rejection by autonomous partners</p>	
<p>Prototype scope could get too large in order to please various parties</p>	
<p>Not all parties agree upon Prototype scope</p>	
<p>Project milestones and timeline slips because key resources, e.g., partners, end-users, etc., are not available in a timely manner</p>	
<p>Adequate funding not provided for implementation phase</p>	

AGREED UPON OUTCOMES

N/A