

NEW

April 11, 2008

Directions

Launch of project management tools will support working in teams

This week the ministry launches Project Management Tools for Teams, a toolkit that will help staff working on projects in teams within and across the ministry, as well as with external partners.

Project management is a discipline that will play an essential role in the ministry's networked environment, where work on a project or initiative is increasingly being shared across divisions and with stakeholders, Debbie Fischer, Assistant Deputy Minister of Transition explained.

"The project management approach is helpful because it is less focused on who has the authority and more focused with how accountability is shared and how the work gets done," said Fischer. "In a networked organization individuals will often work on and be accountable to project teams, but they may report to a manager in another area."

Project Management Tools for Teams is part of the Transition at Work program aimed at supporting staff to work effectively on project teams to produce successful results. The program offers methods and approaches that help staff focus on: 'who does what and where', as well as 'how we do our work'. The Project Management Tools for Teams can be accessed from the [Transition at Work](#) page on INFOweb in the A New Direction section.

The full range of tools can be used by project teams working on initiatives of various scope and complexity. They are specifically designed to be used by a project manager or co-ordinator to make effective use of the resources.

Project management training is also available for individuals and teams. Check the [Learning and Development section](#) for times or to set up intact sessions for your team or group.

NEW Directions

NEW Directions, published for employees of the Ministry of Health and Long-Term Care by the Communications and Information Branch, can be read on-line at INFOweb at <http://intra.moh.gov.on.ca/>.

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Do you have questions about the organizational change?

- Ask your manager
- E-mail your questions or comments to the feedback account at anewdirection.moh@ontario.ca
- Call the feedback line at 1-888-862-0528 or TTY: 1-800-387-5559

A New Direction *Transition at Work*

Based upon the North American standards set out by the [Project Management Institute](#) and in cooperation with the OPS centralized [Project Management Centre of Excellence](#), these tools were developed for customized use in the ministry, as the new year brings the launch of a number of cross-functional projects.

The set of Project Management Tools for Teams is divided into three functional groups:

- **Project Launch** (tools to help successfully launch a project):
 - Project charter
 - Project plan approach
- **Reporting** (tools to help team members report on the ongoing progress of the project):
 - Project status report
 - Project status report reference manual
 - Working group project status report
 - Working group project status report reference manual
- **Issues Management and Change Control** (tools to manage project issues and changes):
 - Issues management log
 - Issues management form
 - Issues management reference manual
 - Change request log
 - Change request form
 - Change request reference manual

Jim McCarthy's experience, as project director of the colorectal cancer screening cross-functional team, made him a believer in the project management discipline as key to achieving successful results in the ministry's new working environment. The team organized its work with the use of a project management structure using a number of tools.

The charter is one of the most important resources, said McCarthy, who is currently acting director of finance accountability and information for the Primary Health Care and

Family Health Teams Branch, Health System Accountability and Performance. "It allows you to map out your whole project right up front and set a clear direction for everybody on the team," he said. "It also identifies the interdependencies. There is little that we do in the ministry now that is stand alone. Most work is cross-branch and/or cross-divisional."

As the ministry increasingly works in cross-functional teams and uses these standardized tools, McCarthy believes staff will become more comfortable with their purpose and intent. "These resources will make our jobs easier and support us in successfully achieving our project goals," he said. ■

Coming Up: Each group of tools in the Project Management Tools for Teams set will be highlighted in *NEW Directions* in future issues.

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