Racine County Project Definition

Is it a Project?

A project is a temporary endeavor undertaken to create a unique product, service, or result.

A project has a definite start and end date and defined scope and resources. A project does NOT include routine operations or upgrades but, work to be accomplished that hasn't been done in the same way. For example, think about the difference between ordering a wedding cake and a grocery store cake.

A project typically performs one or more of the following functions and the work effort will meet one or more of the following criteria:

Function

- Implement a new system or service
- Make significant improvements to an existing system or service
- Application of major upgrades to software and hardware
- Research new technology for a specific purpose
- Improve existing or introduce new processes

Criteria

- It will take more than one week of effort to complete
- It will involve more than one person or department
- It will affect more than one department
- It will involve procurement of IT resources
- It will require communication, training and/or documentation
- It will significantly impact other areas of work
- It will have significant interest or involvement of senior leadership

So, You Have a Project...

If you have a project that's outside the normal scope of your work and/or several of the above criteria apply, please submit a Project Request through the Employee/Project Management Office module to initiate the Racine County Project Intake Process.

Unsure?

If you are unsure whether a work effort should be a project or , contact the Project Management Office for a project assessment at PMOffice@racinecounty.com .