

The CDC Unified Process has tools, approaches, processes, instructions, and artifacts to help project teams succeed!

The CDC UP is a clearly defined approach to successful project delivery through the consistent and repeatable integration of processes that comply with federal regulations, policies, industry best practices, and PHIN and CDC standards. Some of the tools provided by the UP to support these include the following. For a complete list visit the CDC UP website at <http://www.cdc.gov/cdcup/>

Practices Guides	Template	Checklist	Example Job Aid
Change Management			
Communication Management			
Estimating			
Issue Management			
Lessons Learned			
Meeting Management			
Project Charter			
Project Close-Out			
Project Meeting Agenda			
Project Management Plan			
Project Scheduling			
Quality Management			
Requirements Management			
Risk Management			
Scope Planning			
Stakeholder Analysis			
Status Reporting			
Work Breakdown Structure			

- Tools for Project Team Success**
- Project Management Guide
 - Assessment for Regulatory Compliance
 - Assessment for Project Management Compliance
 - UP Mapping to System Development Life Cycles
 - Document Repository
 - Project Classification Guidance
 - Artifact Matrix
 - Tools to Learn About Project Management
 - Project Management Glossary
 - Project Management Acronym List
 - Virtual Presentations

- Process Guides**
- Application Hosting
 - Capital Planning and Investment Control (CPI)
 - Certification and Accreditation (C&A)
 - Classified Information
 - Contracts Procurement
 - Enterprise Architecture
 - Operations Designated Server Site
 - PHIN Messaging
 - PHIN Vocabulary
 - Privacy Impact Assessment
 - Procurements Overview
 - SDN Overview
 - SDN Applicat
 - SDN Digital
 - SDN File Tra
 - Section 5
 - Simplifi
 - Supp
 - Tas

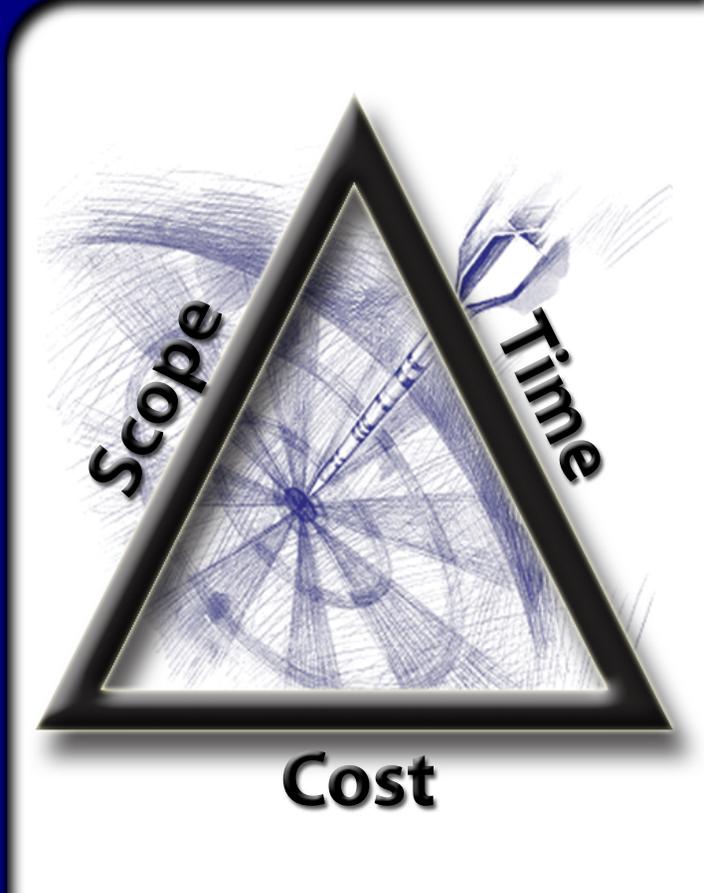


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Project Management CDC Unified Process

A Common Project Delivery Framework for All Projects



The CDC Unified Process is a collaborative development effort that yields a collection of relevant and beneficial practices, processes, tools, and information that any project team may use to easily structure, track, and manage project activities and deliverables. The Unified Process (UP) is easily accessible via the UP website and can be applied to any project to increase its efficiency and effectiveness.



UP Framework is a unified, sequenced organization of the portfolio, program, and project management processes involved in maintaining strategic alignment between agency goals and objectives, investments, and project objectives. It shows the project life cycle in a broader organizational context, outlines processes involved in managing a portfolio of programs and projects, guides projects in complying with federal mandates, guides project managers in following industry best practice management techniques, and promotes alignment with the Goals Management initiative.

Process Guides help project teams comply with Federal regulations and CDC policies and standards by:

- 1) presenting requirements in a concise, easy to understand, and consistent format
- 2) setting the requirements in the context of their purpose
- 3) providing step-by-step instructions for completing the activities required for compliance with each process
- 4) illustrating the integration points between processes.

Practices Guides are brief documents describing the background, requirements, best practices, and key terminology of industry leading project management practices and their accompanying management templates.

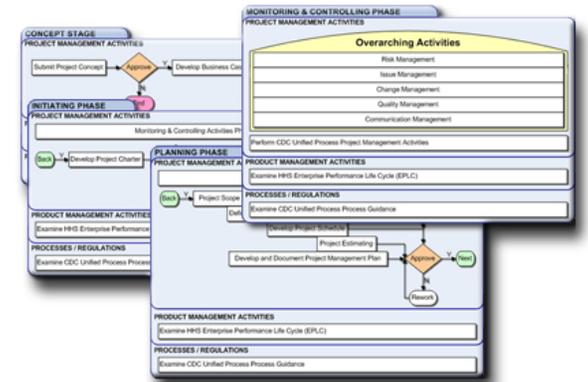
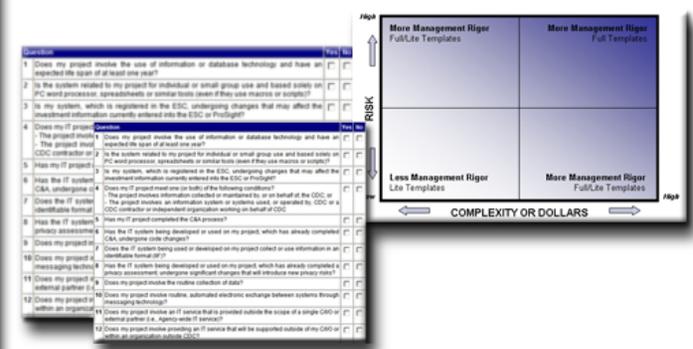
Templates are standardized documents with a preset format. They are used as a starting point for project management documents to ensure consistency. CDC UP Templates are designed to be customized for the use of each project and include instructions and boiler plate text to make them readily useful to project teams.

Checklists are brief documents listing the items to be noted, checked, remembered and delivered when completing the accompanying template.

Tools for Project Management Success

A **project management guide** provides guidance and advice to Project Managers throughout the life cycle of a project in the form of a step-by-step best practice approach to managing projects within the CDC. The Project Management Guide focuses on an overarching theme of illustrating good fundamental project management best practices that can be applied to all projects.

Project classification assists Project Managers in determining the appropriate level of project documentation detail and project management rigor to apply to their project.



A **process assessment** provides a series of questions to help project teams assess which processes they are required to complete to ensure regulatory compliance for their project.

A **practice assessment** provides a series of questions to help project teams assess which project management practices they need to apply to their project to be successful.

An **SDLC mapping** that shows Project Managers how System Development Life Cycle activities for product development align with the project management activities of the UP Framework.

Project management newsletter keeps the public health community abreast of the latest project management news, techniques, processes, practices, etc. Its content is specifically tailored to address the unique needs of managing public health projects.

An ongoing series of **virtual presentations** dedicated to the sharing of project management knowledge and the increased success of projects and project managers.

A project management **community of practice** dedicated to developing and sharing collective knowledge about project management, facilitating professional networking, and developing synergies across projects.

