

# Enterprise Program Management (EPM) Portal

**To:** CIOs/IT Managers at all Executive Branch Agencies/Boards/Commissions

Effective today, October 1, 2008, the CMS Bureau of Communication and Computer Services (BCCS) will begin to roll-out selected features and functions of the Enterprise Program Management (EPM) Portal to Executive Branch agencies, boards and commissions. The primary goal of the EPM portal is to significantly enhance communication and collaboration on project related activities within BCCS in support of our customer organizations.

The EPM Portal will provide Executive Branch agencies, boards, and commissions with unprecedented visibility into the internal processes of BCCS. The EPM portal provides end-to-end lifecycle management for acquiring enterprise products and services, beginning with information technology and telecommunications. Visibility into the lifecycle of an initiative or project is intended to facilitate timely and effective processing through the requisite budget, portfolio, governance, qualification/activation, and project management processes.

## **EPM Portal Registration Process:**

On or about September 11, 2008, you should have received an email request (entitled "EPM Portal Rollout to Agencies/Boards/Commissions Coming Soon) to identify a person or persons within your organization to serve in the roles of 'Portfolio Manager' and 'Project Management Office', (please refer to that previous email for additional details). If you have not already completed the required registrations, please refer to the process below. These roles at each Executive Branch Agency/Board/Commission must be identified and communicated to BCCS, before user accounts can be established within the EPM Portal.

Registrations will be processed via the 'BCCS Contact Information' form. You can download the form and instructions at: [http://bccs.illinois.gov/forms\\_admin.htm](http://bccs.illinois.gov/forms_admin.htm). Please review the form and instructions thoroughly to ensure that you complete it entirely. Completed (approved & signed) forms should be submitted to Agency Relations at: [CMS.BCCS.AgencyRelations@illinois.gov](mailto:CMS.BCCS.AgencyRelations@illinois.gov) as soon as possible. Although there is no predefined limit, we request a minimum of at least one person be assigned to each role (Portfolio Manager & Project Management Office) within each Executive Branch Agency/Board/Commission.

Individual User Accounts for EPM Portal access will be assigned to specific individuals at each Executive Branch Agency/Board/Commission, upon completion of registration and training requirements. Registrants will receive verification via email when their account has been set up in the EPM Portal. Please contact Dan O'Nan at [Dan.Onan@illinois.gov](mailto:Dan.Onan@illinois.gov) for more information regarding obtaining your User Account.

If authorized users should encounter any technical difficulties with the EPM Portal, please email EPM Framework Support at: [CMS.EPM.Framework@illinois.gov](mailto:CMS.EPM.Framework@illinois.gov).

## **EPM Portal Training:**

Training on the EPM Portal will be conducted via short 2-3 hour hands-on training sessions in a computer lab. Details on the training schedule will be distributed later this week.

All classes will be conducted at the LLCC Capitol City Center. A confirmation message will be sent to each confirmed attendee. Please contact Barry Vaughn at [Barry.Vaughn@illinois.gov](mailto:Barry.Vaughn@illinois.gov) for more information regarding EPM Portal Training opportunities.

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## **EPM Process Overview:**

Over the next 90-days, the Enterprise Program Management Office (EPMO) will reach out to Consolidated & Selected Agencies, as well as to other Executive Branch Agencies/Boards and Commissions, to offer the opportunity to participate in an overview of EPM Processes. This overview will include discussion on the requisite budget, portfolio, governance, qualification & activation, and project management processes. Please contact Lisa Griffith at [Lisa.Griffith@illinois.gov](mailto:Lisa.Griffith@illinois.gov) to schedule an EPM Process Overview.

We look forward to providing this tool to our customers to better manage their project portfolio records and project charters. If you have questions or concerns please feel free to contact me at [Michael.Porter@illinois.gov](mailto:Michael.Porter@illinois.gov) or 217-557-9965.

Thank you,

**Michael E. Porter**, PMP  
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