



## STATE OF NEW JERSEY Project Management Best Practices Matrix

Project Recommended Best Practices	Small	Medium	Large	OIT PMO Portfolio
<b>Business Case Review Document</b>	M	M	M	M
<b>Initiate &amp; Define</b>				
Sizing Document	M	M	M	M
Charter	R	R	M	M
Scope	R	R	M	M
Deliverables Matrix	R	R	M	M
Responsible, Accountable, Consulted & Informed (RACI)	R	R	M	M
Quad Report	N/A	N/A	N/A	M
<b>Planning &amp; Requirements</b>				
Project Plan	R	R	M	M
Change Management Plan	R	R	M	M
High Level Schedule (Milestones)	R	R	M	M
Establish Project Baseline	R	R	M	M
Requirements Document	R	R	M	M
Quad Report	N/A	N/A	N/A	M
<b>Design</b>				
Logical System Architect Review	R	R	M	M
Test Plan	R	R	M	M
Training Plan	R	R	M	M
Quad Report	N/A	N/A	N/A	M
<b>Project Execution (Develop, Test &amp; Deploy)</b>				
Physical System Architecture Review	R	R	M	M
Implementation Review	R	R	M	M
Test Cases	R	R	M	M
Test Reporting	R	R	M	M
User Acceptance	R	R	M	M
Maintenance, Operations & Support Plan	R	R	M	M
Quad Report	N/A	N/A	N/A	M



Project Closing				
Closeout Confirmation	R	R	M	M
Project Records	R	R	M	M
Quad Report	N/A	N/A	N/A	M
Lesson Learned Report	R	R	M	M
External PM Evaluation	R	R	M	M
Vendor Evaluation (if applicable)	R	R	M	M

**M** = Mandatory. Mandatory items imply that a formal approach must be taken. Project Manager’s may elect not to perform a mandatory item; however the rationale for eliminating the item must be documented in the Project Plan. Elimination of a mandatory item will likely increase the project risk and, therefore, should be listed in the risk register.

**R** = Recommended but not Mandatory. These items are highly recommended, but may be performed by another process or template that is already in place. The Project Managers need to decide whether or not if implemented it will provide value to the project.

**A. Document Storage and Archival Processes**

- 1. Agency Projects** – Regardless of size, all mandatory project documents must be on file at the Agency. Required SAR documents must be on file with the Agency and SAR. If OIT PMO has been engaged all mandatory project documents and SAR documents must also be on file with OIT PMO.
- 2. OIT Projects** – All mandatory project documents must be on file at OIT. Required SAR documents must be on file with OIT and SAR. If OIT PMO has been engaged all mandatory project documents and SAR documents must also be on file with OIT PMO.
- 3. OIT PMO Portfolio Projects** – All mandatory project documents must be on file at the business source (Agency or OIT as applicable) and OIT PMO. Required SAR documents must be on file with OIT PMO and SAR.