

Your New Project Quick-Start Guide

START

1 Fill out the Intake Document

Define: What, Who, When, & Initial Risks.
(Contact the ITS PMO for help.)

2 Schedule Kickoff Meeting

Align with Sponsor & Stakeholders.

3 Set Up a Tracking System

Track Milestones & Tasks.
(Use Microsoft Planner)



Remember:

You only need to start with clarity on these fundamentals and adjust as you learn.

Now you're on your way!



Resource	Link	QR code	Project Intake Document
PMO email	PMO@uconn.onmicrosoft.com		 Project Intake Document Download
ITS PMO website	https://pmo.its.uconn.edu/		