Information Technology Project Prioritization Council
Charter
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Purpose
The purpose of the Information Technology Project Prioritization Council is to ensure that the technology resources of the institution are being utilized in a thoughtful and strategic manner. The Council will review all projects, both proposed and ongoing, with an eye to the values and strategic goals of the institution, the security and availability of institutional data, distribution of resource hours and common services, and an ideal proportion of investment of those resources into maintaining current standards, increasing efficiencies, and seeking new technology integrations to increase institutional excellence.

Roles and Responsibilities
The IT Project Prioritization Council (IT PPC) will serve as the ultimate arbiter of departmental prioritization for all institutional technology projects. Projects are defined as a temporary organization of labor to produce one or more deliverables, requiring more than forty hours of planning and implementation, funding in excess of twenty five thousand dollars, evaluated for strategic alignment, scheduled to occur at a given time, and impacting one or more groups of people.

During the preparation of project proposals prior to prioritization:
- Project proposers will clearly identify business needs, available resources within their department, and an executive sponsor
- IT Staff will work with the proposers of each project to clarify the information necessary for the Council to make their recommendations
- IT Staff will consolidate all project information for ease of review by the Council members in a timely manner prior to each Council meeting
- IT Staff will provide accurate information to the Council about staff availability for project work
- Council members will serve as executive sponsor for proposed projects within their constituency

During the proposal prioritization meeting:
- Council members will represent their constituent areas to the rest of the Council through honest assessment of the merits of each project
- Council members will weigh the needs of the institution against the available IT resources, both fiscal and human
- Council members will review the overall portfolio as well as each project for strategic alignment, representative parity, and return on investment
• IT Staff will communicate any scope or resource changes to the Council when such changes are significant enough to impact the completion of a project, and potentially impact other projects in the portfolio.

Following each prioritization meeting:
• IT Staff will communicate to the campus community the results of the Council’s discussion, including a roadmap for portfolio completion of the projects of highest priority.
• IT Staff and the proposers will plan, execute and complete projects according to the priority levels allocated by the Council, within the timeframe determined by the IT Project Management Office in consultation with the IT Project committee.
• Council members will work with their constituent area, when necessary, to free up staff resources to accomplish the projects on the portfolio within the allotted time.
• IT Staff will report to the community annually regarding the projects that have been completed, and to keep the community informed as to the status of ongoing projects throughout the year.

Membership
The standing members of the IT Project Prioritization Council include:
• Erwin Annulysse
• Jamilla Bookwalla
• Jill Snyder
• Stephanie Hayes
• Jennifer Dize
• Sheryl Riddlestorffer
• HR?

In attendance at the meeting in an advisory capacity from the IT department are the Directors of…
Chief Information Officer and Director of Project Management.

Meeting Frequency
Meetings will occur quarterly, in the third week of September, January, April, and July. In the event that a project arises that is of an urgent nature, a special meeting, either in person or via email, may be necessary.