1. PURPOSE

The purpose of this PS is to ensure that all major service requests which require significant resources from Information Technology are submitted through an established process and managed through formal IT project management processes.

2. DEFINITIONS

2.1   The Chief Information Officer (CIO): CIO refers to the individual in charge of Information Technology.

2.2   Formal IT Project Management Processes: Established processes by the UHD IT Project Office that incorporate components of the Texas Project Delivery Framework.

2.3   Major Service Requests: Information technology requests that have an enterprise wide impact.

3. POLICY

3.1   The Chief Information Officer is responsible for establishing standard procedures for users or user groups to submit proposals and requests to Information Technology.

3.2   The Chief Information Officer is responsible for maintaining the project priority list and project status, including tracking of responsibilities.

3.3   The Chief Information Officer is responsible for reviewing Information Technology project requests with input from university planning groups and prioritizing technology resource allocation in consultation with the university leadership, including Academic leadership and the Academic Technology Committee, particularly on issues relevant to academic programs.

3.4   Approved Information Technology projects will be managed through the IT Project Office according to the formal IT project management process.

4. PROCEDURES

There are no procedures associated with this policy.

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5. REVIEW PROCESS

Responsible Party: (Reviewer): Chief Information Officer

Review: Every three years on or before May 1st.

Signed original on file in the Office of Human Resources.

6. POLICY HISTORY

Issue #1: 01/15/82
Issue #2: 03/23/94
Issue #3: 05/01/10
Issue #4: 03/25/25 – Reaffirmed as Issue#4

7. REFERENCES

There are no references associated with this policy.