



Los Alamos

NATIONAL LABORATORY

— EST. 1943 —

Morgan Jones
HPC-DO

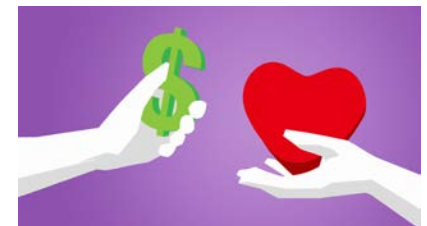
Technical Project
Management Migration to
the Cloud and Confluence
Documentation



LA-UR-20-25895

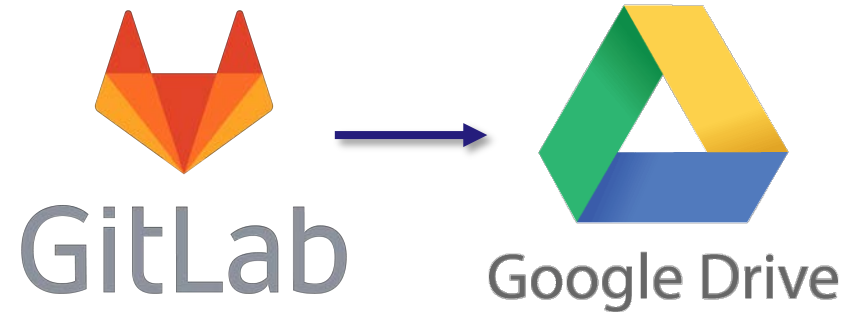
Introduction

- Born and raised in Los Alamos
- Los Alamos High School, 2019
- New Mexico State University, 2023
 - Business Administration
- First summer working at LANL
- Career goals:
 - Experience a variety of aspects in the business field (project management, finance, office administration, etc.)
 - Work/Study abroad
 - Learn more about non-profit environments



Records in Non-Programmer-Specific Tool

- Records moved from Git to Shared Google Drives
- Yellow network is not required
- Allows for multiple concurrent contributors/viewers
- Easy access of documentation and project files on a web- and cloud based application



Assess a Full-Featured Project Management Tool

- Smartsheet- “Unlock human potential, unleash business transformation.”
- Information, notes, and video tutorials located on HPC Confluence Resources page
- Yellow network is not required
- Web-based and cloud-based application



- Useful Features:
 - Dashboards, portals, sheets, reports, forms, etc.
 - Plan & track projects with a full-featured Project Management tool that includes Gantt Charts, Resource loading, etc.
 - Utilize alerts, actions, and assignments



Collect Essential Project Summary in One Place

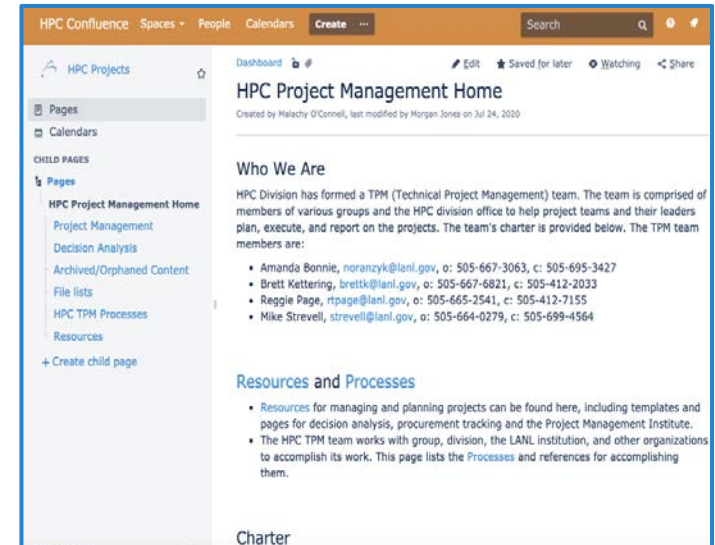
- Project summaries can be found on Confluence
 - 2 downloadable, editable spreadsheets of “closed” and “open” projects
- Quick and easy access for Technical Project Managers and others to view project processes and details
- Essential information includes: name, description, funding, stakeholders, budget, personnel, start & end dates

| Project Name | Brief Description | Funding/Stakeholders | Budget | Personnel | Start Date | End Date |
|--------------|--------------------------------------|----------------------|----------|---------------------|------------|----------|
| | | i | | i | i | |
| Project 1 | The purpose of this project is to... | A.B. (Cc Dd) | \$\$\$\$ | TA, TL, PC, PL, PMC | 07/07/20 | 07/08/20 |
| Project 2 | The purpose of this project is to... | E.F. (Gg Hh) | \$\$\$ | TA, TL, PC, PL, PMC | 07/08/20 | 07/09/20 |
| Project 3 | The purpose of this project is to... | I.J. (Kk Ll) | \$\$\$ | TA, TL, PC, PL, PMC | 07/09/20 | 07/10/20 |



Document Everything via Confluence

- HPC Confluence site holds information on processes, smartsheet resources, templates, site charter, project lists and summaries, and more
- Documenting as much information as possible allows management and project contributors to access project information, processes and history



Questions?

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