

## Project Development Flow for High Impact Campus Wide Projects - Process Details

Preliminary Assessment			
Ref	Process	Responsibility	Process Details
B1	Project Initiation & Preliminary Needs Assessment	Project Owner	<ul style="list-style-type: none"> <li>a. Get institutional sponsorship</li> <li>b. Prepare initial proposal &amp; expected budget needs</li> <li>c. Assessment of potential technical options</li> <li>d. Fill out ITPB Project Assessment Form</li> </ul>
C1	Preliminary Assessment	OIT/CSG	<ul style="list-style-type: none"> <li>a. Initial review of scope, value, need &amp; cost for ITPB/OIT</li> <li>b. Consider project relative to other campus IT needs</li> <li>c. Assessment of potential technical options</li> <li>d. CSG submits preliminary minority &amp; majority views to ITPB/OIT</li> </ul>
D1	IT Program & Policy Review, Endorsement	ITPB/OIT	<ul style="list-style-type: none"> <li>a. Review Project proposal, Project Assessment form, &amp; CSG reports</li> <li>b. Consider project relative to other campus IT needs</li> <li>c. Review policy implications</li> <li>d. Return to B1 if modifications needed</li> <li>e. Provide preliminary endorsement if acceptable</li> <li>f. Determine degree of assessment required (normal or formal)</li> </ul>
A1.5	IT Budget Constraints, Approval	Executive Decision Makers	<ul style="list-style-type: none"> <li>a. If funding is not conceivable, project is ended or postponed</li> </ul>

Detailed Specifications			
Ref	Process	Responsibility	Process Details
B2	Project Objectives, Macro Description & Budget	Institutional Sponsor/ Owner	<ul style="list-style-type: none"> <li>a. Define details of project</li> <li>b. Identify internal funding if appropriate</li> </ul>
D2	Assist Formation of Functional Sponsors	ITPB/OIT, Project Owner	<ul style="list-style-type: none"> <li>a. Seek CSG (and others) input; Faculty Senate is watchdog</li> </ul>
E2	Needs Assessment, Detailed Project Description	Functional Sponsors	<ul style="list-style-type: none"> <li>a. Consult key stakeholders</li> <li>b. Assess needs</li> <li>c. Review functional requirements</li> <li>d. Establish oversight committee</li> </ul>
F2	Scope Function, Technical Specification	IT Provider	<ul style="list-style-type: none"> <li>a. Determine scope &amp; functional requirements</li> <li>b. Determine technical specifications</li> <li>c. Combine functional &amp; technical to create initial PCD</li> </ul>

Endorse PCD & Proceed			
Ref	Process	Responsibility	Process Details
C3	Technical, Cross-Systems, Cost & Impact Review, Endorsement of PCD	OIT/CSG	<ul style="list-style-type: none"> <li>a. Review local &amp; institutional impacts</li> <li>b. Review oversight mechanism</li> <li>c. Review for technical soundness</li> <li>d. Review external system dependencies</li> <li>e. Review best practices</li> <li>f. Review of scope, cost, &amp; value</li> <li>g. Final technical, impact, interoperability &amp; cost review</li> <li>h. Submit minority &amp; majority views to ITPB/OIT</li> <li>i. Endorse PCD and sign off</li> </ul>

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<b>Endorse PCD &amp; Proceed</b>			
D2	ITPB Endorsement of PCD	ITPB/OIT	<ul style="list-style-type: none"> <li>a. Review Needs Assessment, Technical Review and minority/majority reports &amp; recommendations from CSG</li> <li>b. Return to E2, if necessary</li> <li>c. Endorse PCD and sign off</li> <li>d. Prioritize among campus IT projects</li> <li>e. Make recommendation to Executives</li> </ul>
E3	Functional Specification Review, Endorsement of PCD	Functional Sponsors	<ul style="list-style-type: none"> <li>a. Review proposal in light of changes necessitated by technical &amp; impact review</li> <li>b. Last chance, final review for workload &amp; business impact</li> <li>c. Revise PCD as necessary &amp; sign off</li> </ul>

<b>Final Design Approval</b>			
Ref	Process	Responsibility	Process Details
A4	Capital Budget Review, Approval	Executive Decision Makers	a. Establish possible funding sources
B4	Owner Budget Review, Approval	Institutional Sponsor/Owner	a. Establish sponsors funding commitment

<b>Development &amp; Testing</b>			
Ref	Process	Responsibility	Process Details
B5	Progress Review	Institutional Sponsor/Owner	<ul style="list-style-type: none"> <li>a. Adherence to milestones</li> <li>b. Report progress to ITPB</li> </ul>
C5	Progress Review	OIT/CSG	<ul style="list-style-type: none"> <li>a. Adherence to milestones</li> <li>b. Report progress to ITPB</li> </ul>
E5	Progress Review	Functional Sponsors	<ul style="list-style-type: none"> <li>a. Adherence to milestones</li> <li>b. Report progress to ITPB</li> </ul>
F5	System Development	IT Provider	

<b>Final Implementation Approval</b>			
Ref	Process	Responsibility	Process Details
B6	System Acceptance, Operating Budget Approval	Institutional Sponsor/Owner	<ul style="list-style-type: none"> <li>a. Adherence to PCD</li> <li>b. Return to F5, if necessary</li> </ul>
C6	Technical Endorsement	OIT/CSG	<ul style="list-style-type: none"> <li>a. Adherence to PCD</li> <li>b. Return to F5, if necessary</li> </ul>
D6	ITPB Endorsement	ITPB/OIT	<ul style="list-style-type: none"> <li>a. Adherence to PCD</li> <li>b. Return to F5, if necessary</li> </ul>
E6	System Acceptance, Approval	Functional Sponsors	<ul style="list-style-type: none"> <li>a. Adherence to PCD</li> <li>b. Return to F5, if necessary</li> </ul>
F6	Project Completion	IT Provider	

<b>Implementation</b>			
Ref	Process	Responsibility	Process Details
F7	System Operation	IT Provider	
D7	Annual Portfolio Review	ITPB/OIT	