

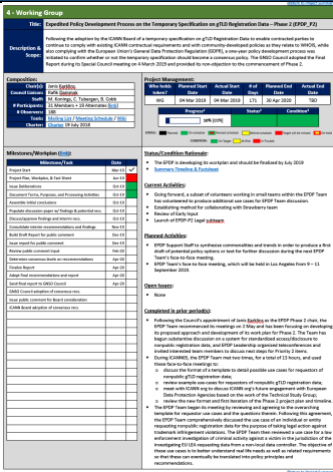
# PDP 3.0 Improvement #11, #12 & #16: GNSO Project Work Product Catalog

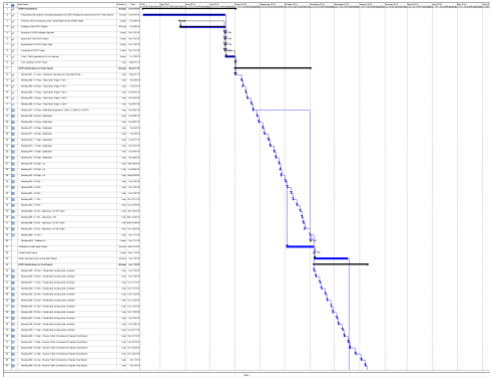
The project management work products described below will be managed by staff as necessary to guide and document the project from start to finish. Note, that the bulk of these apply to projects initiated by the GNSO Council and only after the charter has been adopted. The only exception is the Project Situation Report, which contributes to the full Project List. This full set of work products will be managed by the GNSO Council via Working Group leadership at up to and until such recommendations from a PDP working group or non-PDP working group (“project”) are reviewed and adopted by the ICANN Board.

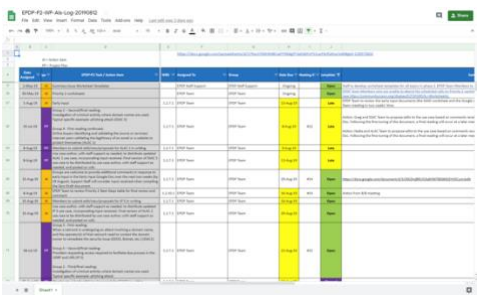
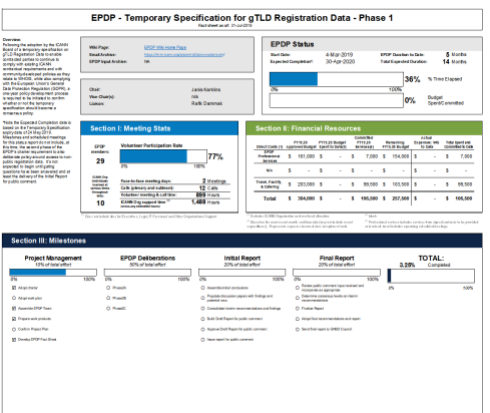
Most importantly, this collection of work products should be thoroughly reviewed and updated as required when the project enters an “At-Risk” or “In-Trouble” condition and they should be reset only after a formal Project Change Request has been adopted by the GNSO Council should there be agreement that the project continue forward.


These will be posted on their respective Wiki pages to be consumed by the full community on-demand and as refreshed versions are published. Project leadership teams should consider combining all of the work products into a single package in preparation for ICANN meetings or dedicated face-to-face sessions for their respective group.

Work Product	Example
<p><b>Summary Timeline</b> – a high-level, simple Gantt view of key deliverable dates for the primary phases of the project including engagement opportunities such as ICANN meetings or dedicated face-to-face sessions. The summary timeline will typically be presented on a rolling twelve months. The duration of the project will determine if it can be displayed (typically, 12 months or less) on the slide. Updates should occur monthly or to the extent change is required, but in most cases the changes will only reflect that a month of time has passed. Changes made in the Project Plan will dictate phase or deliverable dates presented in this summary timeline. Deltas from the baseline should be represented either by a display of the original start date and/or visual representation of affected Gantt section.</p> <p>WP Owner: Staff, WG Leadership                      Update Cycle: Monthly, ad-hoc                      Primary Audience: Working Group, GNSO Council, Community</p>	
<p><b>Project Situation Report</b> – this work product is a copy of the project document presented in the GNSO Council’s Project List to enhance status reporting consistency to broader GNSO. It contains the project summary, scope, composition, summary, and deliverables/milestones. The lower section describes in more detail the current, planned, and completed tasks. The Status and Condition codes are the primary feature for early warning or high-risk notifications when projects may be in jeopardy. It’s complemented</p>	

Work Product	Example
<p>by an escalation procedure (described elsewhere) where At-Risk or In-Trouble projects can be properly managed.</p> <p>The work products, as described below, play a supporting role in determining the appropriate position of the project in terms of schedule, resources, tasks, activities, action items and risks.</p> <p>WP Owner: Staff, WG Leadership + Liaison Update Cycle: Monthly, ad-hoc Primary Audience: Working Group, GNSO Council</p>	

<p><b>Project Plan</b> – this work product is a detailed view of the project’s tasks and deliverables from start to finish. The project typically begins with the adoption of a group’s charter that should define the appropriate scope. The preferred tool for managing the project is a Gantt Chart style that contains all detailed tasks required to deliver on primary milestones in a manner where all dependencies and duration of each task is identified. The Gantt chart is an effective tool to demonstrate impacts to the project when key deliverable dates are in jeopardy of being missed which may impact the critical path. The consumption of this work product typically only occurs within the Working Group Leadership team. However, periodic review with the full group should occur, especially when deliverable dates are consistently being missed. In some cases, this work product should be reviewed and deliberated by the GNSO Council shortly after the charting phase of the project to ensure the plan contains realistic deliverables and delivery dates.</p> <p>This work product acts primarily as the input to the Status, Condition and % Complete reporting features on the Project Situation Report and Summary timeline as listed above in this table.</p> <p>WP Owner: Staff, WG Leadership Update Cycle: Twice monthly or as required Primary Audience: Working Group, GNSO Council Leadership</p>	
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Work Product	Example
<p><b>Work Plan</b> – this work product presents a tactical view of the tasks and deliverables imported from the Project Plan. Unlike the Gantt, it takes a simple form of a table listing the task, who is assigned, when it was assigned, due dates, and notes related to the task. In most cases, this should only contain those tasks that occur over the next several weeks and no longer than two months as to maintain focus on the current tasks. The work plan also contains a Work Breakdown Structure number to maintain continuity with the Project Plan. This work product is used frequently within the working group and managed by the leadership team.</p> <p><b>Action Items</b> – this work product is shared with work plan and tracks additional actions usually identified in the course of group deliberations. These are typically not identified with the project plan, but should be managed with the same discipline as all identified tasks. Note though, this unplanned work can impact planned tasks as it consumes bandwidth and competes for available resources. As such, care should be exercised when creating these and consider adjusting deliverable dates if action items grow and cannot be accomplished on a timely basis. Like the Work Plan, this work product is used within the group and managed by the group’s leadership team.</p> <p>Both of these work products will typically reside together on a Google sheet and denoted as such. However, in some cases, a group may choose to utilize the wiki for tracking purposes.</p> <p>WP Owner: Staff, WG Leadership Update Cycle: Weekly as required Primary Audience: Working Group</p>	
<p><b>Fact Sheet</b> – this work product is primarily used in special circumstances for projects where dedicated funds are provided outside of normally budgeted policy development activities. It displays the status, activities, milestone completion, and a summary of the financial resources. The project leadership team, as well as the Project Cost Support Team will manage and update the Fact Sheet with the assistance of staff. This work product will predominately be part of the project communications package and should be updated at least monthly. Note, projects that do not have dedicated financial resources, may utilize the resource and activity features of the Fact Sheet without using this work product.</p> <p>WP Owner: PCST Update Cycle: Monthly as required Primary Audience: GNSO Council Leadership, Community</p>	
<p><b>Project Change Request</b> – A Project Change Request (PCR) is a request to increase, decrease or modify any deliverable or baseline delivery date. It is a formal, written request that is invoked within the Status and Condition</p>	

Work Product	Example
<p>escalation procedure. It's used to document changed parameters of the project that have been agreed to or re-baselined after the project was launched. Note, the use of the PCR mostly occurs when primary deliverable dates are changed due to unforeseen or extreme circumstance. However, it can also be used to document changes in the deliverable requirements that may not have been identified in the chartering process.</p> <p>When the PCR is required, it should be completed by the leadership teams and it will likely be presented to the Council for approval.</p> <p>WP Owner: Staff, GNSO Council Leadership, WG Leadership, and WG Liaison                      Update Cycle: As dictated per the Escalation Procedure                      Primary Audience: GNSO Council</p>	 <p><b>ICANN   GNSO</b>  <small>Generic Names Supporting Organization</small></p> <p><b>Project Change Request Form</b> <span style="float: right;">Severity: <span style="background-color: yellow; border: 1px solid red; padding: 2px;">LOW/MED/HIGH</span></span></p> <p>Project name: <input type="text"/></p> <p>Requested by: <input type="text"/> Date: <input type="text"/></p> <p>Change description: <input type="text"/></p> <p>Change reason: <input type="text"/></p> <p>Impact of change (complete for relevant categories):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scope:</li> <li><input type="checkbox"/> Budget:</li> <li><input type="checkbox"/> Timeline:</li> <li><input type="checkbox"/> Resourcing:</li> <li><input type="checkbox"/> Communications:</li> <li><input type="checkbox"/> Other:</li> </ul> <p>Proposed action: <input type="text"/></p> <p>Estimated Associated cost, if applicable: <input type="text"/></p>