ROM

ROM

This user guide demonstrates how users can create a ROM (Rough Order of Magnitude) for a new project or work request.

Steps to Create a ROM

1. Open the PPMO Tool.
2. In the *Main Menu* click **Forms**. A pull down menu appears with ROM.
3. Click **ROM**. The *ROM Forms page* displays two sections: Forms and Lists.
4. In the *Forms* section click **New Project** and the *Summary Tab* displays. Complete the necessary fields.
   a. **Project Name:** Provide a name for the project.
   b. **Net New Service:** Select **Yes** or **No** from the drop-down menu to indicate if the project is a new service.
   c. **CPT:** Select the CPT alignment. **Note**: More than one CPT can be selected.
   d. **Community Segment Impacted:** Select what segment will be directly affected by the project.
   e. **Work Type:** Select **Major** or **Minor** from the drop-down menu. **Note**: Major projects generally, but not always, require a PM based on project size, complexity, or visibility.
   f. **Roadmap Project:** Select **Yes** or **No** from the drop-down menu to indicate if the project was identified on Education or Administrative Roadmap.
   g. **VIP:** Select **Yes** or **No** from the drop-down menu to indicate if the project was identified by Faculty, Assistant Dean, etc.
   h. **ROM Sponsor:** Enter the name of the individual who is the Sponsor of the proposed project.
   i. **Community Primary Contact:** Enter the point of contact (**Note**: This field may be the same as the Sponsor Name).
   j. **Desired Completion (Date or Term):** Enter the date or term the project should be completed.
5. Complete the necessary fields in the *Project Overview and Benefits* section.
   a. **Opportunity Statements:** Provide a need and opportunity statement that gives a general description, in business terms, of the needs or opportunities that are to be addressed by the request.
   b. **Benefit Realization:** Indicate the strategic benefits by selecting the check boxes.
6. Indicate how the project aligns to the CPT-strategic roadmaps in the *Community Strategic Alignment* section.
7. Complete the necessary fields in the *Scope and Objectives* section. Define the scope and objectives as they relate to the goals of the business areas and processes within scope.
   a. Describe the major constraints and assumptions required to meet the proposed request's objectives.
   b. **Desired Outcomes:** Enter the desired results.
   c. **Assumptions / Constraints / Dependencies:** Enter the assumptions, constraints, or dependencies that should be considered.
8. Describe the possible risks associated with not completing the project in the *Risk* section.
9. Complete the necessary fields in the *Effort & Cost* section. If applicable, list any technologies or services, including third-party vendors, that would be a part of this project. (Warning: The user will not be able to enter an effort estimate unless the ROM has been saved. The **Save** button is on the bottom right of the ROM form).
   a. Click **Add or Edit Effort Estimate** to add an estimate cost. This allows the user to enter estimated costs for the project.
      i. Description: Describe the solution.
      ii. Solution Details: Enter any relevant notes.
      iii. Click **Add Line** to enter the Cost Estimate Solution (**Note**: Click the red **X** to delete a Cost Estimate Solution).
         1. **FY:** Determine the fiscal year the solution is needed.
         2. **Category:** Select the type of solution from the drop down menu (Resource, Service, Hardware, or Software).
         3. **Description:** Enter the solution type (Java Developer, Big Data Developer, Project Manager, SAAS, License Fee, etc).
         4. **Unit Cost:** Enter the rate for the solution.
         5. **Hours/Qty:** Enter estimated hours for the solution.

Solution Estimate

Description | SAAS Implementation

Solution Details

Total Cost | 921,400

FY	Category	Description	Cost Type	Unit Cost	Hours/Qty	
2017	Resource	Project Manager	One-time	100	120	✖
Notes:						
2017	Resource	Java Developer	One-time	120	60	✖
Notes:						
2017	Service	SAAS	One-time	150,000	1	✖
Notes:						
2018	Service	SAAS License	Recurring	50,000	15	✖
Notes:	SAAS License fee is 50,000 per year after original purchase of 150,000. After 15 years, the service is free.					
2017	Resource	QA Lead	One-time	110	20	✖
Notes:						

+ Add Line

💾 Save & Close

6. Click **Save** the *Solution Detail* will display in the *Cost / Effort* section.
7. Add as many solutions lines as necessary to describe the full cost of the project.

b. Click **Save** if the ROM will be submitted at a later time. (Warning: After saving, the option to delete the ROM before it is submitted will appear at the bottom of the screen).
c. Click **Submit** if the ROM is ready to be reviewed by the WPT Board.