

Website Refresh

OMF Cross-Functional Team

Project Charter

Team Sponsor(s)	Team Lead	Type of Team	Kickoff Date	Target End Date
Jane Braaten Mark Greinke	Kelly Ball Dan Bauer	Ad-hoc	Summer 2012	Jan. 2013
Project Purpose	Support migration of OMF websites to portlandoregon.gov. Provide guidance and make recommendations to the Core Leadership Team regarding the look and content of all OMF main pages; develop timeline and scope for migration of all OMF bureaus and divisions; support content managers in implementing strategies and meeting deadlines.			
Project Definition	Work with OMF bureaus and divisions to migrate OMF website information from portlandonline.com to portlandoregon.gov.			
Decision making / Scope of Authority	Recommend scope and approach. Level 5. Key decision points will have separate levels of authority. Level 3-5.			
Goals and Deliverables	<ul style="list-style-type: none"> • Identify team members. • Determine migration approach. • Work with BTS Refresh project manager and team to identify and complete steps to migrate all OMF bureaus and divisions to portlandoregon.gov. • Recommend overall look for all OMF pages. • OMF main pages: <ul style="list-style-type: none"> ○ Determine top level tabs. ○ Identify existing content managers and steps for migration of OMF main tab content. ○ Identify needed content and determine content managers. ○ Set timeline for migration. ○ Ensure deadlines are met. • OMF bureaus and division: <ul style="list-style-type: none"> ○ Bureau representative – ensures content updates and required records retention is met. ○ Determine resources and develop timeline in collaboration with bureaus and divisions. ○ Problem-solve needed resources with leadership. ○ Monitor and report on progress. • Work with BTS to determine appropriate testing of sites. • Determine readiness for final cut over. 			
Project timeline	Jan. 2013			
Customers	Internal and external users of the OMF website including the sites of: BFS, BHR, BIBS, BTS, and Revenue.			
Cross-functionality of team	Input is needed from throughout the organization to execute an organization-wide strategy for migrating to portlandoregon.gov.			

Team members	Kelly Ball (Co-lead) Dan Bauer (Co-lead) BTS - Myndi Fertal BHR – Gale Baird BIBS – Bryant Enge, Tawnya Harris Revenue – Jennifer McFarland BFS – David Nutting, Jeramy Patton PSSRP – Dylan Long Bus Ops – Abby Coppock, Frank Silva EBS – Kevin Campbell Resource Contact: BTS – Rick Nixon, Project Manager for Citywide Refresh Effort
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