How Do I Start a Project?

Step 1: Submit a request to start a project to the DoTS Hotline via phone (x3888) or email (DoTS_Hotline@dpsk12.org)

Step 2: Your Hotline request will be assigned to one of the DoTS Supervisors or Directors

Step 2a: The DoTS Supervisor or Director will determine if the request is a project or not.

Step 2b: If the request is a project the DoTS Supervisor or Director will have a Project Lead assigned.

Step 3: The DoTS Project Lead will contact you to get additional information and schedule time to work on the project documentation

Step 4: You will work with the DoTS Project Lead to submit the project details into the ProjGen software, which will generate your project documentation templates.

Step 5: You complete the Project Initiation Documentation (including project name, purpose, scope, resources, milestones, risks/constraints). The DoTS Project Lead will mentor you through this process.

Step 6: You develop the baseline project plan using MS Project (including tasks, durations, resources). The DoTS Project Lead will mentor you through this process and provide MS Project training, if necessary.
Step 7: The DoTS Project Lead will help you kick-off your project and provide information/templates for the basic project management activities (developing agendas, documenting minutes, documenting scope changes). The DoTS Project Lead can also provide information for the project phase activities and/or direct you to the appropriate support (requirements gathering, testing, training, etc.)