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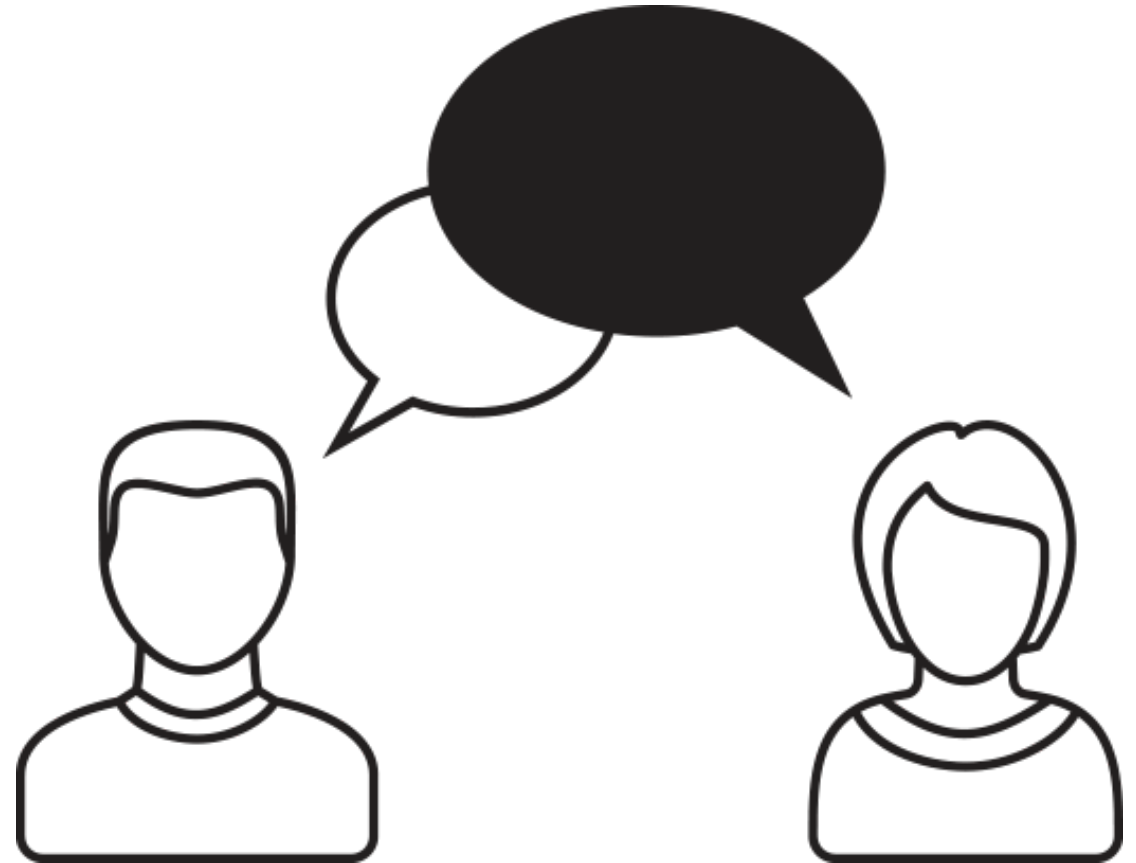
Setting Up an RMO

Your Guides: Grant Zemont and Jerry Dolak



Introductions

- Take 5 Minutes
- Turn to a Person Near You
- Introduce Yourself



Agenda

- Enterprise Resource Management – Issues and Opportunities
- Elements of an RMO
- RMO Implementation Roadmap

Resource Management Problems

- We don't know who is working on what
- I keep hearing we don't have enough people to do all the work – is this true? How would I know?
- Resource planning and forecasting is ad hoc, via spreadsheets, via multiple systems, difficult to get a clear picture
- I don't have visibility into resource issues ahead of time, only when they happen NOW



What challenges do you have around enterprise resource management?

Purpose of an RMO

Ensure the organization has the **proper process and tools** in order to **proactively understand** if there are enough people to deliver on the work that has been requested/ promised and be able to **adjust as needed**

Goals of an RMO

1. Support the organization in managing capacity vs. the demand for labor resources
2. Analyze demand and utilization data to identify potential concerns and solutions
3. Work with project and resource managers to identify solutions to resource scheduling conflicts



What other goals would you have for an RMO? Would you also include Vendor Management aspects such as measuring contract/vendor value?

- Process and Policies
- Reporting Strategy and Tools
- RM Support and Training
- RM Compliance
- Roles and Responsibilities

Elements of an RMO

Process and Policies

- What is the process and cadence for resources to be allocated and assigned to work?
- How far out should resources be allocated, and with what level of accuracy over time?
- How should resource allocations and assignments be managed as people come and go within the organization?
- How will the day-to-day process fit into enterprise reporting and forecasting cycles?
- Project work vs. non-project work – what is the approach for allocations?

Reporting Strategy

- What are we measuring and why?
- What decisions will come from the data, both for executives and RMs?
- What do the reports need to reflect?



What challenges do you have around enterprise resource reporting?

Data Sources

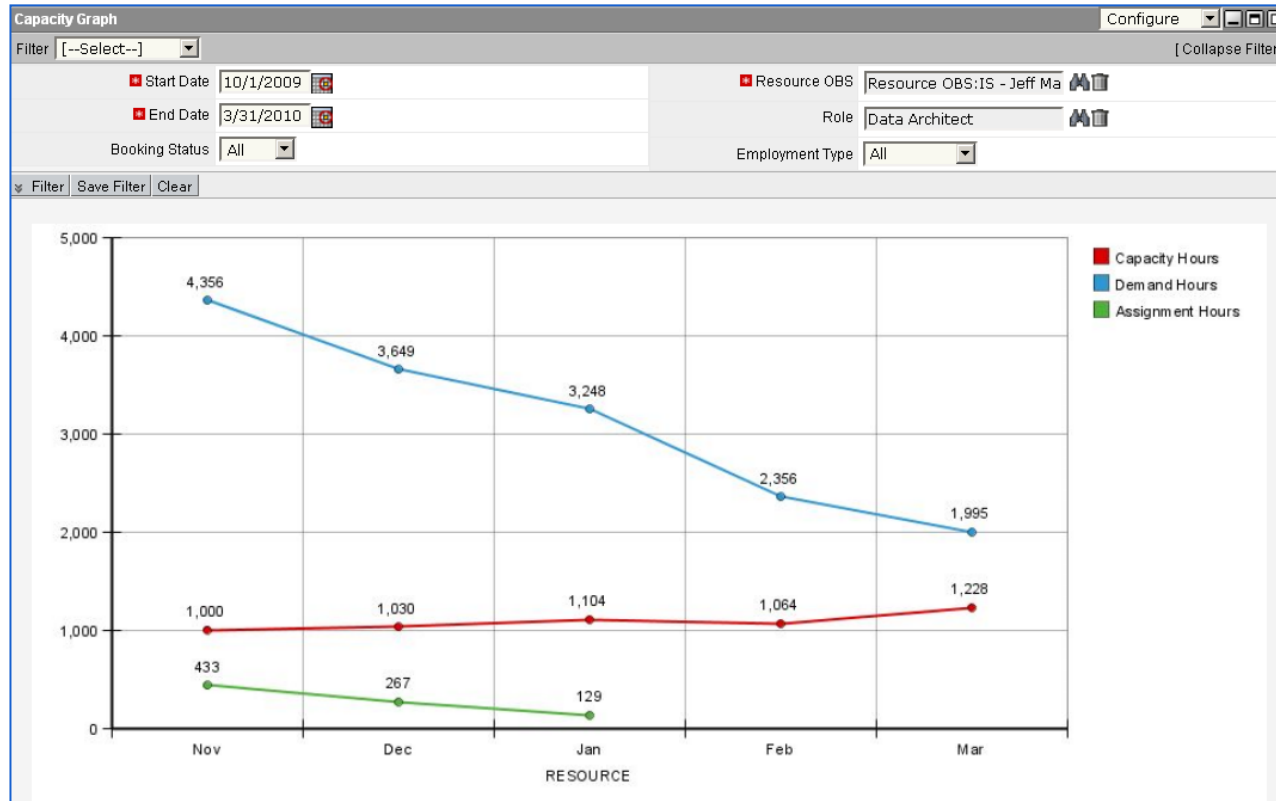
- CA PPM portlets
- CA PPM (Excel downloads)
- Jaspersoft
- Other BI tools?
- Other systems?

How Do We Approach This?

1. RM/ PM Compliance
2. Data Integrity
3. Enterprise Planning and Forecasting



***Data Aggregation and Analysis** is a key function of an RMO*



Good Places to Start:

- Capacity Graph
- Resource Availability – 4 Weeks
- Weekly Detail
- Resource Workloads
- Unfilled Requirements
- Capacity – Role Capacity Histogram
- Organizational Demand – OBS Resource Aggregation
- Organizational Demand – OBS Investment Aggregation
- Down Planning – Top Down Planning by Investment
- Last Login

Black = OOTB

Blue = Rego Exchange

Reports

Capacity vs. Demand by Role														
Role		Allocation by Month (Hours)												
		Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Total
Architect	Capacity	1,408.00	1,280.00	1,408.00	1,408.00	1,344.00	1,408.00	1,472.00	1,344.00	1,408.00	1,408.00	1,344.00	1,472.00	16,704.00
	Demand	910.80	871.42	1,667.75	1,290.20	951.40	1,200.80	1,472.00	867.30	934.72	940.81	788.41	733.20	12,628.80
	Remaining Capacity	497.20	408.58	-259.75	117.80	392.60	207.20	0.00	476.70	473.28	467.19	555.59	738.80	4,075.20
Business Analyst	Capacity	1,584.00	1,440.00	1,584.00	1,584.00	1,512.00	1,584.00	1,656.00	1,512.00	1,584.00	1,584.00	1,512.00	1,656.00	18,792.00
	Demand	738.80	688.00	1,603.24	1,341.80	1,593.40	1,734.80	1,241.20	926.10	904.11	912.81	703.40	1,641.20	14,028.80
	Remaining Capacity	845.20	752.00	-19.24	242.20	-81.40	-150.80	414.80	585.90	679.89	671.19	808.60	14.80	4,763.20
DBA	Capacity	528.00	480.00	528.00	528.00	504.00	528.00	552.00	504.00	528.00	528.00	504.00	552.00	6,264.00
	Demand	526.40	480.00	528.00	528.00	504.00	528.00	552.00	504.00	528.00	528.00	504.00	27.60	5,738.00

Good Places to Start:

- Capacity vs. Demand by Resource
- Capacity vs. Demand by Role
- Over/ Under Allocation by Resource

Over/Under Allocation by Resource														
Resource	Primary Role	Remaining Capacity by Month (Hours)												
		Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Total
Developer	Amos, Cheryl	0.00	0.00	0.00	0.00	8.00	46.00	64.00	80.00	0.00	0.00	0.00	0.00	198.00
	Bauer, Joyce	0.00	0.00	0.00	20.00	8.00	120.00	0.00	0.00	0.00	0.00	0.00	0.00	148.00
Network Engineer	Berks, Paul	16.00	0.00	0.00	-45.31	-13.99	-28.00	0.00	0.00	0.00	0.00	0.00	0.00	-71.30
	Berry, Jason	0.00	0.00	0.00	-44.00	-68.00	-100.00	-40.00	-168.00	-76.00	-16.00	0.00	0.00	-512.00
Project Manager	Bhatt, Rakesh	0.00	0.00	160.00	52.00	48.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	260.10
	Childers, Valerie	0.00	0.00	0.00	-113.60	-56.80	-17.60	0.00	0.00	0.00	158.40	151.20	115.60	237.20
Test Engineer	Evans, Nick	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-40.00	0.00	0.00	0.00	0.00	-40.00
	Gaurand, Alicia	0.00	0.00	0.00	0.00	0.00	0.00	0.00	140.00	125.00	27.00	28.00	16.00	336.00
Grand Total	Granger, Paula	0.00	0.00	0.00	136.00	168.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	304.70
	Lewis, Dana	0.00	0.00	0.00	0.00	0.00	-16.00	-18.00	-78.10	-176.00	-176.00	-168.00	-80.00	-712.10
Grand Total	Lewis, Paul	-8.00	-12.00	0.00	0.00	13.99	-21.00	-55.99	-2.10	22.00	8.00	113.99	104.00	162.89
	Martin, Paul	0.00	0.00	12.00	0.00	-168.00	-144.00	-196.00	-130.00	-176.00	0.00	0.00	0.00	-802.00
Grand Total	Moreau, Erin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-17.00	-16.00	-80.60	-113.60
	Morris, Tom	0.00	0.00	-4.00	120.00	32.00	80.00	-102.00	-32.00	0.00	0.00	0.00	0.00	94.00
Grand Total	Parker, Ashley	0.00	0.00	-54.00	-100.00	-84.00	-56.00	-32.00	0.00	0.00	0.00	0.00	0.00	-326.00
	Patel, Sanjay	0.00	0.00	0.00	-76.00	-72.00	48.00	0.00	-22.00	0.00	0.00	0.00	0.00	-122.00
Grand Total	Perez, Carlos	0.00	0.00	0.00	0.00	0.00	0.00	-84.00	-168.00	-176.00	-100.88	-168.00	-80.00	-776.88
	Quinn, Randy	0.00	0.00	0.00	108.91	72.40	27.00	65.01	2.10	22.00	0.00	43.99	0.00	341.41
Grand Total	Reed, Henry	-4.00	-8.00	0.00	-140.00	-160.00	-120.00	-104.00	0.00	0.00	0.00	68.00	84.00	-384.00
	Reilly, Jason	0.00	0.00	0.00	0.00	-152.00	-66.10	-18.00	0.00	0.00	0.00	0.00	0.00	-236.10
Grand Total	Riviera, Alex	0.00	0.00	0.00	0.00	-16.00	-34.00	-26.00	-168.00	-176.00	-17.60	-168.00	-84.00	-689.60
	Sampson, Mike	0.00	0.00	0.00	36.00	-36.00	-88.00	-8.00	28.00	24.00	176.00	8.00	18.00	158.00
Grand Total	Stewart, Diane	17.60	-15.00	0.00	-10.60	-32.80	62.40	21.60	11.20	158.40	-158.40	-51.20	-65.60	-62.40
	Stoneburg, Sam	0.00	0.00	0.00	130.00	144.00	28.00	120.00	36.00	24.00	176.00	168.00	184.00	1,010.00
Grand Total	Thompson, Peter	-8.00	0.00	0.00	-25.31	-13.99	-11.00	-57.00	0.00	0.00	0.00	-34.99	16.00	-134.29
	Turner, Bruce	0.00	0.00	0.00	76.00	-52.00	-178.00	28.70	26.00	117.00	16.00	0.00	0.00	33.70
Grand Total	Walker, Terry	12.00	24.00	0.00	0.00	-8.00	-12.00	-38.00	-40.00	-44.00	-77.00	-68.00	-84.00	-335.00
	Grand Total	25.60	-11.00	114.00	124.09	-438.39	-480.30	-479.68	-524.90	-331.60	-1.48	-93.01	63.40	-2,033.27

Black = OOTB
Blue = Rego Exchange

RM Support and Training

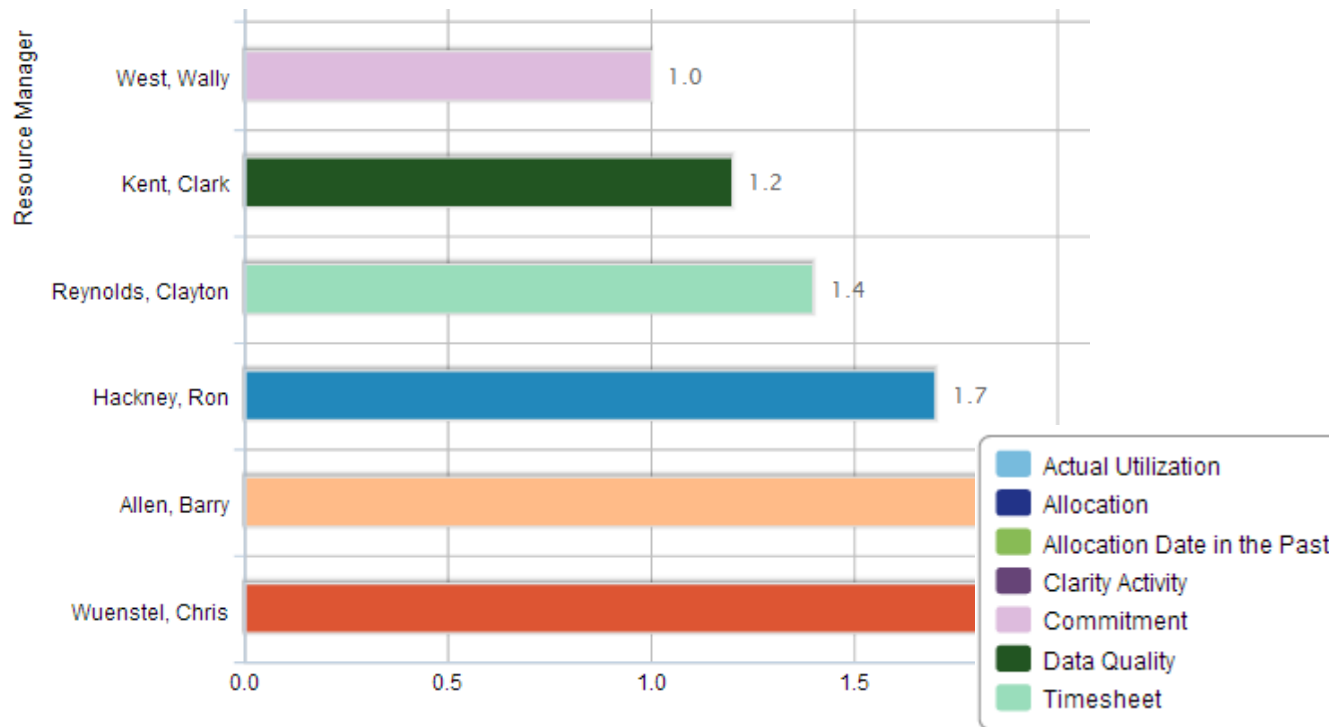
- Training for feature/function launches
- Ongoing Training (new hires/ refreshers)
- Mentoring/ Ongoing support
 - Lunch 'n' Learns
 - Help use the tool and show value to RMs
- Can provide Level 2/3 support to RM community



How are your Resource Managers currently supported today in relation to CA PPM?

RM Compliance

Goal: ensure resource managers are successfully using CA PPM to manage resource needs within their teams and departments



Good Places to Start:

- [Rego Resource Adoption Metrics](#)
- RM and Resource email notifications

Black = OOTB
Blue = Rego Exchange

Roles and Responsibilities

Role	Description
RMO Lead	Develop, own, and mature resource management processes, RMO operations and reporting cadence.
RMO Data Analyst	Pulls standard and ad-hoc data from CA PPM. Analyses data to understand trends, areas of excellence, areas for improvement. Supports Level 2/3 support with data analysis/ policy questions.
(CA PPM Mentor)	Assists with ongoing mentoring of CA PPM resource management and project management users. Mentoring activities include 1:1's, workshops, office hours, and ad-hoc training as needed.
(Booking Manager)	Reviews the data and works with resource and project managers to understand the “subjective” side of the issues – sometimes the data lies. They try to resolve conflicts by providing data and guidance and should resolve 80% of the issues.

The RMO Over Time



RMOs typically have a lifecycle that requires more resources during the start until the process is part of the culture.

Then RM/PMs pick up the bulk of the execution and the RMO does mainly supporting analytics for them.

- Crawl
- Walk
- Run

RMO Roadmap

How to Get There?



- Initial set of portlets and processes
- Analyze data to improve compliance issues
- Train RMs (and PMs)
- Create Framework for formal RMO



- Formalize RMO – roles and responsibilities
- Analyze data to improve integrity issues
- Finalize portlets and processes
- Mentor RMs (and PMs) on leveraging CA PPM



- Assist in resolving staffing issues
- Setup continual improvement cycle with end users
- Expand compliance and integrity monitoring to time tracking

Questions?



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- Enter **Date Started**
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- Provide Contact Person **Name of Person to Contact**
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