

Procedures for updating the Project Management web page and backup documents

1. The Project Management Web Page consists of the process maps, forms, templates, exhibits, Exit Gates, and deliverables that make up the Project Management Manual as developed by the Council of Leaders (COL).
2. Changes to any documents contained on the page, or changes to the design of the page will be made through a link at the bottom of the web page. Use this link to email your suggestions, comments, or requests to the Council of Leaders mailbox (Council_of_Leaders@pw.pima.gov). The COL chairperson will have the responsibility of checking this mailbox for updates.
3. Council of Leaders will discuss any changes at their regularly scheduled COL meeting; and will be the approval authority for any modifications to the procedures, templates, forms, and other documents related to the Project Management or Exit Gate process.
4. Once a modification is approved, changes will be forwarded by the COL chair to CIP (for changes to the website, forms, templates, procedures, or the manual itself). Changes to the process maps will be completed by Bob LaTourelle (or a designated process mapper) and forwarded to CIP.
5. Once the modifications are made, CIP will be responsible for notifying the Project Managers through an email and will update the change log on the website.