

Information Technology Advisory Committee (I-TAC)

Project Approval and Priority Setting Process

Purpose of New Project Approval Process

May 2004, I-TAC adopted a new approval process for administrative systems projects to:

- Provide a forum for dialogue and priority setting at an institutional level. (Previously over 22 groups provided input on priorities but there was no mechanism for setting overall priorities based on institutional needs.)
 - Increase communication and raise awareness of administrative systems projects.
 - Improve planning and coordination of administrative systems projects across the UW.
 - Ensure effective use of C&C resources.
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Types of Projects That Require I-TAC Approval

Projects meeting *any* of the following criteria, regardless of funding source:

- Projects that require C&C resources (other than routine maintenance and operations projects of no more than 500 person hours that do not fit any of the other criteria.)
 - Enterprise projects that affect major organizational components of the University
 - Projects with significant priority/funding conflicts
 - Projects that need institutional funding
 - Projects that have information technology integration issues
 - High-risk, high-cost, high-impact, or high-visibility projects
 - Projects that can scale to meet common needs across the institution
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Project Proposal Requirements

- Proposals must have an executive sponsor
 - Proposals must be approved by the Provost, Dean, or Vice President
 - Proposals must include the following:
 - Statement of business case (service objective and strategic need)
 - Identification of primary business owners
 - Scope of work and high-level estimates for budget/resources
 - Evaluation against checklist of standards for IT projects
 - Evaluation of risks (i.e., risks involved in the project versus risks of not proceeding with project)
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Checklist of Standards for IT Projects

- **Projects must be fully costed**
 - Must include resources for project planning, integration, and ongoing operations and maintenance
 - Future goal is to include resources for added utilization of mainframe and infrastructure
- **Projects must integrate with the following central services to provide a seamless, cohesive user experience:**

- UW's UW NetID/password-based central authentication system
 - UW's central authorization service (ASTRA), to authorize access to restricted applications
 - MyUW portal, as appropriate
 - **Projects must ensure reliability and security by:**
 - Hosting application on secure, well-managed servers
 - Conforming to UW, state, and federal regulations, laws, and policies (including UW security policy)
 - Identifying data requirements to ensure integrity and security of data
 - Building reliability into the system through use of redundant servers, well-supported technologies, knowledgeable technical staff, etc.
 - Planning for disaster recovery and business resumption
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Proposed Timeline

Review and prioritize projects in conjunction with budget cycle:

- **Summer 2004**
 - Communicate new approach to departments
 - Develop and distribute project proposal templates
 - **September, 2004** (*September 24 I-TAC meeting*)
 - Review two prototype project proposals (currently in pre-planning)
 - Review administrative systems resource allocations/capacity and impact upon prioritization process
 - Call for project proposal submissions
 - **November 1, 2004**
 - Proposal submission deadline
 - **December, 2004** (*November 29 I-TAC meeting*)
 - Review administrative systems resource availability
 - Review and rank projects
 - **January 2005** (*January 14 I-TAC meeting*)
 - Review UW financial picture
 - Prioritize projects
 - Agree upon priority and funding recommendations to be submitted to the EVP, Provost, and President as part of University budget process
 - **Ongoing**
 - Review current projects and resource allocations
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Exceptions for Projects Outside of Budget Review Cycle

- Will be considered only under extraordinary or emergency circumstances
- Must follow the same proposal development process
- Must be approved by the Provost and EVP
- Will be decided on a case-by-case basis
- Will be reported to I-TAC at its next regularly scheduled meeting