# Data Solutions for IDEM's Project Management Office

MPH Data Day 2024

Brooke A. Myer

*Agency Project Manager*

*May 29, 2024*

# Indiana Department of Environmental Management (IDEM)

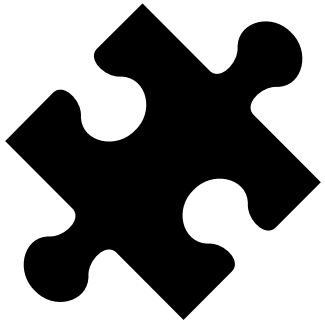
- Established in 1986
- 11th largest state agency
- 800+ employees
- IGCN and 4 regional offices

## IDEM Mission Statement

*Implement federal and state regulations to protect human health and the environment while allowing the environmentally sound operations of industrial, agricultural, commercial, and governmental activities vital to a prosperous economy.*

# Agency Challenges

- Inconsistent project management and problem-solving standards, templates, reporting, and processes
- Lack of project leadership, communication, and organization
- Incomplete or missed project delivery dates
- Staff burnout due to project scope creep
- Lack of visibility and knowledge of other projects within the agency
- Project budget overruns
- Dissatisfied customers and end users



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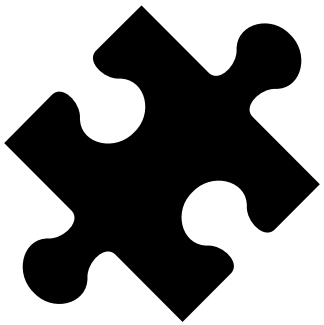
Project Management Office



# Project Management Office (PMO) Data Driven Goals

- Establish a project intake process
- Communicate project related information in a clear, effective, and timely manner.
- Research and identify project management tools and software
- Research and identify methods of collecting and visualizing metric data
- Select and implement project management and data collection and visualization tools and software

# Data Solutions

**Goal**: Empower senior management to make timely project related decisions based on clear and concise data

Microsoft | Microsoft 365

SharePoint

Forms

Teams

Power BI

Power Automate

# SharePoint

## IDEM Project Management Office

Private group

Not following

9 members

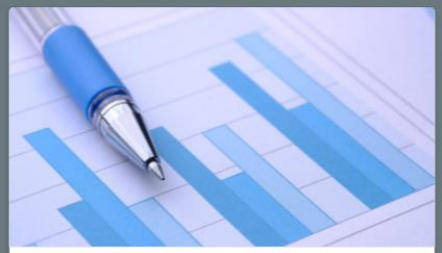
Home | Project Portfolio | Project Discovery | Reports | Documentation | Recycle bin | Edit

New | Page details | Analytics | Published 4/4/2024 | Share | Edit

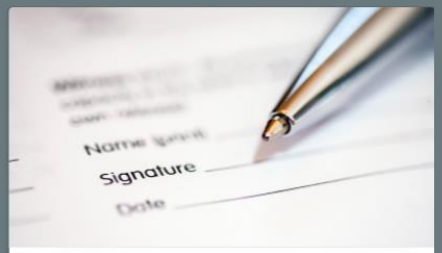
### PMO Quick Links

Project Portfolio

Project Discovery



Reporting Dashboards




Submit a Project Intake Form

### PMO Contacts

**Myer, Brooke**
Agency Project Manager

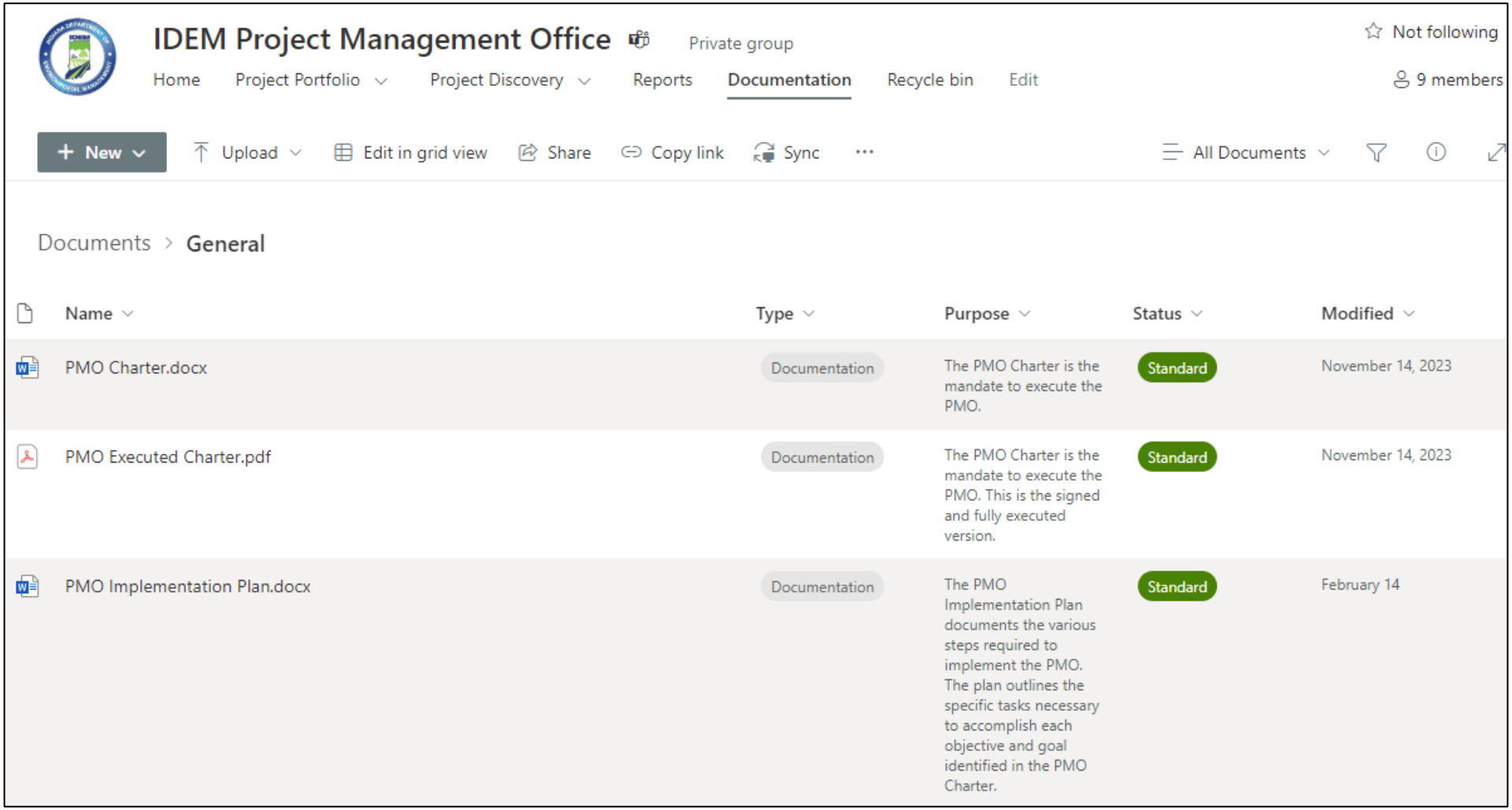
**Oladokun, Bolanle**
OWQ Program Liaison/IT Project Mgr...

PM

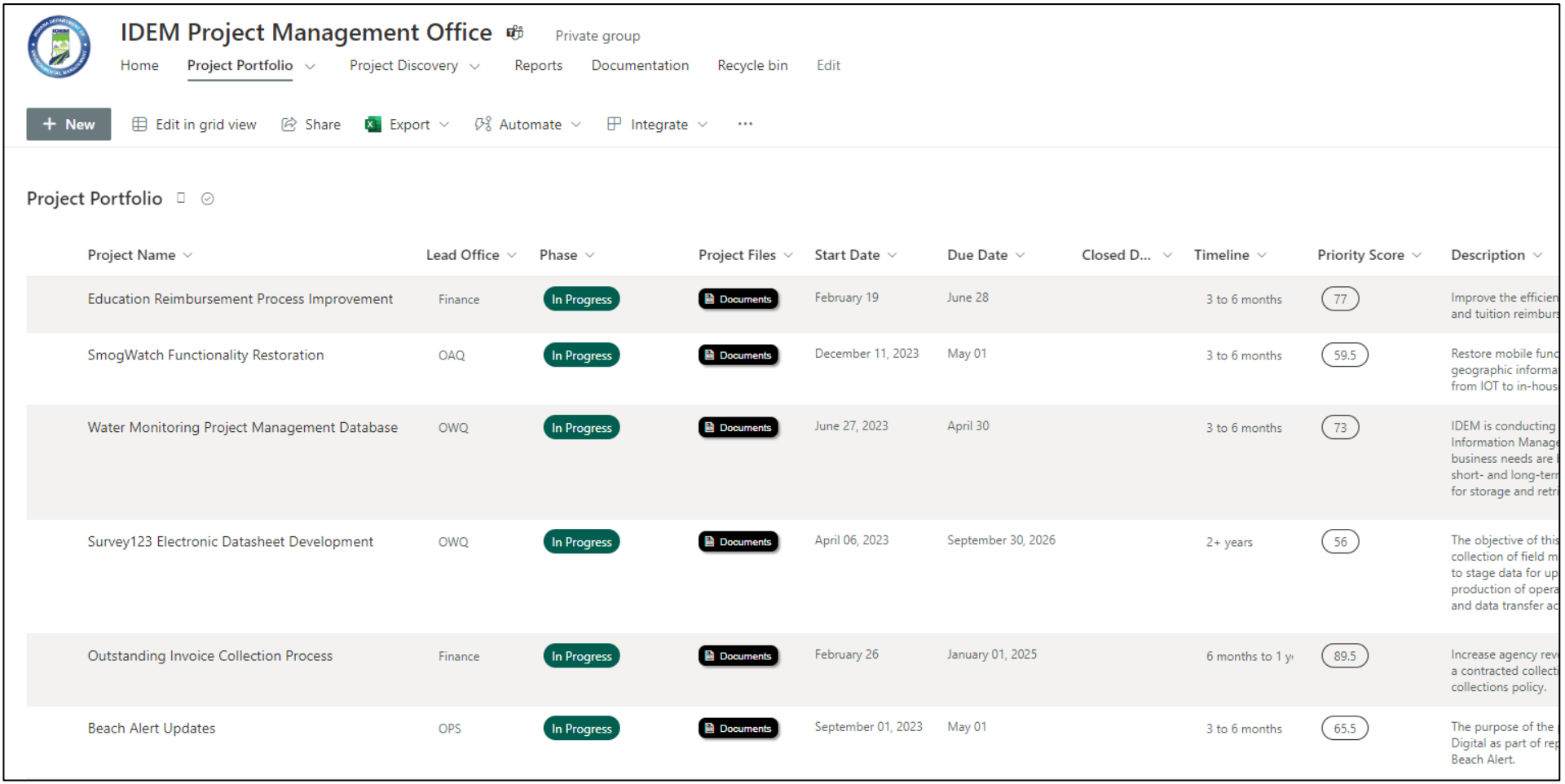
**Patel, Rasesh M**
Agency Project Manager

**Alderete, Hilary A**
Broad Band Executive

# SharePoint - PMO Documentation



# SharePoint – Project Portfolio



IDEM Project Management Office — Private group

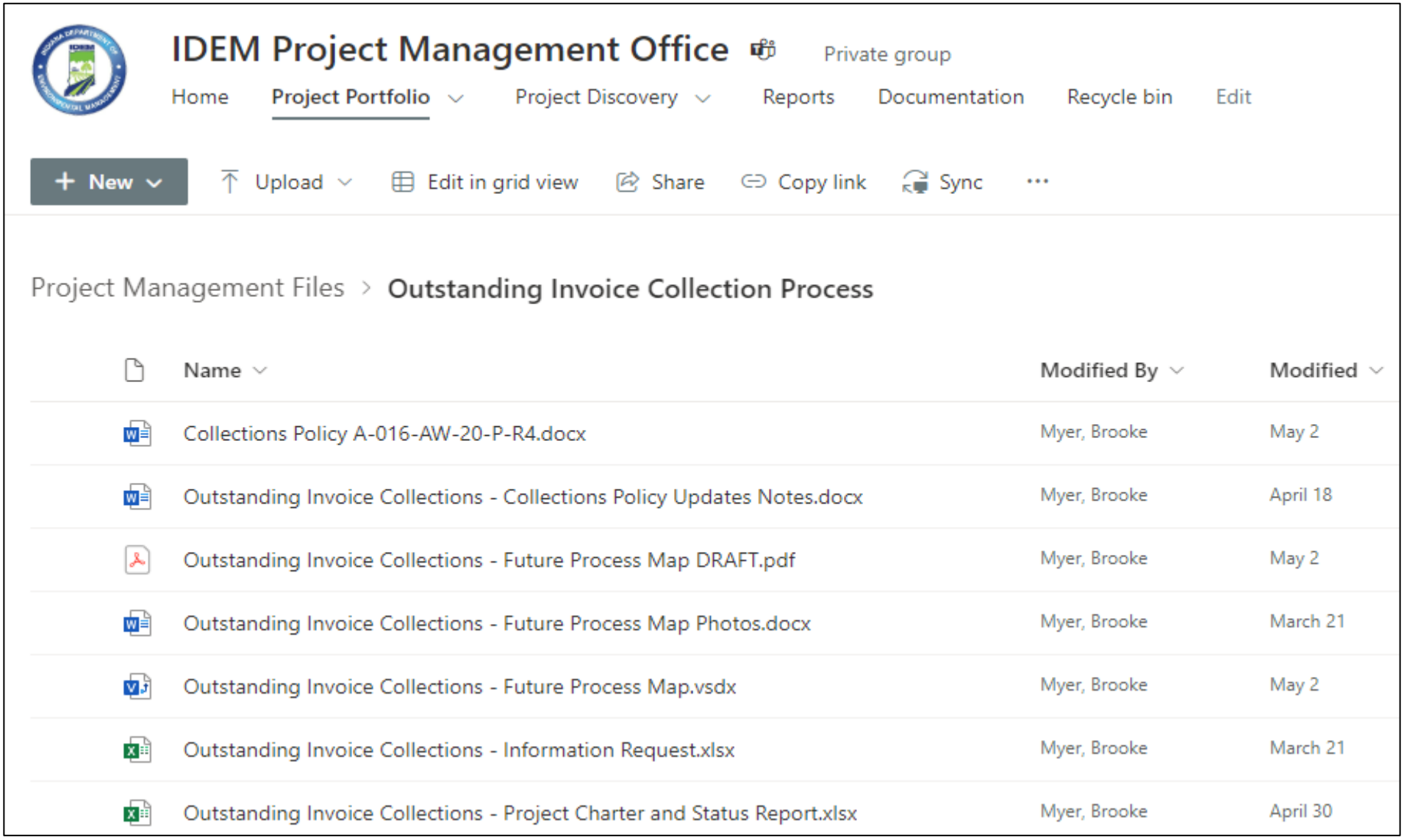
Home | Project Portfolio | Project Discovery | Reports | Documentation | Recycle bin | Edit

+ New | Edit in grid view | Share | Export | Automate | Integrate | ...

Project Portfolio

| Project Name | Lead Office | Phase | Project Files | Start Date | Due Date | Closed D... | Timeline | Priority Score | Description |
|---|---|---|---|---|---|---|---|---|---|
| Education Reimbursement Process Improvement | Finance | In Progress | Documents | February 19 | June 28 | | 3 to 6 months | 77 | Improve the efficien and tuition reimburs |
| SmogWatch Functionality Restoration | OAQ | In Progress | Documents | December 11, 2023 | May 01 | | 3 to 6 months | 59.5 | Restore mobile func geographic informa from IOT to in-hous |
| Water Monitoring Project Management Database | OWQ | In Progress | Documents | June 27, 2023 | April 30 | | 3 to 6 months | 73 | IDEM is conducting Information Manage business needs are short- and long-ter for storage and retri |
| Survey123 Electronic Datasheet Development | OWQ | In Progress | Documents | April 06, 2023 | September 30, 2026 | | 2+ years | 56 | The objective of this collection of field m to stage data for up production of opera and data transfer ac |
| Outstanding Invoice Collection Process | Finance | In Progress | Documents | February 26 | January 01, 2025 | | 6 months to 1 y | 89.5 | Increase agency rev a contracted collecti collections policy. |
| Beach Alert Updates | OPS | In Progress | Documents | September 01, 2023 | May 01 | | 3 to 6 months | 65.5 | The purpose of the Digital as part of rep Beach Alert. |

# SharePoint – Project Management Files



# Forms – Project Intake

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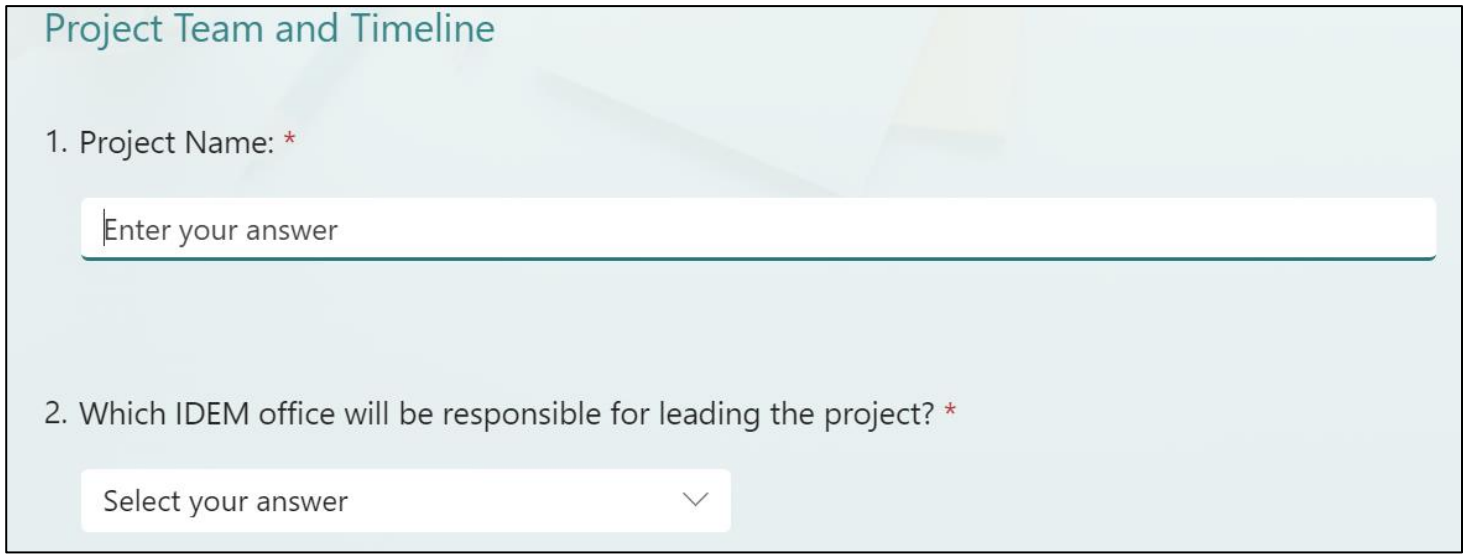


Project Team and Timeline

1. Project Name: *

Enter your answer

2. Which IDEM office will be responsible for leading the project? *

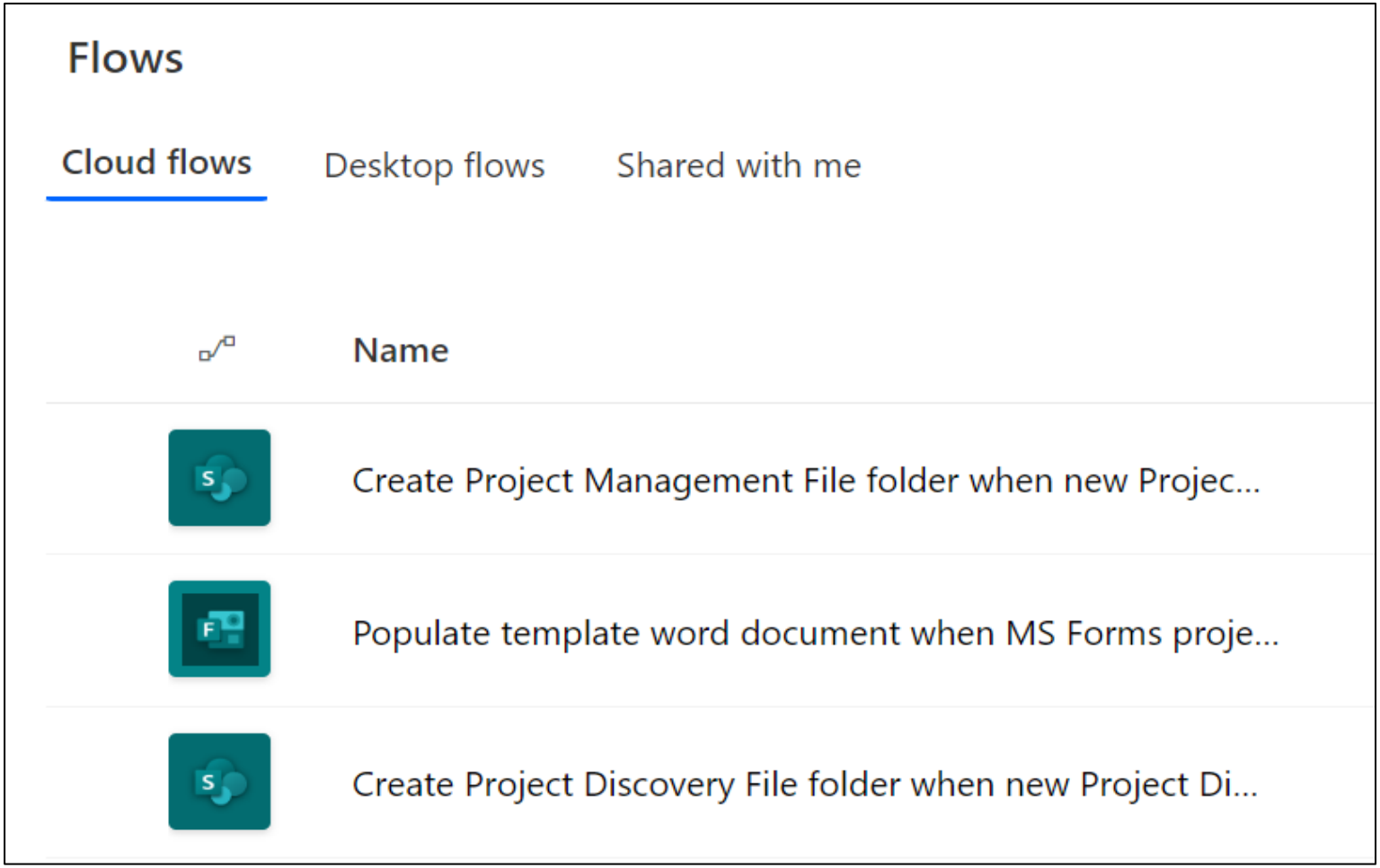
Select your answer

## Indiana Department of Environmental Management

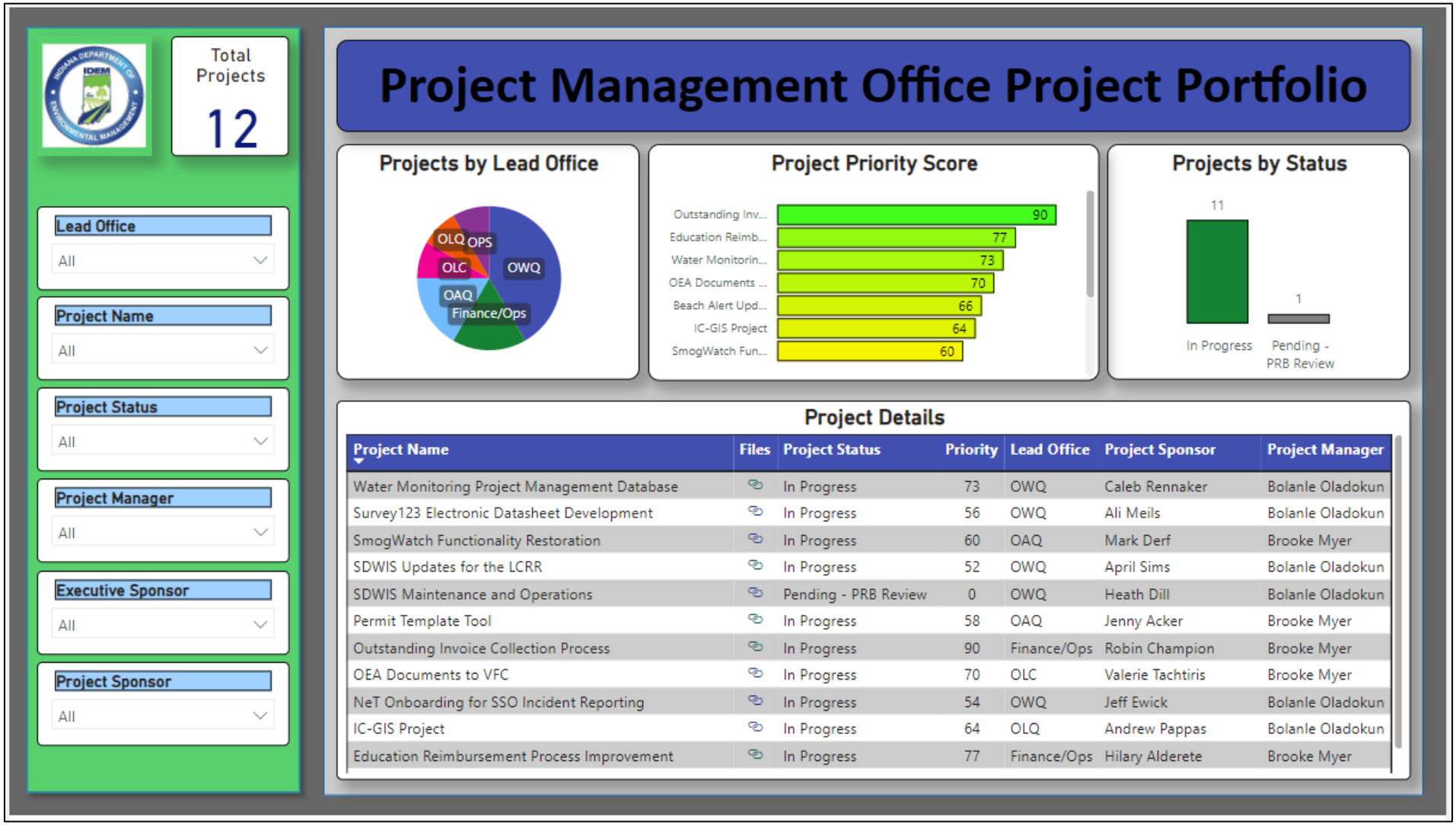
### Project Intake Form

| Project Team and Timeline | | | |
|---|---|---|---|
| Project Name: | | | |
| Executive Sponsor: | | Project Sponsor: | |
| Project Team: | | | |
| Lead Office: | Select Lead Office | Office Priority Level: | Select Priority Level |
| Project Driver: | Select Driver | Due Date: | Select Date |
| Project Completion Timeline: | Select Timeline | | |

# Power Automate

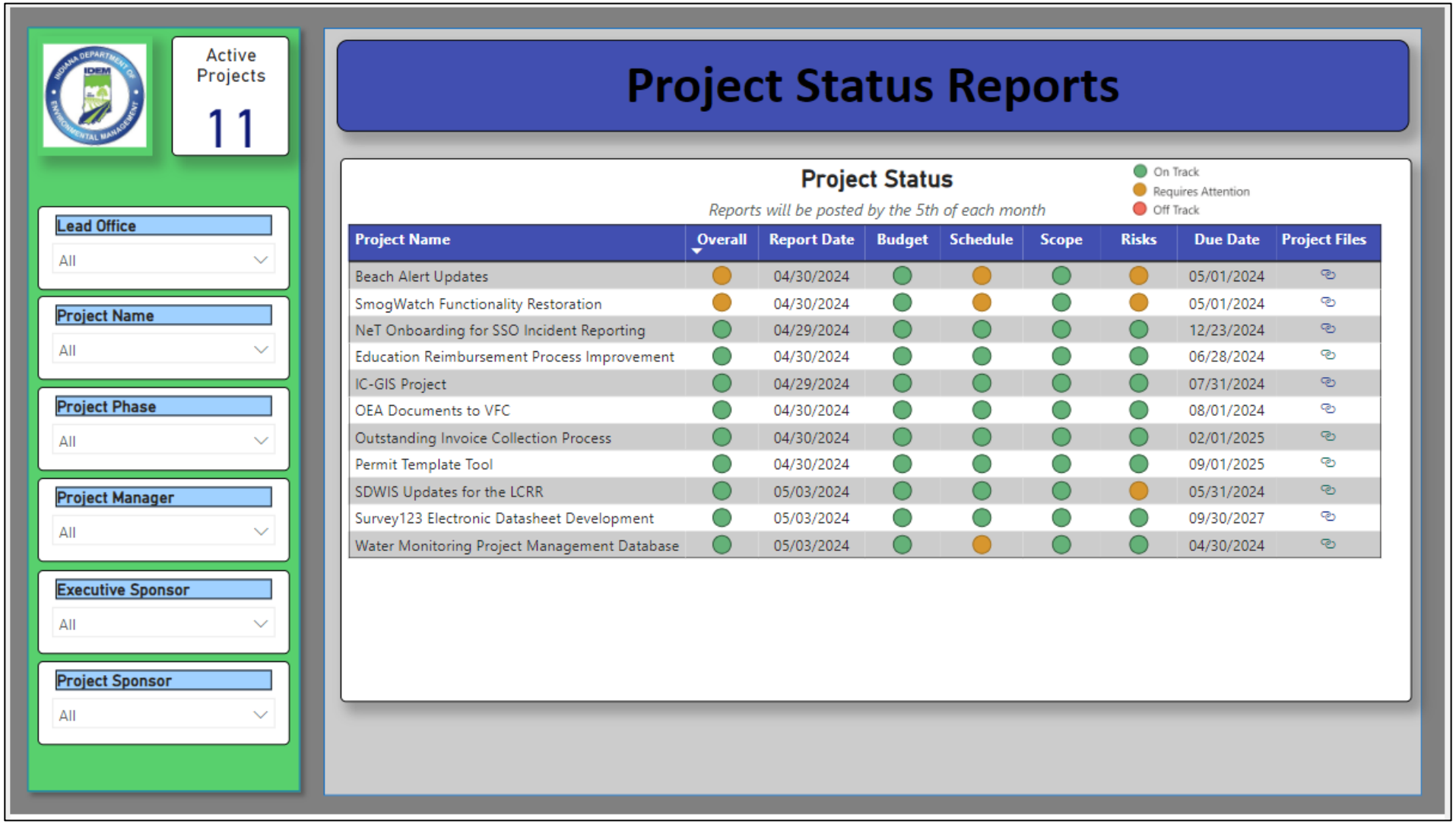


# Power BI

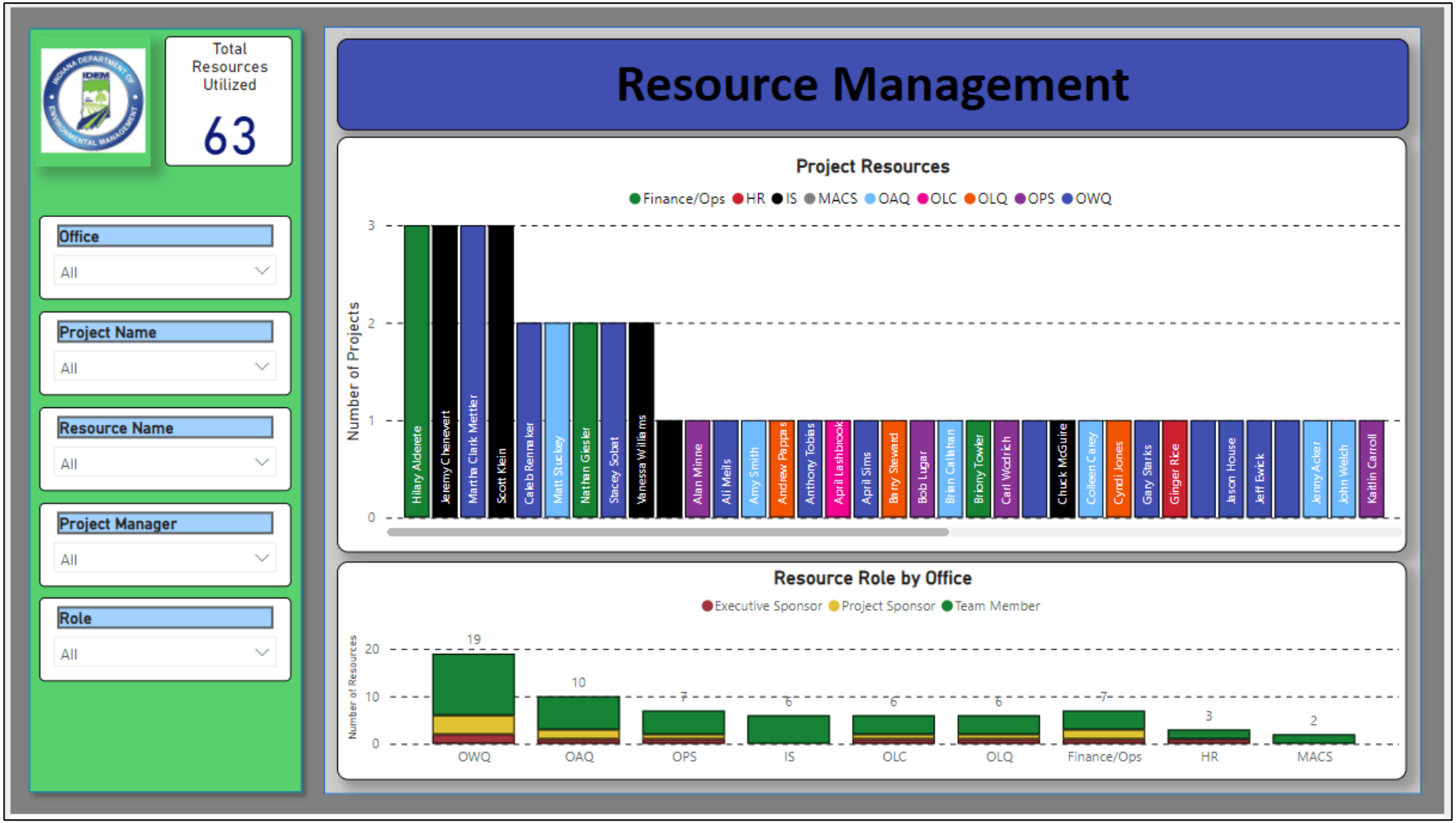



| Project Name | Files | Project Status | Priority | Lead Office | Project Sponsor | Project Manager |
|---|---|---|---|---|---|---|
| Water Monitoring Project Management Database | | In Progress | 73 | OWQ | Caleb Rennaker | Bolanle Oladokun |
| Survey123 Electronic Datasheet Development | | In Progress | 56 | OWQ | Ali Meils | Bolanle Oladokun |
| SmogWatch Functionality Restoration | | In Progress | 60 | OAQ | Mark Derf | Brooke Myer |
| SDWIS Updates for the LCRR | | In Progress | 52 | OWQ | April Sims | Bolanle Oladokun |
| SDWIS Maintenance and Operations | | Pending - PRB Review | 0 | OWQ | Heath Dill | Bolanle Oladokun |
| Permit Template Tool | | In Progress | 58 | OAQ | Jenny Acker | Brooke Myer |
| Outstanding Invoice Collection Process | | In Progress | 90 | Finance/Ops | Robin Champion | Brooke Myer |
| OEA Documents to VFC | | In Progress | 70 | OLC | Valerie Tachtiris | Brooke Myer |
| NeT Onboarding for SSO Incident Reporting | | In Progress | 54 | OWQ | Jeff Ewick | Bolanle Oladokun |
| IC-GIS Project | | In Progress | 64 | OLQ | Andrew Pappas | Bolanle Oladokun |
| Education Reimbursement Process Improvement | | In Progress | 77 | Finance/Ops | Hilary Alderete | Brooke Myer |

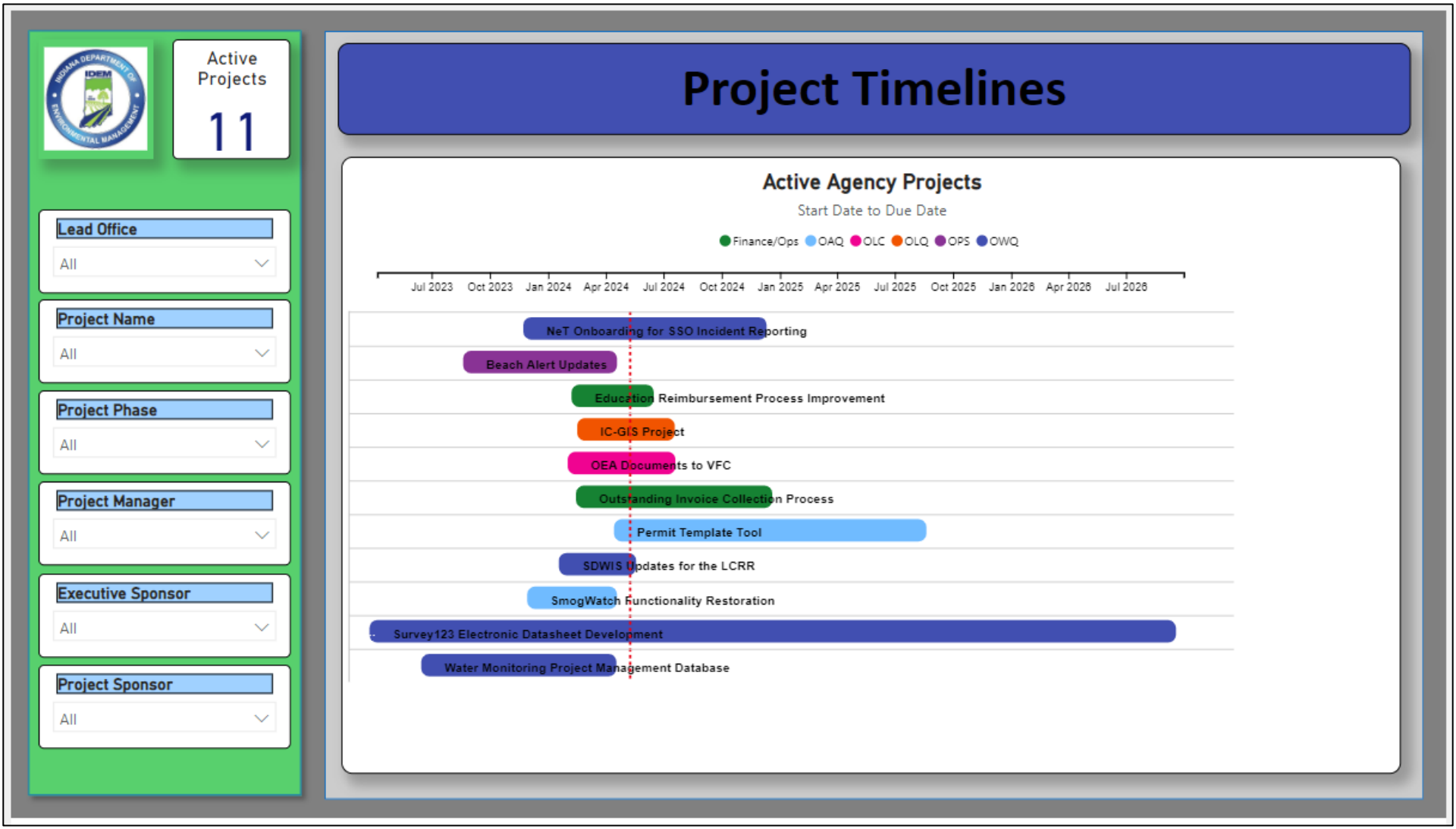
# Power BI


Active Projects
11
Lead Office
All
Project Name
All
Project Phase
All
Project Manager
All
Executive Sponsor
All
Project Sponsor
All
Project Status Reports
Project Status
Reports will be posted by the 5th of each month
On Track
Requires Attention
Off Track
Project Name | Overall | Report Date | Budget | Schedule | Scope | Risks | Due Date | Project Files
Beach Alert Updates | 04/30/2024 | 05/01/2024
SmogWatch Functionality Restoration | 04/30/2024 | 05/01/2024
NeT Onboarding for SSO Incident Reporting | 04/29/2024 | 12/23/2024
Education Reimbursement Process Improvement | 04/30/2024 | 06/28/2024
IC-GIS Project | 04/29/2024 | 07/31/2024
OEA Documents to VFC | 04/30/2024 | 08/01/2024
Outstanding Invoice Collection Process | 04/30/2024 | 02/01/2025
Permit Template Tool | 04/30/2024 | 09/01/2025
SDWIS Updates for the LCRR | 05/03/2024 | 05/31/2024
Survey123 Electronic Datasheet Development | 05/03/2024 | 09/30/2027
Water Monitoring Project Management Database | 05/03/2024 | 04/30/2024

# Power BI


Total Resources Utilized
63
Office
All
Project Name
All
Resource Name
All
Project Manager
All
Role
All
Resource Management
Project Resources
Finance/Ops HR IS MACS OAQ OLC OLQ OPS OWQ
Number of Projects
0
1
2
3
Hilary Alderete
Jeremy Chenevert
Martha Clark Mettler
Scott Klein
Caleb Rennaker
Matt Stuckey
Nathan Giesler
Stacey Sobat
Vanessa Williams
Alan Minne
Ali Mells
Amy Smith
Andrew Pappas
Anthony Tobias
April Lashbrook
April Sims
Barry Steward
Bob Lugar
Brian Callahan
Briony Towler
Carl Wodrich
Chuck McGuire
Colleen Carey
Cyndi Jones
Gary Starks
Ginger Rice
Jason House
Jeff Ewick
Jenny Acker
John Welch
Kaitlin Carroll
Resource Role by Office
Executive Sponsor Project Sponsor Team Member
Number of Resources
0
10
20
19
10
7
6
6
6
7
3
2
OWQ
OAQ
OPS
IS
OLC
OLQ
Finance/Ops
HR
MACS

# Power BI


Active Projects
11
Lead Office
All
Project Name
All
Project Phase
All
Project Manager
All
Executive Sponsor
All
Project Sponsor
All
Project Timelines
Active Agency Projects
Start Date to Due Date
Finance/Ops
OAQ
OLC
OLQ
OPS
OWQ
Jul 2023
Oct 2023
Jan 2024
Apr 2024
Jul 2024
Oct 2024
Jan 2025
Apr 2025
Jul 2025
Oct 2025
Jan 2026
Apr 2026
Jul 2026
NeT Onboarding for SSO Incident Reporting
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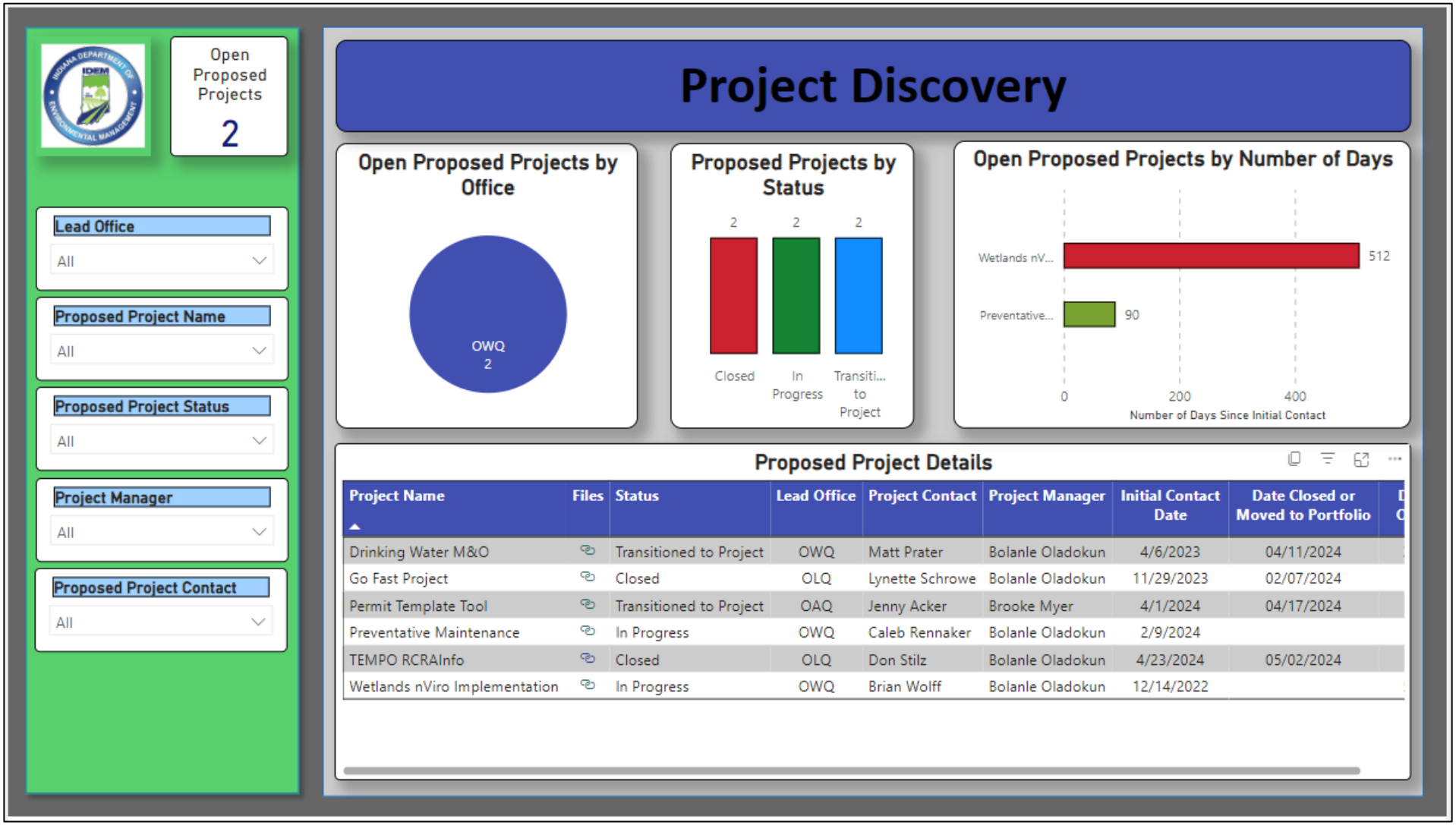
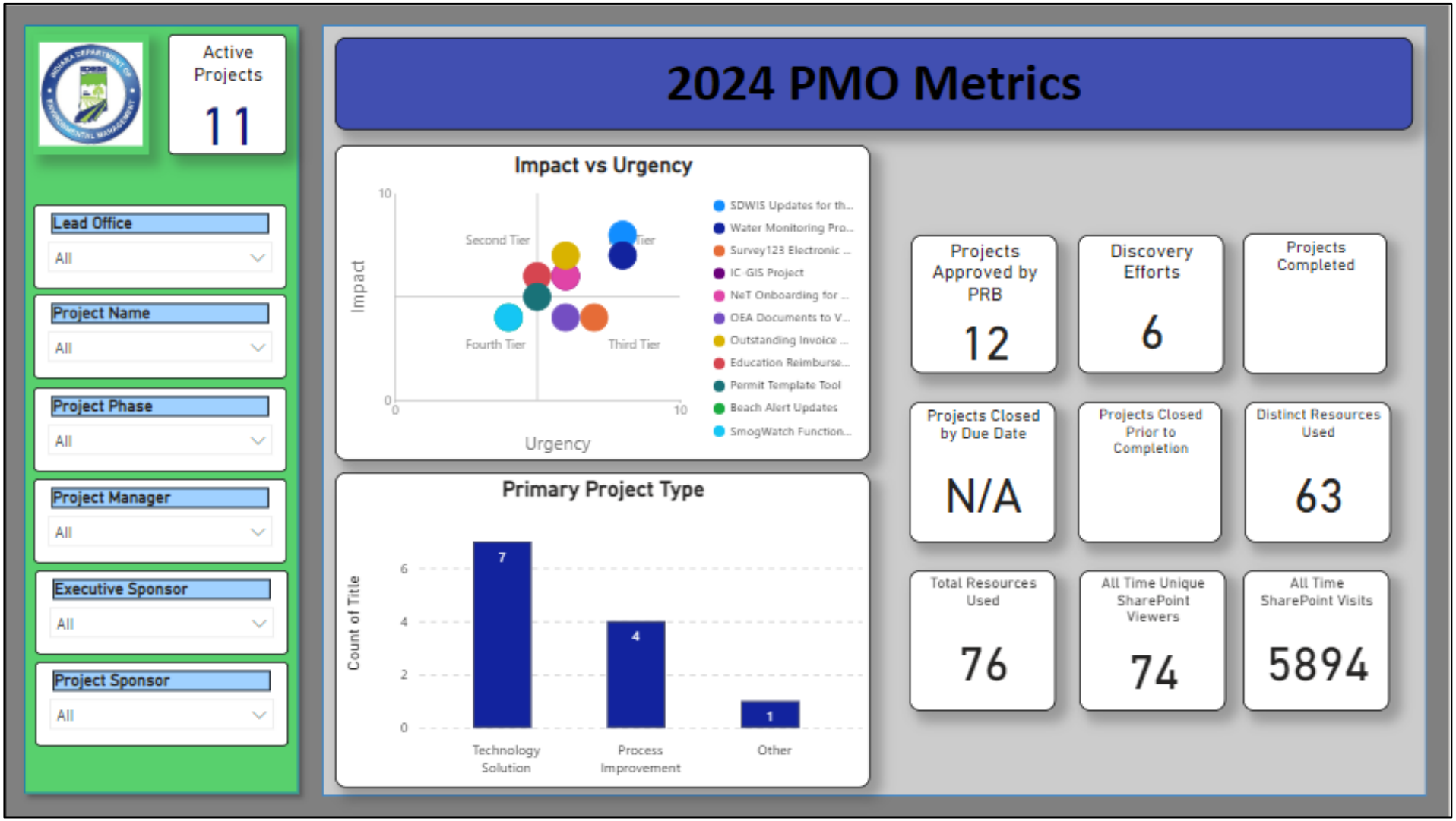
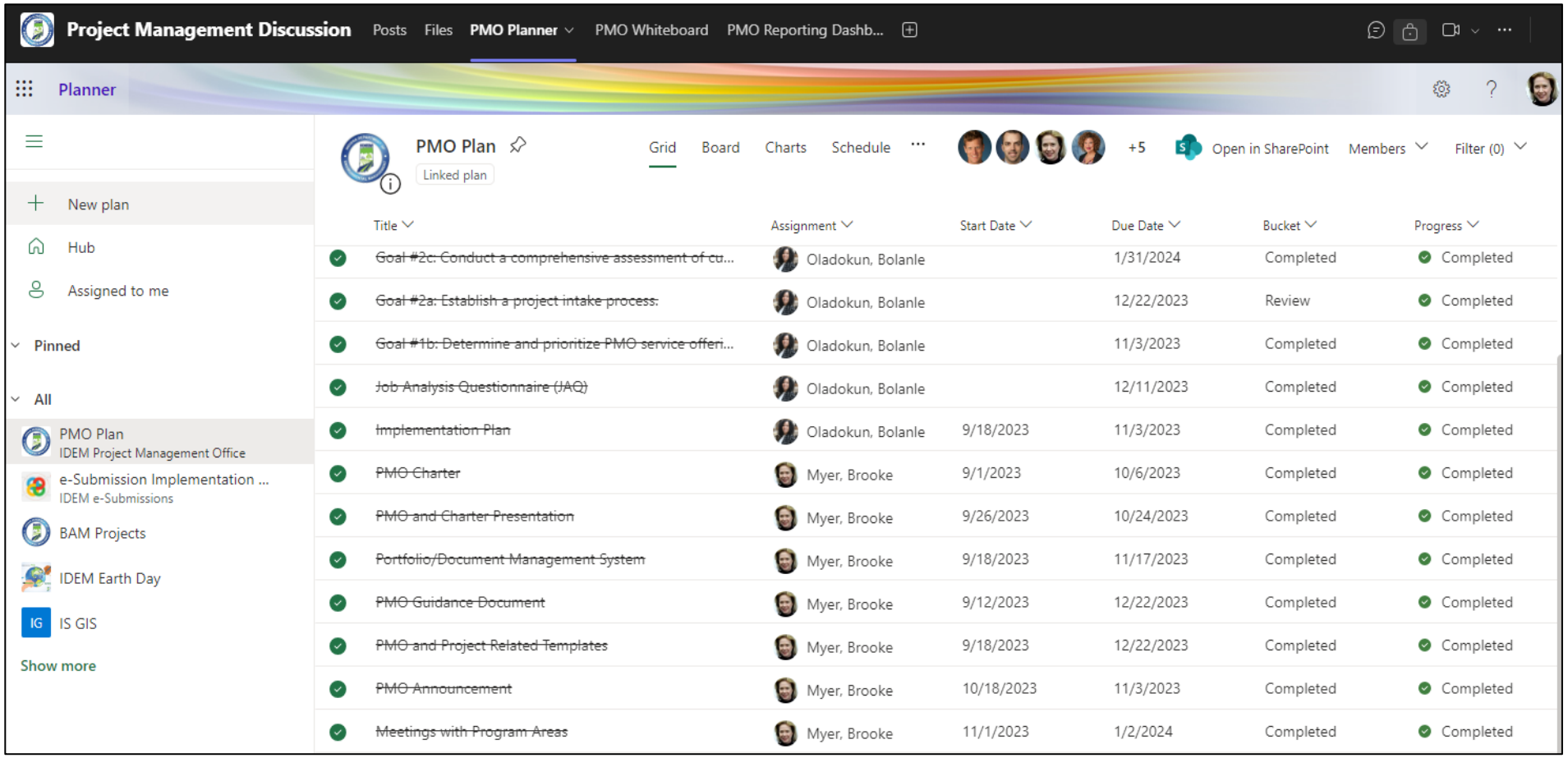



| Project Name | Files | Status | Lead Office | Project Contact | Project Manager | Initial Contact Date | Date Closed or Moved to Portfolio |
|---|---|---|---|---|---|---|---|
| Drinking Water M&O | | Transitioned to Project | OWQ | Matt Prater | Bolanle Oladokun | 4/6/2023 | 04/11/2024 |
| Go Fast Project | | Closed | OLQ | Lynette Schrowe | Bolanle Oladokun | 11/29/2023 | 02/07/2024 |
| Permit Template Tool | | Transitioned to Project | OAQ | Jenny Acker | Brooke Myer | 4/1/2024 | 04/17/2024 |
| Preventative Maintenance | | In Progress | OWQ | Caleb Rennaker | Bolanle Oladokun | 2/9/2024 | |
| TEMPO RCRAInfo | | Closed | OLQ | Don Stilz | Bolanle Oladokun | 4/23/2024 | 05/02/2024 |
| Wetlands nViro Implementation | | In Progress | OWQ | Brian Wolff | Bolanle Oladokun | 12/14/2022 | |

# Power BI


Active Projects
11
Lead Office
All
Project Name
All
Project Phase
All
Project Manager
All
Executive Sponsor
All
Project Sponsor
All
2024 PMO Metrics
Impact vs Urgency
Impact
Urgency
Second Tier
Third Tier
Fourth Tier
SDWIS Updates for th...
Water Monitoring Pro...
Survey123 Electronic ...
IC-GIS Project
NeT Onboarding for ...
OEA Documents to V...
Outstanding Invoice ...
Education Reimburse...
Permit Template Tool
Beach Alert Updates
SmogWatch Function...
Primary Project Type
Count of Title
Technology Solution
Process Improvement
Other
Projects Approved by PRB
12
Discovery Efforts
6
Projects Completed
Projects Closed by Due Date
N/A
Projects Closed Prior to Completion
Distinct Resources Used
63
Total Resources Used
76
All Time Unique SharePoint Viewers
74
All Time SharePoint Visits
5894

# Teams

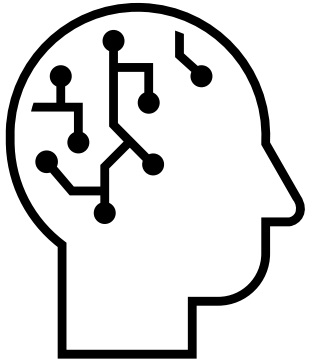

Project Management Discussion
Posts
Files
PMO Planner
PMO Whiteboard
PMO Reporting Dashb...
Planner
New plan
Hub
Assigned to me
Pinned
All
PMO Plan
IDEM Project Management Office
e-Submission Implementation ...
IDEM e-Submissions
BAM Projects
IDEM Earth Day
IS GIS
Show more
PMO Plan
Linked plan
Grid
Board
Charts
Schedule
+5
Open in SharePoint
Members
Filter (0)
Title
Assignment
Start Date
Due Date
Bucket
Progress
Goal #2c: Conduct a comprehensive assessment of cu... Oladokun, Bolanle 1/31/2024 Completed Completed
Goal #2a: Establish a project intake process. Oladokun, Bolanle 12/22/2023 Review Completed
Goal #1b: Determine and prioritize PMO service offeri... Oladokun, Bolanle 11/3/2023 Completed Completed
Job Analysis Questionnaire (JAQ) Oladokun, Bolanle 12/11/2023 Completed Completed
Implementation Plan Oladokun, Bolanle 9/18/2023 11/3/2023 Completed Completed
PMO Charter Myer, Brooke 9/1/2023 10/6/2023 Completed Completed
PMO and Charter Presentation Myer, Brooke 9/26/2023 10/24/2023 Completed Completed
Portfolio/Document Management System Myer, Brooke 9/18/2023 11/17/2023 Completed Completed
PMO Guidance Document Myer, Brooke 9/12/2023 12/22/2023 Completed Completed
PMO and Project Related Templates Myer, Brooke 9/18/2023 12/22/2023 Completed Completed
PMO Announcement Myer, Brooke 10/18/2023 11/3/2023 Completed Completed
Meetings with Program Areas Myer, Brooke 11/1/2023 1/2/2024 Completed Completed

# Challenges

- PMO staff are not IT professionals
- Licensing costs and restrictions
  - Power BI Pro reporting
- Obtaining permissions to publish to workspace
  - Thank you to IDEM Information Services!

# Future Considerations

- New/updated dashboards
- Reporting connections
  - Agency staffing reports
- Power BI dashboard access for all agency staff
- Enterprise level project management



# Thank You

**Brooke A. Myer**

Agency Project Manager

bmyer@idem.IN.gov

317-233-1133