Procedures Established for Documenting, Assessing, and Prioritizing IT Related Project Requests

The University Information Technology Steering Committee (UITSC) has been formed as the senior governing committee for development and implementation of the University's information technology vision and strategy.

This committee is charged with the responsibility of ensuring projects undertaken by the University and the department of Information Services are aligned with the objectives and priorities of the University.

In order to meet its mandate and with the support of the Executive Team the following procedures are now established for documenting, assessing, and prioritizing IT related project requests.

1. Faculty and staff shall contact the Associate Vice-President - Information Services (AVP IS) or designate to discuss any potential Strategic or Operational Initiatives.

2. If determined necessary by the AVP IS or designate then faculty and staff shall complete a "Project Request Form" to initiate the review and approval of a potential Strategic or Operational Initiative. The level of detail provided remains at the discretion of the requestor and the head of their unit. Once the "Project Request Form" has been reviewed and signed by the Unit Head it can then to be submitted to the AVP IS or designate.

3. Upon receipt of a completed and signed "Project Request Form" the AVP IS or designate will assign IS staff to assist the Unit in submission of their request for review by UITSC, General and Administrative Systems Planning Committee (GASP), Instructional Technology Advisory Group (ITAG) or University Web Governance Committee (UWGC) as appropriate. The committee will, in the manner that the committee determines appropriate and necessary, prioritize the project request for either a full feasibility study, or project prioritization and planning.

4. When the oversight committee requires a feasibility study to be conducted the project members for the study should include representation from the requesting Unit, other areas impacted, and Information Services. This group will together complete the study and a final report in a format determined by the oversight committee. The final report will include the project benefits, methodology for outcomes assessment, funding analysis, risk assessment, and project implementation schedule. Once the Executive Sponsor (where applicable) and Unit Head approve the results of the final report the oversight committee will then review and prioritize the project for implementation or where appropriate submit the final endorsed feasibility study to the UITSC for prioritization.

5. When the project is ready for implementation IS will confirm the project implementation plan and funding and the project will then proceed as approved.

6. Throughout the entire process Information Services will be available to the Unit for assistance and will work with the Unit to ensure each request moves through the process in a timely manner. UITSC, ITAG, UWGC or GASP will then be responsible to monitor project completion and any outcomes review through project reporting by Information Services and the specific project team.